

**Trinity Lutheran Church of Baton Rouge**  
**23-24 Combined Budget Overview as Compared to 22-23 Budget**  
 August 2023 - July 2024

		100-Church			200-School			300-Pre-School			TOTAL	
		Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	22-23 Budget	23-24 Budget
<b>Revenue</b>												
<b>A</b>	<b>Church Revenue</b>											
1	Confirmation Revenue	550.00	430.00	5,217.00							550.00	5,217.00
2	<b>ERC Recognized Revenue (Transferred from Fund)</b>			27,142.27			27,142.26			27,142.26	-	81,426.79
3	Flower Revenue	1,800.00	1,919.27	2,000.00							1,800.00	2,000.00
4	Loose Offerings	6,812.69	6,063.76	7,042.54							6,812.69	7,042.54
5	Regular Offerings	729,962.25	759,695.21	795,838.40							729,962.25	795,838.40
6	Small Group Revenue										-	-
7	Sunday School Offerings	995.00	912.50	982.96							995.00	982.96
8	Vacation Bible School Revenue	800.00	-								800.00	-
9	Young Adult Revenue		-								-	-
10	Youth Ministry Revenue	1,500.00	1,779.00	3,967.00							1,500.00	3,967.00
	<b>Total Church Revenue</b>	<b>742,419.94</b>	<b>770,799.74</b>	<b>842,190.17</b>	<b>-</b>	<b>-</b>	<b>27,142.26</b>	<b>-</b>	<b>-</b>	<b>27,142.26</b>	<b>742,419.94</b>	<b>896,474.69</b>
<b>B</b>	<b>Fundraising Revenue</b>											
1	Annual Appeal Donations				25,500.00	25,000.00	21,000.00				25,500.00	21,000.00
2	Auction Revenue				35,300.00	35,000.00	35,000.00				35,300.00	35,000.00
3	Fall Fundraiser Revenue				10,000.00	9,954.00	8,000.00				10,000.00	8,000.00
4	Spring Fundraiser Revenue				7,300.00	7,300.00	6,000.00				7,300.00	6,000.00
5	Pumpkin Patch Revenue	11,000.00	13,526.95	11,500.00							11,000.00	11,500.00
6	Supplemental Fundraising Revenue										-	-
	<b>Total Fundraising Revenue</b>	<b>11,000.00</b>	<b>13,526.95</b>	<b>11,500.00</b>	<b>78,100.00</b>	<b>77,254.00</b>	<b>70,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89,100.00</b>	<b>81,500.00</b>
<b>C</b>	<b>School/Preschool Revenue</b>											
1	<b>Child Care Revenue</b>				13,000.00	12,030.00	17,514.00				13,000.00	17,514.00
2	<b>Field Trip Revenue</b>				3,100.00	6,174.00	3,200.00				3,100.00	3,200.00
3	<b>Recognized Grant Revenue (Transferred from fund)</b>								116,432.24	97,500.00	-	97,500.00
4	<b>Late Fee Revenue</b>				1,500.00	1,560.00	1,580.00				1,500.00	1,580.00
5	<b>Lunch Revenue</b>				26,100.00	18,850.00	18,850.00				26,100.00	18,850.00
6	<b>Prior Year Revenue</b>										-	-
7	<b>Required Services Revenue</b>				6,600.00	4,200.00	4,400.00				6,600.00	4,400.00
8	<b>Sports Fees Revenue</b>				1,440.00	1,200.00	2,000.00				1,440.00	2,000.00
9	<b>Yearbook Revenue</b>					2,594.00					-	-
10	<b>Other Fees (Supply fee, graduation fees, other fees)</b>						240.00		-	8,575.00	-	8,815.00
11	<b>School Goods Revenue (School Shirts, School picture, School Pak, Science Board)</b>				6,230.00	2,987.00	4,700.00				6,230.00	4,700.00
12	<b>Technology Fee Revenue</b>				5,625.00	-	4,350.00				5,625.00	4,350.00
13	<b>Registration</b>				35,000.00	27,000.00	27,250.00	21,000.00	15,948.86	18,400.00	56,000.00	45,650.00
14	<b>Tuition</b>				480,400.00	436,100.00	377,000.00	988,480.00	646,031.70	932,410.00	1,468,880.00	1,309,410.00
15	<b>(Multiple Child Discount)</b>				(1,302.00)	(1,140.00)	(1,950.00)	(8,424.00)	(6,711.50)	(9,360.00)	(9,726.00)	(11,310.00)
16	<b>(Referral Discount)</b>										-	-
17	<b>(Staff Discounts)</b>				(6,200.00)	(12,400.00)	(9,750.00)	(18,720.00)	(4,978.75)	(14,040.00)	(24,920.00)	(23,790.00)
18	<b>(TLC Member Discount)</b>				(1,800.00)	(1,200.00)	(2,600.00)				(1,800.00)	(2,600.00)
19	<b>(Tuition Assistance)</b>				15,000.00	(15,000.00)	(15,000.00)				15,000.00	(15,000.00)

		100-Church			200-School			300-Pre-School			TOTAL	
		Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	22-23 Budget	23-24 Budget
20	Tuition Assistance Xferred from Fund				15,000.00	15,000.00	15,000.00				15,000.00	-
21	(Tuition Paid in Full Discount)				(3,200.00)	(6,400.00)	(1,950.00)				(3,200.00)	(1,950.00)
22	(Work Exchange for Tuition)				(23,520.00)	(24,800.00)	(26,000.00)				(23,520.00)	(26,000.00)
23	(Tuition Waiver)				(9,300.00)	(9,300.00)	-				(9,300.00)	-
	<b>Total Tuition</b>	-	-	-	<b>465,078.00</b>	<b>380,860.00</b>	<b>334,750.00</b>	<b>961,336.00</b>	<b>634,341.45</b>	<b>909,010.00</b>	<b>1,426,414.00</b>	<b>1,243,760.00</b>
	<b>Total School/Preschool Revenue</b>	-	-	-	<b>563,673.00</b>	<b>457,455.00</b>	<b>418,834.00</b>	<b>982,336.00</b>	<b>766,722.55</b>	<b>1,033,485.00</b>	<b>1,546,009.00</b>	<b>1,452,319.00</b>
	<b>Total Revenue</b>	<b>753,419.94</b>	<b>784,326.69</b>	<b>853,690.17</b>	<b>641,773.00</b>	<b>534,709.00</b>	<b>515,976.26</b>	<b>982,336.00</b>	<b>766,722.55</b>	<b>1,060,627.26</b>	<b>2,377,528.94</b>	<b>2,430,293.69</b>
D	<b>Cost of Fundraising Events</b>											
1	Annual Appeal Expenses				1,850.00	1,823.00	1,800.00				1,850.00	1,800.00
2	Auction Expenses				4,500.00	9,072.00	8,000.00				4,500.00	8,000.00
3	Fall Fundraiser Expenses				1,200.00	1,140.00	700.00				1,200.00	700.00
4	Spring Fundraiser Expenses				490.00	440.00	400.00				490.00	-
5	Pumpkin Patch Expenses	11,000.00	9,461.49	11,500.00							11,000.00	11,500.00
6	Supplemental Fundraiser Expenses				-						-	-
	<b>Total Cost of Fundraising Events</b>	<b>11,000.00</b>	<b>9,461.49</b>	<b>11,500.00</b>	<b>8,040.00</b>	<b>12,475.00</b>	<b>10,900.00</b>	-	-	-	<b>19,040.00</b>	<b>22,400.00</b>
	<b>Total Cost of Goods Sold</b>	<b>11,000.00</b>	<b>9,461.49</b>	<b>11,500.00</b>	<b>8,040.00</b>	<b>12,475.00</b>	<b>10,900.00</b>	-	-	-	<b>19,040.00</b>	<b>22,400.00</b>
	<b>Gross Profit</b>	<b>742,419.94</b>	<b>774,865.20</b>	<b>842,190.17</b>	<b>633,733.00</b>	<b>522,234.00</b>	<b>505,076.26</b>	<b>982,336.00</b>	<b>766,722.55</b>	<b>1,060,627.26</b>	<b>2,358,488.94</b>	<b>2,407,893.69</b>
E	<b>Expenditures</b>											
	<b>Administrative Expenses</b>											
1	Advertising & Promotional Expense	6,750.00	6,000.00	12,000.00	6,000.00	5,875.00	5,225.00	3,200.00	3,198.00	4,875.00	15,950.00	22,100.00
2	Bad Debt Expense										-	-
3	Bank and Credit Card Fees Expense	3,750.00	3,526.22	3,590.00	96.00	73.23	100.00	8,400.00	7,062.00	7,520.00	12,246.00	11,210.00
4	BOD Discretionary Expense	5,000.00	4,998.00	5,000.00							5,000.00	5,000.00
5	Computer Supplies & Software Expenses	2,500.00	2,499.00	3,000.00	330.00	-	-	2,400.00	2,400.00	4,320.00	5,230.00	7,320.00
6	Copier Lease & Maintenance Expense	3,600.00	2,999.63	2,531.98	2,400.00	2,261.00	2,531.98	2,400.00	2,400.89	2,531.98	8,400.00	7,595.94
7	Debt Service Expense	-						114,845.98	114,022.34	110,101.29	114,845.98	110,101.29
8	Dues & Licenses Expense	-						1,400.00	-	200.00	1,400.00	200.00
9	Insurance Expense	19,634.93	18,849.96	22,619.96	21,577.73	19,534.00	23,591.36	21,577.73	16,383.48	23,591.36	62,790.39	69,802.68
10	Legal & Professional Services	50,900.00	50,000.00	36,500.00							50,900.00	36,500.00
11	Library Expenses				1,007.00	-	995.00				1,007.00	995.00
12	Mission Outreach Expenses										-	-
13	LCMS Mission Contributions Expense	22,500.00	22,500.00	22,500.00							22,500.00	22,500.00
14	LCMS Mission Fees Expenses	-	-	-							-	-
15	Missionary Expenses	7,750.00	7,750.00	5,800.00							7,750.00	5,800.00
16	TLC Evangelism Expenses	3,000.00	3,000.00	3,000.00							3,000.00	3,000.00
	<b>Total Mission Outreach Expenses</b>	<b>33,250.00</b>	<b>33,250.00</b>	<b>31,300.00</b>	-	-	-	-	-	-	<b>33,250.00</b>	<b>31,300.00</b>
17	Office Supplies Expense	5,550.00	5,500.23	5,670.00	2,160.00	2,195.00	2,000.00	2,450.00	2,451.88	4,320.00	10,160.00	11,990.00
18	Payroll Billing Expense	6,300.00	6,362.67	6,646.00							6,300.00	6,646.00
19	Postage & Mailing Expense	2,150.00	1,452.00	1,600.00	300.00	250.00	300.00	300.00	252.00	300.00	2,750.00	2,200.00
20	Printing Expenses	500.00	1,011.19	1,200.00							500.00	1,200.00
21	Program Expenses	6,000.00	4,901.10	6,140.00	3,970.00	3,140.00	2,335.00		1,775.00	1,775.00	9,970.00	10,250.00
22	Rainy Day Fund Reserve Expense	6,000.00	6,000.00	6,000.00							6,000.00	6,000.00
23	Workers Comp Expense	3,149.33	2,266.00	2,720.00	3,149.33	1,450.00	2,720.00	3,149.33	1,551.91	2,720.00	9,447.99	8,160.00
	<b>Total Administrative Expenses</b>	<b>155,034.26</b>	<b>149,616.00</b>	<b>146,517.94</b>	<b>40,990.06</b>	<b>34,778.23</b>	<b>39,798.34</b>	<b>160,123.04</b>	<b>151,497.50</b>	<b>162,254.63</b>	<b>356,147.36</b>	<b>348,570.91</b>
F	<b>Education Expenses</b>											
1	Awards and Certificates Expense				1,130.00	1,130.00	500.00				1,130.00	500.00

		100-Church			200-School			300-Pre-School			TOTAL	
		Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	22-23 Budget	23-24 Budget
2	Children's Ministry Expenses	2,580.00	2,789.54	4,850.00							2,580.00	4,850.00
3	Classroom Materials & Supplies Expense (Sunday School and Small Group)	2,400.00	913.28	1,200.00	9,965.00	6,316.00	5,000.00	9,000.00	13,708.28	7,860.00	21,365.00	14,060.00
4	Confirmation Expenses	3,176.00	3,217.90	7,901.45							3,176.00	7,901.45
5	Field Trip Expenses				3,100.00	6,174.00	3,200.00				3,100.00	3,200.00
6	Grant Expenses										-	-
7	Lunch, Milk, & Snack Expense				24,900.00	21,346.00	18,850.00	29,500.00	55,494.94	25,925.00	54,400.00	44,775.00
8	School Goods Expense (School Shirts, School picture, School Pak, Science Board)				5,100.00	4,900.00	3,900.00				5,100.00	3,900.00
9	Parent/Child Events Expenses				375.00	-	650.00	1,900.00	2,544.27	5,000.00	2,275.00	5,650.00
10	Shirt Expenses (staff)	1,500.00	1,500.00	1,500.00	-			500.00	1,000.00	2,025.00	2,000.00	3,525.00
11	Stephen Ministry	1,000.00	1,000.00	750.00							1,000.00	750.00
12	Sports Expenses				1,100.00	650.00	2,000.00				1,100.00	2,000.00
13	Technology Expenses Reserve				5,625.00	5,250.00	-				5,625.00	-
14	VBS Supplies & Materials Expense	3,000.00	3,303.65	4,000.00							3,000.00	4,000.00
15	Yearbook Expenses				1,550.00	2,457.00	900.00				1,550.00	900.00
16	Young Adult Ministry Expenses	500.00	500.00	600.00							500.00	600.00
17	Youth Ministry Expenses	3,497.00	4,001.63	6,514.45							3,497.00	6,514.45
	<b>Total Education Expenses</b>	<b>17,653.00</b>	<b>17,226.00</b>	<b>27,315.90</b>	<b>52,845.00</b>	<b>48,223.00</b>	<b>35,000.00</b>	<b>40,900.00</b>	<b>72,747.49</b>	<b>40,810.00</b>	<b>111,398.00</b>	<b>103,125.90</b>
G	Employee Salaries & Benefits											
1	Background Check Expense				200.00	-	400.00	1,200.00	1,367.55	2,400.00	1,400.00	2,800.00
2	Health Insurance Expense	54,254.08	50,141.41	77,189.10	43,481.56	40,867.00	48,150.77	44,416.35	13,041.40	49,801.50	142,151.99	175,141.37
3	(EE Paid Insurance Premiums)	(14,958.40)	(13,629.14)	(35,668.46)	(21,460.53)	(18,396.00)	(22,528.08)	(15,545.72)	(4,701.34)	(17,760.40)	(51,964.65)	(75,956.94)
4	<b>Total Health Insurance Expense</b>	<b>39,295.68</b>	<b>36,512.27</b>	<b>41,520.64</b>	<b>22,021.03</b>	<b>22,471.00</b>	<b>25,622.69</b>	<b>28,870.63</b>	<b>8,340.06</b>	<b>32,041.10</b>	<b>90,187.34</b>	<b>99,184.43</b>
5	Payroll Tax Expense	12,025.66	8,354.86	15,181.30	25,461.93	23,241.00	23,372.41	39,832.05	29,429.83	41,967.15	77,319.64	80,520.86
6	Retirement & Disability Expense	31,155.29	24,577.92	26,399.67	38,022.39	38,743.00	33,230.62	50,617.85	20,504.28	43,995.80	119,795.53	103,626.09
7	Retreats/Conf/Cont Ed/Prof Growth Expenses	6,900.00	6,900.00	17,000.00	325.00	856.00	-	4,600.00	3,875.22	4,200.00	11,825.00	21,200.00
8	Staff Events/Recognition Expense	6,000.00	5,000.00	7,000.00	500.00	500.00	600.00	2,400.00	1,949.81	4,800.00	8,900.00	12,400.00
9	Staff Salaries	323,270.41	289,324.18	324,311.93	427,738.37	400,429.00	397,154.63	533,780.33	436,168.23	575,190.20	1,284,789.11	1,296,656.76
10	Substitute Teacher Expense				6,000.00	6,295.00	5,400.00				6,000.00	5,400.00
11	Travel Expenses	7,200.00	6,875.00	7,200.00			600.00			600.00	7,200.00	8,400.00
	<b>Total Employee Salaries &amp; Benefits</b>	<b>425,847.04</b>	<b>377,544.23</b>	<b>438,613.54</b>	<b>520,268.72</b>	<b>492,535.00</b>	<b>486,380.35</b>	<b>661,300.86</b>	<b>501,634.98</b>	<b>705,194.25</b>	<b>1,607,416.62</b>	<b>1,630,188.14</b>
H	Maintenance & Repairs Expenses											
1	Capital Asset Expenditures	18,000.00	18,000.00	18,000.00							18,000.00	18,000.00
2	Janitorial Expense	12,780.00	11,970.00	12,520.00	5,856.00	3,550.00	5,945.00	23,340.00	20,905.00	25,965.00	41,976.00	44,430.00
3	Office Equipment Upgrade/Replacement Expense	1,800.00	5,000.00	3,600.00				1,200.00	1,200.00	2,400.00	3,000.00	6,000.00
4	Organ/Piano Maintenance Expense	720.00	720.00	720.00							720.00	720.00
5	Paper Goods, Hygiene, Cleaning & Mtce Supplies	2,400.00	2,143.53	2,400.00				7,900.00	4,493.62	7,200.00	10,300.00	9,600.00
6	Repairs & Maintenance Expense	30,000.00	29,993.46	30,000.00				8,640.00	6,339.42	6,500.00	38,640.00	36,500.00
7	Small Equipment Upgrade/Replacement Expense			3,600.00				2,400.00	2,400.00	3,600.00	2,400.00	7,200.00
	<b>Total Maintenance &amp; Repairs Expenses</b>	<b>65,700.00</b>	<b>67,826.99</b>	<b>70,840.00</b>	<b>5,856.00</b>	<b>3,550.00</b>	<b>5,945.00</b>	<b>43,480.00</b>	<b>35,338.04</b>	<b>45,665.00</b>	<b>115,036.00</b>	<b>122,450.00</b>
I	Utilities Expenses											
1	Electricity & Gas Expense	14,718.00	15,444.35	17,411.09	5,847.00	6,405.00	7,384.00	13,307.00	9,446.00	11,544.30	33,872.00	36,339.39
2	Pest Control Expense	2,100.00	2,200.00	2,520.00	1,980.00	1,700.00	2,160.00	1,800.00	1,800.00	2,160.00	5,880.00	6,840.00
3	Security Expense	2,080.00	2,000.00	1,860.00	2,200.00	2,369.00	2,419.00	600.00	676.25	2,427.00	4,880.00	6,706.00
4	Telephone/Internet Expense	6,060.00	7,290.61	5,779.00	3,300.00	4,455.00	3,014.00	2,700.00	3,097.25	1,781.88	12,060.00	10,574.88

		100-Church			200-School			300-Pre-School			TOTAL	
		Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	Budget 22-23	Projection	Budget 23-24	22-23 Budget	23-24 Budget
5	Termite Contract Expense	220.00	195.00	234.00	110.00	110.00	132.00	110.00	65.00	132.00	440.00	498.00
6	Trash Collection Expense				1,250.00	1,262.00	1,572.00	1,183.00	1,261.32	1,571.16	2,433.00	3,143.16
7	Water & Sewer Expense	1,181.00	1,043.00	1,260.00	540.00	400.00	492.00	1,275.00	689.85	960.00	2,996.00	2,712.00
	<b>Total Utilities Expenses</b>	<b>26,359.00</b>	<b>28,172.96</b>	<b>29,064.09</b>	<b>15,227.00</b>	<b>16,701.00</b>	<b>17,173.00</b>	<b>20,975.00</b>	<b>17,035.67</b>	<b>20,576.34</b>	<b>62,561.00</b>	<b>66,813.43</b>
J	<b>Worship Expenses</b>											
1	Audio/Visual Reserve Expense		1,123.00	2,400.00							-	2,400.00
2	Bread, Wine, Candles & Worship Expenses	3,500.00	3,497.65	3,500.00							3,500.00	3,500.00
3	Coffee & Kitchen Paper Goods Expense	1,200.00	1,705.60	2,000.00							1,200.00	2,000.00
4	Fellowship Events Expense		0.00	5,000.00							-	5,000.00
5	Flower Expenses	1,800.00	1,879.66	2,300.00							1,800.00	2,300.00
6	Music Supplies & Programs	2,500.00	2,527.17	2,500.00							2,500.00	2,500.00
7	Musicians - Contracted	33,200.00	29,116.67	35,100.00							33,200.00	35,100.00
8	Offering Envelope Expenses	3,000.00	2,601.65	3,000.00							3,000.00	3,000.00
9	Pastoral Materials & Pulpit Supply Expense	3,000.00	3,502.59	18,000.00							3,000.00	18,000.00
10	Portals of Prayer Expense	1,800.00	1,835.12	2,466.00							1,800.00	2,466.00
11	Stewardship Program Expense	1,500.00	1,500.00	1,500.00							1,500.00	1,500.00
	<b>Total Worship Expenses</b>	<b>51,500.00</b>	<b>49,289.11</b>	<b>77,766.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,500.00</b>	<b>77,766.00</b>
	<b>Total Expenditures</b>	<b>742,093.30</b>	<b>689,675.29</b>	<b>790,117.47</b>	<b>635,186.78</b>	<b>595,787.23</b>	<b>584,296.69</b>	<b>926,778.90</b>	<b>778,253.68</b>	<b>974,500.22</b>	<b>2,304,058.98</b>	<b>2,348,914.38</b>
	<b>Net Operating Revenue</b>	<b>326.64</b>	<b>85,189.91</b>	<b>52,072.70</b>	<b>(1,453.78)</b>	<b>(73,553.23)</b>	<b>(79,220.43)</b>	<b>55,557.10</b>	<b>(11,531.13)</b>	<b>86,127.04</b>	<b>54,429.96</b>	<b>58,979.31</b>
	<b>Net Revenue</b>	<b>326.64</b>	<b>85,189.91</b>	<b>52,072.70</b>	<b>(1,453.78)</b>	<b>(73,553.23)</b>	<b>(79,220.43)</b>	<b>55,557.10</b>	<b>(11,531.13)</b>	<b>86,127.04</b>	<b>54,429.96</b>	<b>58,979.31</b>
	Below Line CEF Principle Payment - \$58,979.31			-			-			58,979.31		
	<b>Net Revenue after Principal Payment</b>			<b>52,072.70</b>			<b>(79,220.43)</b>			<b>27,147.73</b>		<b>0.00</b>
	Below Line Rainy Day Subsidy (Transferred from fund)				29,804.66							

## 2023-2024 Budget Summary

### Trinity Lutheran Church: Revenue

#### Church Revenue: (A)

**A1 and A10:** Total revenue to Youth and Confirmation Revenue lines includes reimbursements from parents on retreat costs, social events and confirmation expenses. See Youth and Confirmation expense line F4 and F17.

**A2:** ERC Recognized Revenue: Transfer of funds received through the Employee Retention Tax Credit (ERC). In 2022, we applied for and were awarded a refundable employee retention tax credit based on our actual payroll as well as declines in revenue for a time period between March 13, 2020 and December 31, 2021. These funds were reserved to support future operational expenses. This is a partial draw-down leaving \$144,056.61 (based on March financial statements) for future expenses.

**A4 and A5:** This anticipates a 5% increase over the past fiscal year. Giving has seen marked increases in the last several years. This is a modest increase taking into consideration the current economic state.

**A8:** Vacation Bible School income has been removed since we no longer plan to charge for this community outreach event.

#### Fundraising Revenue: (B) and Cost of Fundraising Events: (D)

**B5 and D5:** The Pumpkin Patch continues in the budget for the 2023-2024 fiscal year, although it is not designed to bring revenue to the operations of the church. See net income equals expense. It is a community outreach and service opportunity. Its continuance is based on the availability of volunteers to support the operations of the patch.

### Trinity Lutheran Church: Expenditures

#### Administrative Expenses: (E)

**E1:** Advertising and promotional includes \$700 for the annual website maintenance fee which is more than \$4,000 in savings over our last website host. There is \$8,000 in this budget to allow us to invest in video advertising. We plan to hire a videographer to help create short videos to be used on our website to showcase different areas of our ministry.

**E3:** Bank and credit card fees include fees for online giving as well as bank fees.

**E4:** The BOD Discretionary line allots \$1,500 for Board of Directors training when the new board is elected and \$3,500 in discretionary funds. The discretionary funds meet the Board of Directors Governance Manual requirement that the budget include a "line item(s) for the Board of Directors to use for its own prerogatives."

**E5:** Computer Supplies and Software includes one-time software purchases not subscriptions.

**E9:** Insurance Expense includes umbrella coverage and a volunteer accident policy. Umbrella coverage and volunteer accident policy is evenly distributed throughout the three branches of our ministry. We experienced a substantial increase during the 2022-2023 fiscal year as our long term carrier Church Mutual declined to continue coverage based on claims mostly associated with Florida Blvd

property. We are budgeting a 20% increase in umbrella and accident premiums for the 2023-2024 fiscal year.

**E10:** Legal and Professional Services include accounting services in the amount of \$24,000 and \$6,500 in annual review fees from a Certified Public Accountant. This line is reduced based on new contracts. We conduct a financial review every year with a complete audit every five years. This review process is dictated under our constitution which states the Board of Directors shall “annually appoint an Auditing Committee or person as recommended by the Chief Operating Officer.” Currently our Certified Public Accounting firm is Hawthorne, Waymouth & Carroll. We are set for a complete audit for fiscal year 2024-2025. There is also money budgeted in this line for legal counseling as needed as well as technical support.

**E12:** Mission fees include

- **F13:** LCMS Mission Contribution Expense for \$22,500.
- **F14:** Missionary Expense includes annual amounts for: Young Life, Lutheran Bible Translators (Escala Family), LCMS World Missions and Southeast Ministries.
- **F15:** LCMS Mission Fees supports the District conference and is budgeted every three years. It was paid in 2023.
- **F16:** We have funded a local Evangelism mission line this year for \$3,000.

**E21:** Program Expenses include annual/monthly subscriptions and software such as Constant Contact, Quickbooks, Adobe, Procure, Proclaim, Microsoft Office, etc.

**E22:** “Rainy Day Fund Reserve Expense” is a new name for a prior budget line. It was previously called the “Interest Paid LOC” line.

### **Educational Expenses: (F)**

**F2:** Children’s Ministry includes materials needed for Sunday school as well as an increase in support for the further development of four ministry wide Children’s Events including: Easter Eggstravaganza, VBS, Trunk or Treat and a TBD Christmas event.

**F3:** Classroom materials and supplies expense line has been combined with Small Group and Bible Study expenses. This line is reduced to reflect historical usage.

**F4 and F17:** Confirmation and Youth Expense Lines include \$7299 for retreats, \$2,000 for a mission trip, \$1,200 in registration cost for one adult and two students to attend a Youth Lead conference designed for youth who are considering entering the ministry, \$1,350 for social events and \$2506.89 in program costs.

**F11:** Stephen Ministry line is reduced at request of leaders. Some costs for training will be supplied from Thrivent Grants.

**F16:** Young Adult Ministry Expense has 20% increase due to intentional allocation of more funds to support this program.

### **Employee Salaries and Benefits: (G)**

**G2 - G4:** 20% anticipated increase in health insurance premiums.

**G7:** Retreats/Conferences/Professional Growth Expense: \$12,000 is available for staff professional development. Cost of registration, tuition and/or travel are recorded here. There is \$5,000 budgeted for a Strategic Planning Retreat.

**G8:** Staff Events/Recognition Expense is budgeted at a 15% increase based on an intentional effort to make funds available for cross departmental social and team building opportunities.

**G9:** Staff Salaries consist of three full-time and four part-time employees. This budget includes a 6% increase in salaries. This budget line also includes an allotment for monetary Christmas gifts as well as merit-based bonuses. (This is the same design as the last three fiscal years)

**G11:** Travel Expense includes a monthly stipend for Pastoral car allowance as well as \$1,200 total for other ministry travel expenses such as mileage.

**Maintenance and Repairs Expense: (H)**

**H1:** Capital Asset Expenditure is money set aside through our account at Southern District Church Extension Fund to be saved and used for unbudgeted large repair expenses as needed.

**H2:** Janitorial includes annual waxing of church and office floors as well as continued weekly cleaning of church and office buildings. This includes an increase over last fiscal year.

**H7:** Small Equipment Upgrade Expense includes the annual replacement of automated external defibrillator supplies.

**Utilities Expense: (I)**

**I1:** Anticipates a 20% increase in utility costs.

**I3:** Security Expense line is as per contract with Certified Alarms and Customs Security.

**I4:** Phone and Internet line reflects savings from moving phone and internet service to REV

**Worship Expense: (J)**

**J1:** The Audio/Visual Reserve line is added to this year's budget to designate resources for the repair and replacement of the equipment used in worship services. Unspent funds will transfer to a reserve account at the end of the fiscal year.

**J4:** New budget line for Fellowship Events to be used at the discretion of the Fellowship committee and the Senior Pastor.

**J6:** Music Supplies and Program includes \$2,500 for other items as needed and approved by the Senior Pastor to support music in both the traditional and contemporary services.

**J7:** Increase reflects addition of funds to contract a part-time choir director at the discretion of the Senior Pastor.

**J9:** Increase reflects contracting an Assistant Pastor for preaching once a month during the fiscal year.

## Trinity Lutheran School: Revenue

### Fundraising Revenue: (B)

**B1:** Annual Appeal Donations are reduced by 20% due to donations this year trending lower than budgeted.

**B3 and B4:** Fall and Spring Fundraising Revenue is reduced by 15% based on a reduction in enrollment.

### School/Preschool Revenue: (C)

**C1:** Child Care Revenue has increased over the current year due to an increase in the cost of aftercare from \$4.00 per hour to \$6.00 per hour. Budgeted at 16.68 hours per day.

**C5:** Lunch Revenue is budgeted at a decrease based on reduced enrollment projection.

**C10:** Other fees is a new line item which includes a \$40.00 graduation fee to offset expenses related to that event.

**C11:** School Goods Revenue is a new line item which combines all sales including school shirts, supply packs, and science boards.

**C12:** A technology fee is paid upon registration. The revenue is included in operating costs this fiscal year.

**C13 - C14:** Registration and Tuition is based on 58 children. The decrease in student enrollment from the 22-23 school year to the anticipated number for 23-24 is due to a large 8th grade graduating class (12 students) and a larger than usual number of students leaving due to families moving (3) or changing schools for family/convenience reasons (5)

**C14:** Tuition is increased by 4.8% or \$300.00 per year. The 2023-2024 tuition rate is \$6,500 per year.

**C15 - C24:** Discounts are based on registered children.

**C17:** The staff discount is a 50% reduction in tuition for children of full-time employees. Three budgeted.

**C19 and C20:** Tuition Assistance based on available funds projected at \$15,000.

**C22:** Work exchange is an agreement between Trinity Lutheran Church and a family who enrolls their child at our school, and who is able to trade work for the tuition charge. Applies to one family of four children.

**C23:** No money is budgeted for tuition waiver this fiscal year. At the discretion of the Principal and Pastor, children could be admitted with tuition waived as long as their enrollment occurred after the 58 budgeted number is achieved. The overall impact would be a net zero or positive if the full tuition was not waived.

### Budget Note: Funding Sources:

Trinity Lutheran Church has established a TLC Scholarship Fund. The purpose of the Tuition Scholarship Program of Trinity Lutheran Church is to provide monetary assistance to families actively attending and participating in worship services and activities at Trinity Lutheran Church, and wishing to enroll their child(ren) in Trinity Lutheran School. This scholarship is available for the 2023-2024 year for families who are not receiving Tuition Assistance and are actively attending or agreeing to attend a minimum of 75% of Trinity Lutheran Church weekend services. Each scholarship pays 50% of a student's tuition. Families may receive up to two scholarships. Ten scholarships are available. This fund is not currently reflected in the budget. However, since it does



not represent a reduction in tuition but rather a different source of tuition funding it will not impact the overall bottom line.

## **Trinity Lutheran School: Expenditures**

### **Administrative Expenses: (E)**

**E1:** Advertising and Promotional budget to be used at the discretion of the Director of Enrollment and Retention in collaboration with the Principal.

**E9:** 20% anticipated increase in umbrella and accident premiums. Insurance expense includes 1/3 of umbrella policy, 1/3 of volunteer accident, and 1/2 of student accident and 1/2 of excess student accident policy. Umbrella coverage and volunteer accident policy are now evenly distributed throughout the three branches of our ministry.

**E21:** Program expense includes Facts Software, a school management system.

### **Educational Expenses: (F)**

**F3:** Classroom Materials and Supplies Expense is reduced due to Emergency Assistance to Non-Public Schools funding last fiscal year that allowed the school to update many materials.

**F13:** Technology Expense Reserve: See C12

**F3 - F15:** Budgeted decreases in expense lines is based on decreased enrollment projection.

### **Employee Salaries and Benefits: (G)**

**G2 - G4:** 20% anticipated increase in health insurance premiums.

**G9:** Teachers and Principal are budgeted at 2023 District Standard. One full time teaching position has been moved to part time. A part time Director of Recruitment and Retention is included in the budget and the expense is split between the school and preschool. This budget includes an allotment for a Christmas gift.

**G11:** Travel expenses include \$600.00 for expenses related to the Director of Recruitment and Retention.

### **Maintenance & Repairs: (H)**

**H2:** Weekly janitorial expenses are budgeted once per week for 36 weeks of school. Annual floor waxing is included.

**H5:** Paper goods, hygiene, cleaning and maintenance supplies have been purchased by Emergency Assistance to Non-Public Schools funding.

## Trinity Lutheran Preschool: Revenue

### School/Preschool Revenue: (C)

- C3:** The projected grant reserve balance entering into the 2023-2024 fiscal year is \$245,000. We are budgeted to use \$97,500 in grant funding this fiscal year. More funding may be used as necessary to support operations.
- C10:** Other fees is a new line item which includes a quarterly supply fee of \$25.00 per child.
- C13:** Registration for currently enrolled families is charged in August. New children pay at the time of enrollment. We are increasing our registration fee to \$250.00 with current families receiving an early registration discount of \$50.00.
- C14:** The preschool has continued to see a rise in costs associated with doing business. Labor is the primary cost however food, supplies and services have also increased. After an analysis of these costs as well as a market survey for rates, the decision has been made to increase tuition across all age groups with the infant-tuos seeing a rate increase of \$15.00 per week for infants - one year olds and a rate increase of \$10.00 per week for two, three and four year olds. Our rates are budgeted as follows:
- Infant: \$220.00 per week
  - Toddler: \$215.00 per week
  - Two: \$205.00 per week
  - Preschool and PreK: \$195.00 per week
- C14:** Tuition is based on a specific number of children each month. Enrollment varies throughout the year. It averages 86 children per month with low enrollment at 80 and high enrollment at 92.
- C15 - C17:** Discounts are based on actual children enrolled and anticipated enrollment.
- C15:** The multiple child discount offers a 10% reduction in the lowest tuition rate for a family with more than one child enrolled. Ten budgeted.
- C17:** The staff discount is a 50% reduction in tuition for children of full-time employees. Three budgeted.

## Trinity Lutheran Preschool: Expenditures

### Administrative Expenses: (E)

- E1:** Advertising and Promotional is increased by 50% to be used at the discretion of the Director of Enrollment and Retention in collaboration with the Preschool Director.
- E3:** Bank and Credit Card Fees includes fees to process parents card payments via the ProCare management system.
- E7:** Debt Service Expense: The preschool services 100% the building debt. The interest is recorded here with the principal paid below the bottom line. The principal is projected at \$58,979.31.
- E9:** 20% anticipated increase in umbrella and accident premiums. Insurance expense includes 1/3 of umbrella policy, 1/3 of volunteer accident, and 1/2 of student accident and 1/2 of excess student accident policy. Umbrella coverage and volunteer accident policy are now evenly distributed throughout the three branches of our ministry.
- E21:** Program expense includes ProCare, a preschool management system. Includes an allotment for computer supplies.

**Educational Expenses: (F)**

**F7:** Lunch, Milk and Snack Expense is based on \$25.00/week per child. The decrease over last year is projected with the hope that we will not need to continue catering. If we do, grant funds will be used to offset this expenditure.

**F9:** Parent/Child Special Even line is increased for this fiscal year. The preschool intends to focus heavily on engaging parents into the program through special events. This includes events such as: Muffins for Mom, Donuts for Dad, special chapels and PreK graduation.

**F10:** The preschool plans to provide shirts for staff members this school year.

**Employee Salaries and Benefits: (G)**

**G2 - G4:** 20% anticipated increase in health insurance premiums. More preschool teachers are utilizing our health benefits than in prior years.

**G8:** The Staff Events and Recognition budget has been doubled this year to allow the utilization of incentivizing methods for teacher retention.

**G9:** Staff salaries include 16 full-time employees, and four-part time employees in this budget. Salaries are determined by market and subsidize through grant funding when possible. A 6% increase for administration staff is included in this budget. There is also an allocation to pay for ½ of the salary of a part time Director of Recruitment and Retention to support both the school and the preschool. It also includes an allotment for Christmas gifts for all staff and a merit-based bonus for the Director. Bonuses may also be awarded with future grant funding to help offset salaries as possible.

**G11:** Travel expenses include \$600.00 for expenses related to the Director of Recruitment and Retention.

**Maintenance & Repairs: (H)**

**H2:** Janitorial services are budgeted daily, Monday – Friday. There was an increase announced this upcoming fiscal year of \$10 per service.

**H3:** Office Equipment Upgrade anticipates the replacement of one computer.

**H6 and H7:** The preschool budgets a combined total of \$10,100 to support the repair and maintenance of the building and small equipment upgrade/replacement expenses.

**Utilities Expense: (I)**

**I1:** Anticipates a 20% increase in utility costs.

**I3:** Security Expense line is as per contract with Certified Alarms. We began a service agreement on our Fire system in 2022 and a service agreement in 2023 for newly installed monitoring cameras on the preschool.