

July 2025 Finance Report

Bank Accounts

Unity

General Checking

Signers are: Kay stromberg, wendy schmidt, craig moulton, sue griffin

Statements are mailed to the church office monthly and can be accessed online.

Building Checking

Signers are: sue, craig, wendy, kayleen

Statements are mailed to the church office monthly and can be accessed online.

Memorial Checking

Signer: sue griffing, craig, wendy, kayleen

Statements are mailed to the church office monthly and can be accessed online.

Cemetery Checking

Signers are: duane, clarice, glenn (death certificate & meeting minutes needed)

We don't know where the statements go.

WELCA Checking

Signers are: Teresa Hasbrook, Sue Mold, Sue Griffin

Statements go to Sue Griffin

Unity Bank Safety deposit box: 1681

People who have access per the bank are: Dan Dahlberg, Nancy Schroeder, and Kayleen Stromberg.

There is a key to this box in the office.

Pangeral accounting is still on the list of approved parties to get information about our congregation at this bank. Sue and I were able to get information about our WELCA and Cemetery checking accounts when we called. More detail can be seen in spreadsheets.

Thrivent

We have mutual fund investments with Thrivent: 3 short-term bond funds and 3 long-term conservative allocation funds. See finance report for details about these funds.

Treasurer has access to the Thrivent accounts and can access them online or by phone. Our current contact is Ben Wudel. We do not know if there are past members who still have access to the account.

American National Funds

ANF is an insurance company and we are the beneficiaries of 2 policies. The only person who is listed on the account is Ruth Mollberg. We receive monthly paper statements from ANF in the office and the interest that is earned is monthly deposited into our memorial checking account. Ruth Mollberg will need to call ANF and fill out forms to take herself off the account and put one of us on the account.

Frandsen Bank

We have one account with Frandsen bank (see details in report). Dan Dahlberg and Sue Griffin have access to this account. The maturity date for this CD is September 29, 2025. After paying for the roof, this account will have approximately \$87,000 left with the 70/30 Erickson restrictions.

Incoming Donations

Types of Donation

Donations come into our church in one of the following ways:

- Pre-printed Offering Envelopes
 - Every Sunday (two options:: General/Building)
 - Initial Offering (helps to pay for envelopes)
 - Ash Wednesday
 - 5 Lent envelopes
 - Maundy Thursday
 - Good Friday
 - Easter special
 - Kitowo Scholarships
 - Christmas Eve
 - Special Offering
- Loose Cash in offering plate (with or without a name)
- Checks in offering plate
- Coffee Hour
 - Loose Cash with or without names
 - Checks
- Online donations

- Through our website / QR code
- Set up through Vanco prior to Realm
- Donation of stock (hasn't happened in recent memory)
- Thrivent Choice Dollars

Online Donations

Online donations used to come through Vanco.

Vanco would collect these funds and then make ACH deposits into General Fund or Building Fund according to the donor's designations.

Donors could make one-time donations or set up recurring donations.

As of June of 2024, online donations are handled through Realm (Realm uses Vanco as a financial agent to facilitate transactions so we still have a Vanco account).

Donors can make a donation by:

- Click a button on our website
- Scan a QR code in printed material
- Text "RUSHFLC" to 73256

Through these channels, donors have the option to give to:

- General Fund
- Building Fund
- Youth Mission Trip
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Donors can make one donation and split their donation between Gen & Building.

There is an option to add money to the donation to cover the service fee. This is the default option as of May 2025.

Donors may give by credit card or ACH bank transfer. Their card/bank information is not available to us in Realm.

All online donations are automatically deposited into the General Checking Fund as of June 2024.

Memorials

Memorials are recorded in detail by counters & financial secretary, & accounts payable so that we know who made the donation and in whose name it belongs.

The [Gift Policies and Procedures](#) was created by the council 2018 as a way of curbing individual memorials with restrictions. It states:

- All memorials will be recorded
- All memorials will have long-term or sustained use
- All memorials will be spent according to council designation:

- Building Fund
 - General Fund
- Cemetery Fund
- Endowment Fund

While this policy was made, it was never fully implemented. The Stewardship committee was created to manage the distributions but is no longer active.

Large memorials (eg: Erickson, Lee Olson) are often put into their own investments and designated by council as they come in.

Small memorials (Kirk, Pals) are often deposited into the memorial checking account and there is no place where a designation or restriction is notated.

Thrivent Choice Dollars

Some people are customers of Thrivent (Thrivent calls them members). Thrivent will match some of their customer's earnings each year and donate them to the organization of customer's choice.

FLC members designate those matching funds to FLC each year.

Millie Peters receives quarterly reports via email of who donated and how much was sent. When Millie identifies something at FLC that she believes is worthy of these funds, she tells Kayleen to write the check and the check is written.

Counters

All physical donations (not online) first come to the counters. They separate cash & checks from envelopes and tally the funds. They record the incoming donations in the following ways:

Category	General Fund	Building Fund	Totals
Sunday Weekly Offering Envelopes			
Listed Offerings (<i>this is checks not in the offering envelopes or cash that is in the manilla envelopes</i>)			
Loose offerings			
Coffee Fellowship Money (<i>they write what it is designated for or choose from Altar Guild, Decorating Committee, or Missions</i>)			
Sunday School Offering			

Special Offering Envelopes			
Initial Offering			
Holiday Offering (<i>they write in what holiday it is</i>)			
Other Offerings (<i>they list all the names, check number, and any other information such as a restriction</i>)			

Columns = Checking Accounts.

The Financial Secretary has given the counters an instruction sheet so they know which column donations belong. It instructs:

- General Fund
 - Weekly offering envelopes that say General Fund
 - Weekly listed offerings
 - Ash wednesday
 - Christmas
 - Coffee fellowship
 - Custodial fee / building use fee
 - Easter
 - Good friday
 - Initial offering
 - Kitowo special envelopes
 - Lent
 - Lenten offering
 - Loose offering
 - Maundy Thursday
 - Special offering envelopes
 - Decorating committee
 - Food shelf
 - Mission Committee
 - Rush City Cares
 - Youth Mission Trip
 - VBS
 - St. Paul Synod
 - Sunday School
 - VBS
 - Altar flower envelopes (regular sunday and Xmas/Easter)
 - Decorating committee
 - Mission Committee
 - Buffalo Dinner

- Buffalo Quilt
- Building Fund
 - Weekly offering envelopes that say Building Fund
 - Weekly listed offerings

Counters have a separate sheet to record Memorial Fund contributions where they list:

- Donor Name & Address
- In Memory Of / Purpose
- Amount, Check Number

All funds for WELCA or the Cemetery that end up in the counters' baskets are returned to the filing cabinet and left for Muriel. She passes them on to the appropriate committee.

Once it is all counted, the counters fill out deposit slips for Unity Bank, put the money into zippered bank bags, and deposit it all in the bank. If the counters do not do this on Sunday they leave it in the top drawer of the locked filing cabinet until they return.

Giving Envelopes

Each year the finance secretary orders envelopes from a company.

We can determine what envelopes say (if they're a special day, which funds are available, what color, etc). Council (or their finance committee) needs to provide direction for what details are on the envelopes.

- In 2018 the council set the Special Offering designations.
- In 2022 Pr. Nathan may have rearranged some of those designations but it is not clear.
- In 2025, Pr. Manda put all designations on hold until finances were understood.
- Prior to 2018 it's unknown who designated Special Offering but it is agreed it never changed.

Envelopes designate each giving unit (household or individual) with a giving number.

These are recorded in Realm for quick reference in entry.

If someone wants envelopes, they speak with Fin. Sec. to be assigned a giving number and receive envelopes.

When someone stops picking up / using envelopes for a number of years, Fin. Sec. stops ordering for that person.

Fin. Sec. always orders a few extra sets of envelopes for new/incoming folks that may begin using them mid-way through the year.

Recording Donations

Per state and federal law, we must record all donations and make every possible effort to provide all donors with a giving receipt. This is the role of our finance secretary.

Donations are recorded in Realm. Currently donations to the church for/via WELCA and Cemetery are not recorded.

The Finance Secretary takes the counter's materials (envelopes and counting sheets) and records every gift given marking:

- Name of donor
- Amount of donation
- Form of donation (check, cash, non-cash gift)
- Check number if applicable
- Designation of donation (fund)
- If it is deductible / non-deductible
- If it is in memory / in honor of someone or something
- If there are any memo / notes

If a donor does not have a profile in our database, the finance secretary creates one for them. This includes business and organizations as well as individuals.

When an individual makes an online donation it is automatically recorded in their profile in Realm. If the donor does not yet have a profile in Realm (that we set up) the system asks them to submit the necessary information at the time of their donation.

Annually, the finance secretary prints a record of everyone's giving to the church and mails it to them as a receipt. This fulfills our IRS obligation to give a receipt for every donation made to our church. At any time, the finance secretary can email or mail a statement of giving to a donor.

The funds where donations can be designated in Realm are:

- Altar Guild
- Ash Wednesday
- Building
- Christmas
- Coffee Fellowship
- Decorating Committee
- Easter
- Facility Use
- General

- Good Friday
- Holiday Giving
- Initial Offering
- Kitowo Scholarship
- Lent
- Maundy Thursday
- Memorial
- Misc
- Mission Committee
- Processing Costs
- Special Offering
- VBS
- Youth Mission Trip

Donations to the Cemetery & WELCA are tax deductible for donors and an asset of the congregation. Currently we do not record these donations nor do we give a receipt/statement to donors. They are not recorded in Realm unless the individual asks the FS to record them.

Expenses

Most bills and invoices come to the church office. Bills and invoices not currently coming to the church office are:

- Electric Bill
- ANL statements
- Cemetery invoices / bills

All bills and any request for money comes to the Accounts Payable staff (AP).

AP prepares a check and decides which account it will come from.

The Treasurer signs the check when AP requests.

Checks are usually processed within 1 week.

Currently there is not a system of check and balance to assess which expense requests should be paid and from where in our budget/accounts they should be paid.

Some payments are not invoiced but paid regularly, such as mission support to the synod. For these payments, AP usually relies on someone to tell her when to pay them.

There is a materials purchasing procedure but it is not followed.

Accounting

Quickbooks desktop was used from 1999 - 2025. We converted to QB online in 2025 due to the desktop software going out of production.

The chart of accounts in QB is attached to this report with detailed information. The most common occurrences have been inconsistency with:

- Assignment of deposits & expenditures to classes (lines in the budget)
- Use of classes
- Placement of deposit/expense depending on class type
- Detail of notes for transactions
- Use of fund categories (restricted or designated spending)

The counter sheets also go to the Accounts Payable staff person, Kayleen. Using these sheets she accounts for the deposits in our Quickbooks.

The AP accounts for expenses in Quickbooks as they happen.

The AP does not have a guide sheet to tell her which line items should be used for deposits or expenses.

At the end of each month, the AP reconciles the paper bank statements with the QB accounts.

Payroll

All our employees are currently salaried so payroll is the same every period.

Employees are paid monthly.

Krista Currie at CMA does the payroll every month.

Pay is automatically deposited into accounts provided by employees.

Payroll tax, pre-tax contributions, and any other deductions are taken out each period.

Employees receive paystubs via email (sometimes, unclear if this is consistent).

And the end of the year she sends W2 forms to all employees via mail.

End of Year Reports

At the end of the year Krista at CMA prepares our finance reports. It is unclear what she does to prepare these reports.

She also:

renews our non-profit status with the state.

Sends 1099 forms to contractors and vendors

Funds

Much of the stewardship of donations is done with a “fund” mentality, meaning that each ministry/project has an accompanying fund designated solely for this use.

Examples of funds at FLC are:

- Scholarships
- Endowment
- Children & Youth
- Building (long term improvements and immediate maintenance)
- Cemetery
- WELCA
- Decorating Committee
- Altar Guild
- Hand Bell choir
- Easter Flowers
- Christmas Flowers
- Kitowo Scholarships
- VBS
- EJRJ Campership / Youth Minister fund
- Rush City Student Assistance
- Kitowo Roof

Sometimes these funds have a duplicate designation in the general fund and it is unclear when each “account” is used for that project/event/ministry.

Budgeting

In prior iterations of the church, the finance team would sit together in the fall and figure out what the next year’s budget should be. There is no report that they would ask what the plans for the next year would require. Figures from the previous year were considered and then cut to account for a projected decrease in giving.

Materials were found indicating that this was not so during the stewardship drives in 2005-2010, but that a vision driven budget was created.

Materials for a 2016 stewardship drive were also found but did not include any budget planning.