

# PALM VALLEY LUTHERAN CHURCH COUNCIL MEETING AGENDA

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January 14, 2025, 6:30 pm

## G.R.A.C.E.

**G**row in Faith  
**R**each the Community  
provide **A**we-inspiring Worship  
**C**onnect in Small Groups  
**E**xceptional Serving

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Call to Order

Approve Agenda

Devotion – Barry Hamilton

Consent Agenda

Previous Meeting Minutes ..... 2

Report of the Senior Pastor ..... 5

Staff and Ministry Reports are being collected for the Annual Meeting Packet

Other Reports

Executive Administrator & Financial ..... 10

Continuing Business

1. Sanctuary and CLC Refresh | Bid for Council approval..... 29

2. Celebrations

3. Alcohol Policy | Policy for Council approval..... 34

4. Campus Security | Subcommittee recommendation..... 38

5. 2026 Budget | Council approval for Annual Meeting ..... 23

6. 2024 Audit Reports ..... 45

New Business

1. Agenda for Annual Meeting | Submitted for Council approval ..... 8

2. Volunteers for Annual Meeting

3. Council Retreat Agenda ..... 9

Information

Next Month's Sunday CIC – Carolyn Koehn; Late: Barry Hamilton

Next Month's Council Member for Devotions – Carolyn Koehn

January Dates:

January 18: Forums at 9:15, 10:45 and 12:30 (virtual)

January 25: OneVoice service at 9:00 followed by Annual Meeting

January 30-31: Council Retreat

Adjourn

# COUNCIL MINUTES

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## Church Council Meeting Minutes – December 17, 2025

Attendees: Vince Brunssen, Susan Ames, Jayne Baxter, David Beck, Tom Dove, Kathy Erwin, JB Getz, Barry Hamilton, Anita Hulsman, Dave Koppel, Linda Reed, Sue Rue, Rick Salvo, Dave Smith, Lax Vardhanapu, Jen Kendrick

### Opening and Devotion

Meeting opened with prayer and devotion, focusing on prioritizing spiritual matters over busyness and material concerns, especially during the holiday season.

David Beck motioned and Sue Rue seconded to approve the agenda were reviewed. The motion carried.

Rick Salvo motioned to accept the consent agenda and JB Getz seconded. The motion carried.

### Financial and Attendance Updates

- Attendance numbers are trending up compared to 2024.
- The church received new and increased giving pledges, standing at \$458,644 for 2026.
- December operating gifts so far: \$52,513.82, with 59.7% from pledged givers. We received \$1,175 toward Thanksgiving offering.
- Christmas offering already exceeded its \$10,000 goal, currently at \$11,410.
- There is a significant year-end income gap: \$223,000 needed to meet the year's goal (closer to \$180,000 if unfunded pledges are excluded).
- Envelopes for Christmas offerings are in short supply; staff to check on providing more.
- Some positive responses to Pastor's recent letter have been seen, including increased church attendance and personal correspondence.

### Celebrations and Upcoming Events

- Recent successful events: Christmas caroling (16-18 homes), Sip and Stroll, new members joining.
- La Posadas event scheduled for Saturday from 5–7 PM.
- Lax is finishing up; last Sunday is January 11th; possible special recognition planned.
- Youth Sunday coming up with a 6th-grade student preaching; plan to expand youth involvement in the future.
- Annual meeting and bishop's visit planned for consecutive upcoming Sundays.
- Christmas Eve services require no sign-up; some services will be live-streamed for out-of-state attendees.

### Staffing and Volunteer Needs

- Associate Pastor call committee formed but has not yet met due to scheduling with the bishop's assistant.
- Offer for piano accompanist position was unsuccessful; search continues.
- Receptionist Alyssa has left her position; volunteers needed to cover the front desk, with training video to be created.

### **Campus Security Review**

- Significant focus on campus security needs, moving beyond just security on Sunday mornings.
- Consultation underway with various security firms and churches with established systems.
- Free on-site assessment scheduled with a local company; other vendors may require small fees for proposals.
- Vince Brunssen motioned and Jane Baxter seconded to approve up to \$1,000 from memorial gifts for security incidental assessment expenses, with further implementation requiring separate approval. The motion carried.

### **Alcohol Policy Discussion**

- Survey results show majority support for a revised alcohol policy (71% in favor with or with changes).
- Discussion about whether the council alone should approve the policy or if a congregational vote is warranted, given the controversial nature of the topic.
- Consensus: need a finalized, detailed policy (including fees, legal and insurance reviews) before proceeding to a vote, which may occur in a special meeting rather than the annual meeting.
- Liability concerns highlighted, including insurance and legal risks; committee to review other churches' policies and secure professional input.
- Estimated financial impact of the policy (revenue from alcohol-related events) considered minor in relation to the budget gap.

### **Alternate Income Team and Revenue Opportunities**

- Land lease project officially stopped; alternate income team to be reactivated to explore new revenue ideas.
- Volunteers from the council and congregation sought to participate in the committee.

### **Budget Challenges and Reduction Strategies for 2026**

- Current budget gap for 2026 is around \$345,000; after some reductions and projected increases in revenue (rentals, partner church contributions), the gap remains over \$100,000.
- Detailed discussions on proposed expense reductions: staff overtime elimination, holding certain positions vacant, re-evaluating childcare and janitorial contracts, and leveraging volunteer labor.
- Considered shifting some financial/administrative tasks to volunteers or different staff members, and possibly consolidating professional services.
- Discussed the risk of losing valued staff if roles are cut, and the continuing need for volunteer involvement.
- Congregation education and transparency highlighted as key; need to communicate not just deficit numbers, but what specific services/programs would be lost or reduced if giving does not increase.
- Suggestions to present two budget scenarios ("A" and "B") to the congregation, along with visual aids, narrative, and personal testimonies about what the church means to members.
- Consensus that the core issue is a giving shortfall, not overspending.
- Approval to use unrestricted funds to offset some shortfall, recognition that this is not sustainable long-term.

### **Action Planning and Next Steps**

- Council to develop a narrative and visual materials for communicating budget realities to the congregation, including what services and programs could be lost.
- Staff must be informed of potential changes before congregation-wide communication.
- Executive and personnel teams to coordinate messaging and next steps.
- Draft budget(s) needed by January 7th for executive team review, with an intent to involve the congregation in further forums and discussions prior to final approval.

### **Other Motions and Announcements**

- Sue Rue motioned and Rick Salvo seconded to designate \$75,000 of Pastor Koppel's 2026 salary as housing allowance. The motion carried.
- Christmas Eve and January meeting responsibilities assigned.

Meeting adjourned with the Lord's Prayer at 9:19pm.

## SENIOR PASTOR

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### Report of the Senior Pastor January 2026

December was a wonderfully busy month! **From Christmas caroling to Las Posadas to the Children's pageant to four beautiful Christmas Eve services**, it was a delight.

It was a month where **we said goodbye to friends** – or at least, until we are together again in heaven. I attended or led services for **Dean Friedrich** (Round Rock Police Officer), **Melanie Cartee** (sister of Marvin Goad), **Carroll Pimpler**, **David Bennett**, **Marilyn Rosenblad** (former member and Ken Jacobsen's sister), and am currently planning services for **Mike Sepich** (Ruth Kirchner-Sepich's husband), and **Stuart Hanzlik**.

We had two teams of **Christmas carolers** and visited David Tienert, Don and Betty Hester, Bess Hester, Billy & Gloria Richardson, Mike and Sandra Robinson, Jane Fallin, Weldon and Mary Burklund, Don & Betty Hester (her 90<sup>th</sup>), Margaret Hitzfeld, Mollie DeVries and Doyle Combs, Carroll Pimpler, Pat Wolff, Marie Sherva, Wilma Peterson, Nancy Kind, Ollie Leppin, Len and Connie Aitkens.

I worked with our **staff to set goals for 2026** and steps and timelines to go with the goals. Set professional and personal goals for 2026

**Lax will complete his internship** on January 11<sup>th</sup>.

I made several **hospital visits and home communions**, especially over the holidays.

Jen and I wrote a script and **made a video to train volunteer receptionists**.

**I completed our series of dramas for Lent: “Mic Drop Moments.”**

I will be attending the **Southwestern Texas Synod Rostered Leaders' Retreat** in February.

The **nominating committee has 6 candidates for the 5 openings**: Carol Dove, Scot Donovan, Mary Wallin, Susan Ames, David Beck, Anita Hulsman

Thank you for the privilege of partnering with you in the Gospel ministry,

Dr. Dave Koppel  
Senior Pastor

## IMPORTANT DATES:

- January 11 celebrate Lax!
- January 17 Youth groups start up
- January 18 Youth Sunday at 9:30 service. Keaton is writing a great sermon.
- January 18 forums
- January 25 Annual Meeting, combined service at 9 a.m.
- January 30-31 council retreat
  
- February 1 Bishop Briner to preach and attend confirmation class
- February 14 Valentine's Day Dance
- February 18 Ash Wednesday
- February 19 Mayor's Prayer Breakfast
  
- March 15 Antioch Church 4<sup>th</sup> anniversary
- March 22 Confirmation Anniversary celebration 5 & 10 years
- March 29 Palm Sunday
  
- April 2 Maundy Thursday
- April 3 Good Friday
- April 5 Easter Day
- April 12 Confirmation
- April 16 Our Community Salutes
- April 25 National Faith and Climate Forum
  
- May 1-2 Synod Assembly at Triumphant Love Lutheran Church in Austin
- May 3 High School Senior Luncheon – Pastor Brad Fuerst
- May 3 Youth Sunday at 9:30 & 11:15
- May 9 Ladies' Tea
- June 14–19: Camp @ Camp Chrysalis
- June 21-26: Middle School Mission Trip locally
- 
- July 5-10 (tentatively) Day Camp here at Palm Valley
- July 18–25: High School Mission Trip to Nashville
- July 27-31 VBS





## 2026 PVLC Council Retreat Agenda

30-Jan Friday evening meal with spouses/partner/guest

6:00 PM Team Building Event

Outgoing council members will be recognized (Carolyn)

Invite staff and their guest as optional

31-Jan Saturday

8:00 AM Breakfast

8:15 Open Prayer (Pastor)

8:17 Instructions for sign up - GRACE teams, Devotions, CIC, Contact List (Vince)

8:20 Welcome and Introductions (Carolyn and all)

9:20 Observations from outgoing executive team - things we have learned;  
communication - once a quarter; tackles tough issues; differing levels of leadership;  
urban legend (Carolyn, Vince, Susan)

9:40 CCB Tour and how to use while on council (Jen)

10:00 Break and walk to Sanctuary

Holy Communion before CIC Training (Pastor)

10:15 CIC Training (Sanctuary - Sue/Rick; CLC - Vince)

11:15 Feb 2026 - Jan 2027 Calendar; alignment with our strategic priorities (Pastor and Jen)

12:30 Lunch

12:45 TBD: Requests from Staff for support / feedback for council (during lunch if we have this topic)

1:30 TBD: Strategic Plan Update and Requests for Support

2:15 Council Meeting (Carolyn opens and passes leadership to newly elected President)

Approval of minutes

Devotion

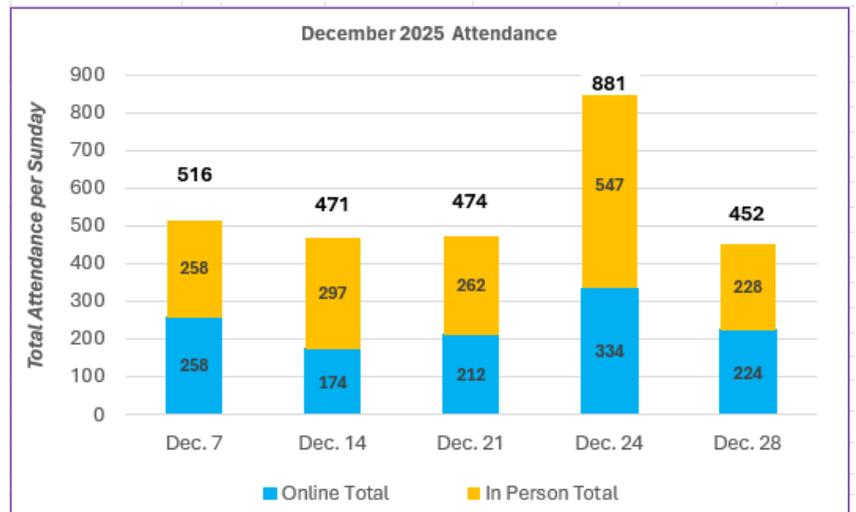
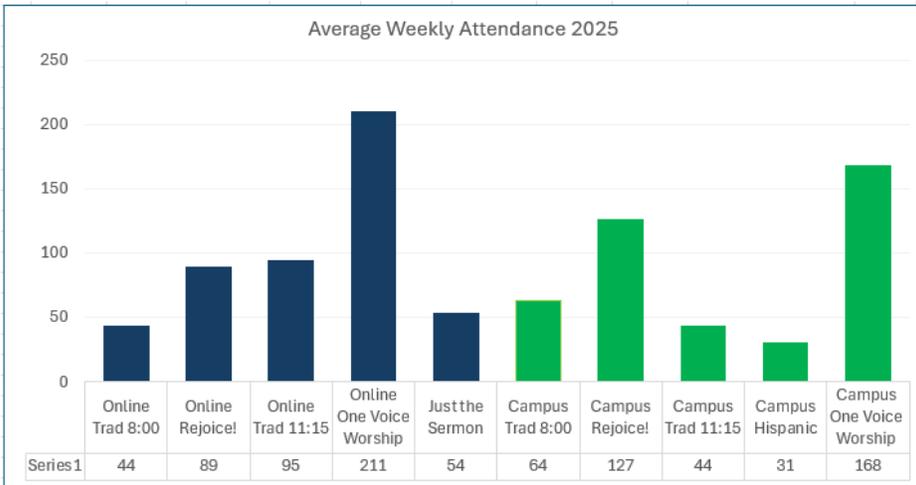
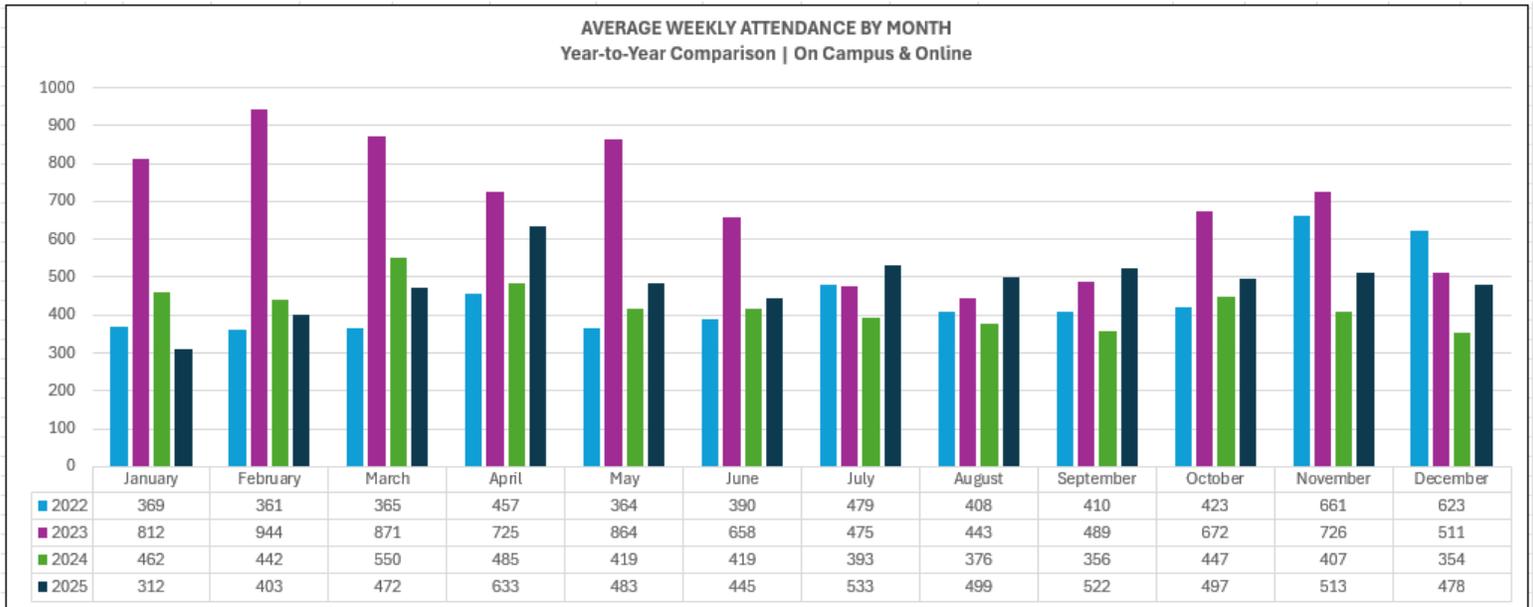
Council Covenant

Election of Officers

3:15 Optional Happy Hour (Bull Pen Bar at Dell Diamond)

# EXECUTIVE ADMINISTRATOR

## Attendance through December 2025



## 2026 Generosity Campaign – Giving Update

- As of January 8, we have received 83 responses, with 79 estimates of giving for 2026 totaling \$474,294.08.
- This estimate of giving total equals 62% of \$764,990.45

## 2025 Giving

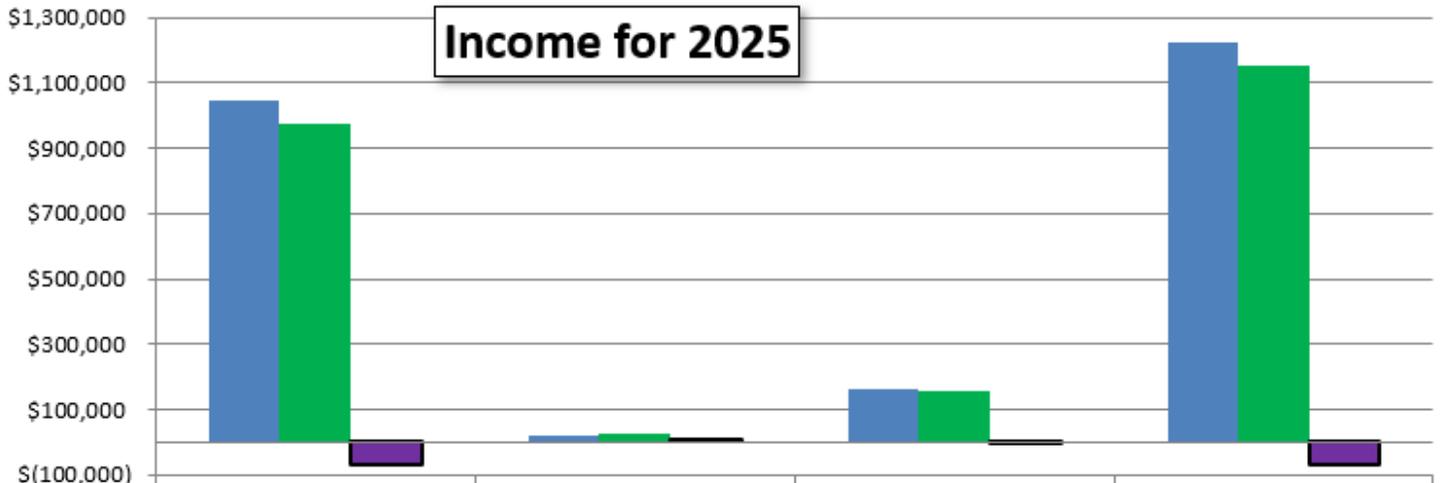
- In addition to December/Christmas giving, we received special year-end gifts totaling \$60,000.00
- Shortfall in Member Contributions was \$68,058.74 below budget for the year
- From those who submitted an Estimate of Giving for 2025:
  - There were contributions above estimates in the amount of \$54,593.29
  - There were under-funded estimates in the amount of \$71,938.30

## Davidson Capital Management Funds– Current Value as of January 4, 2026

|  |                |
|--|----------------|
| Endowment  | \$5,105,461.79 |
| <i>Restricted – funds are allocated annually by the Endowment Committee</i>              |                |
| Total available for withdrawal as of September 30, 2025                                  | \$1,387,528.99 |
| Church Capital Expansion   | \$151,228.83   |
| <i>Restricted use – Future Building Needs</i>  |                |
| Church Capital Reserve (Maintenance)   | \$30,715.16    |
| <i>Restricted use – Major repairs and renovations</i>                                    |                |
| Cemetery   | \$1,006,628.78 |
| <i>Restricted use – day-to-day upkeep of Cemetery, and major improvements</i>            |                |
| Isedor & Pauline Wallin (Maintenance Fund)   | \$378,535.69   |
| <i>Restricted use – income only; Major repairs and renovations</i>                       |                |
| Total available for withdrawal as of September 30, 2025                                  | \$2,097.04     |
| Iver Wallin (Capital Expansion/Improvement)  | \$178,052.05   |
| <i>Restricted use – income only: Future building needs</i>                               |                |
| Total available for withdrawal as of September 30, 2025                                  | \$915.77       |
| Telander Fund  | \$134,275.33   |
| <i>Benevolence funds and to meet special needs of congregation not covered by Budget</i> |                |
| Trinity Place Senior Care  | \$627,079.97   |
| <i>Restricted use – for programs and ministries to support Seniors (income only?)</i>    |                |
| Total available for withdrawal as of September 30, 2025                                  | \$88,925.17    |
| Designated funds for PTO liability   | \$108,647.33   |
| Unrestricted Investments   | \$1,154,672.12 |
| <i>Unrestricted use</i>  |                |
| TOTAL  | \$8,875,296.15 |

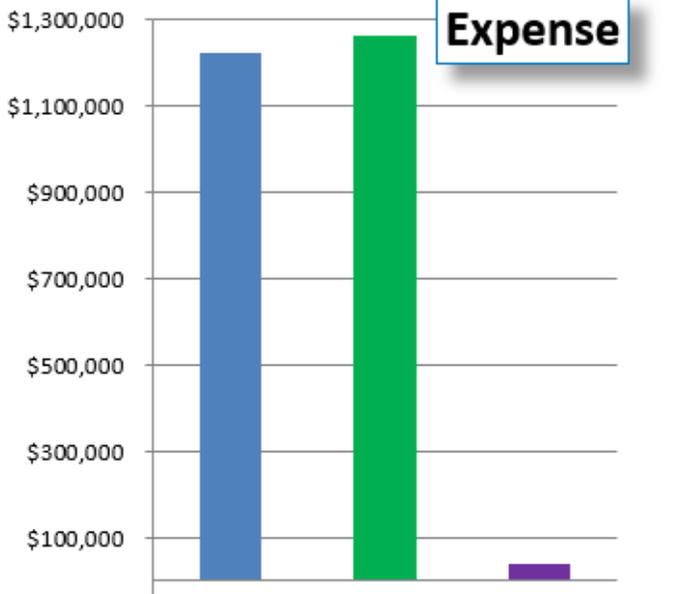
*Note: Davidson provides a detailed quarterly report on all funds. Download available upon request, please let Jen know if you would like to review.*

### Income for 2025



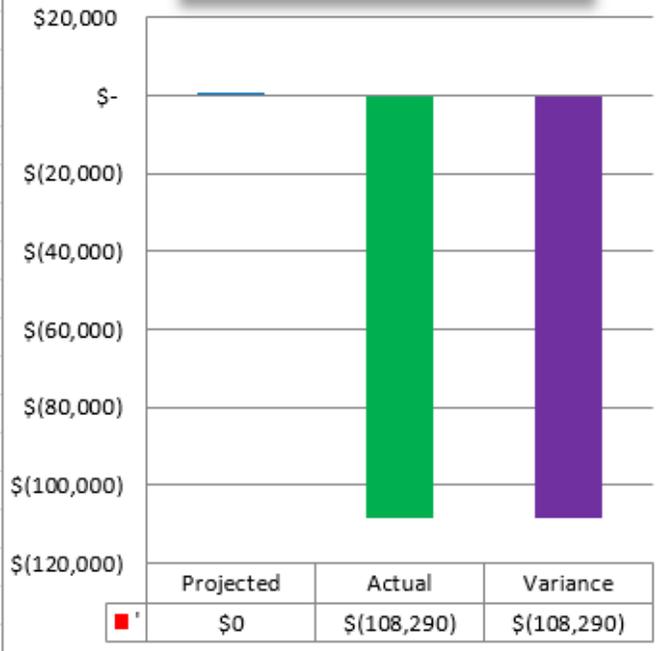
|          | Member Contributions | Special/ Seasonal Offerings | Additional Income | Total Revenue |
|----------|----------------------|-----------------------------|-------------------|---------------|
| Expected | \$1,045,000          | \$16,625                    | \$162,352         | \$1,223,977   |
| Actual   | \$973,840            | \$25,444                    | \$155,867         | \$1,155,150   |
| Variance | \$(71,160)           | \$8,819                     | \$(6,485)         | \$(68,827)    |

### Expense



|         | Target      | Actual      | Variance |
|---------|-------------|-------------|----------|
| Expense | \$1,223,977 | \$1,263,441 | 39,464   |

### Income to Expense



|                   | Projected | Actual      | Variance    |
|-------------------|-----------|-------------|-------------|
| Income to Expense | \$0       | \$(108,290) | \$(108,290) |

Palm Valley Lutheran Church of Round Rock Texas  
Budget vs Actual | January-December FY25

|   | December-25  |              |               | Jan - Dec 2025 |                |               |
|---|--------------|--------------|---------------|----------------|----------------|---------------|
|   | Actual       | Budget       | over Budget   | Actual         | Budget         | over Budget   |
| <b>Income</b>                           |              |              |               |                |                |               |
| 40000 Revenue                           |              |              |               |                |                |               |
| 41000 Church Revenue                    |              |              |               |                |                |               |
| 41100 Tithes & Offerings                |              |              |               |                |                |               |
| 41110 Regular Offering                  |              |              |               |                |                |               |
| 41111 Member Contributions              | \$203,364.40 | \$117,916.67 | \$85,447.73   | \$956,941.30   | \$1,030,000.04 | (\$73,058.74) |
| 41112 Loose Plate Offering              | \$1,697.00   | \$1,250.00   | \$447.00      | \$15,169.25    | \$15,000.00    | \$169.25      |
| 41113 Hospitality (donuts, coffee, etc) | \$166.46     |              | \$166.46      | \$1,729.08     |                | \$1,729.08    |
| Total 41110 Regular Offering            | \$205,227.86 | \$119,166.67 | \$86,061.19   | \$973,839.63   | \$1,045,000.04 | (\$71,160.41) |
| 41120 Holiday Offering                  |              |              |               |                |                |               |
| 41121 Lenten Offering                   |              | \$0.00       | \$0.00        | \$5,506.00     | \$1,300.00     | \$4,206.00    |
| 41122 Easter Offering                   |              | \$0.00       | \$0.00        | \$1,202.74     | \$4,200.00     | (\$2,997.26)  |
| 41123 Thanksgiving Offering             | \$1,185.00   | \$0.00       | \$1,185.00    | \$2,365.00     | \$1,125.00     | \$1,240.00    |
| 41124 Christmas Offering                | \$16,344.99  | \$10,000.00  | \$6,344.99    | \$16,369.99    | \$10,000.00    | \$6,369.99    |
| Total 41120 Holiday Offering            | \$17,529.99  | \$10,000.00  | \$7,529.99    | \$25,443.73    | \$16,625.00    | \$8,818.73    |
| Total 41100 Tithes & Offerings          | \$222,757.85 | \$129,166.67 | \$93,591.18   | \$999,283.36   | \$1,061,625.04 | (\$62,341.68) |
| 41200 Additional Revenue                |              |              |               |                |                |               |
| 41210 Rental/ Building Use Income       |              |              |               |                |                |               |
| 41211 PV Preschool Rent                 |              | \$1,996.03   | (\$1,996.03)  |                |                |               |
| 41212 Senior Access Rental              | \$234.50     | \$862.50     | (\$628.00)    | \$26,290.98    | \$23,952.25    | \$2,338.73    |
| 41213 SV Counseling Center Rental       |              | \$287.50     | (\$287.50)    | \$9,234.50     | \$10,350.00    | (\$1,115.50)  |
| 41214 Building Use                      | \$2,043.20   | \$1,666.63   | \$376.57      | \$2,500.00     | \$3,450.00     | (\$950.00)    |
| Total 41210 Rental/ Building Use Income | \$2,277.70   | \$4,812.66   | (\$2,534.96)  | \$15,454.47    | \$20,000.00    | (\$4,545.53)  |
| 41220 Staff Recognition                 | \$50.00      |              | \$50.00       | \$53,479.95    | \$57,752.25    | (\$4,272.30)  |
| 41240 Events                            |              |              |               | \$605.00       |                | \$605.00      |
| 41241 Lenten Suppers                    |              | \$0.00       | \$0.00        | \$769.00       | \$800.00       | (\$31.00)     |
| Total 41240 Events                      | \$0.00       | \$0.00       | \$0.00        | \$769.00       | \$800.00       | (\$31.00)     |
| 41260 Altar Flower                      | \$635.00     | \$333.37     | \$301.63      | \$3,937.00     | \$4,000.00     | (\$63.00)     |
| 41265 ROW Sale Interest Income          |              | \$21,751.59  | (\$21,751.59) | \$14,248.41    | \$36,000.00    | (\$21,751.59) |
| 41266 ROW Principal Withdrawl           |              | \$0.00       | \$0.00        | \$30,000.00    | \$30,000.00    | \$0.00        |
| 41267 Capital Maintenance Fund Income   |              | \$12,332.00  | (\$12,332.00) | \$29,668.00    | \$32,000.00    | (\$2,332.00)  |
| 41270 Other Income                      | \$5,055.24   | \$150.00     | \$4,905.24    | \$23,159.50    | \$1,800.00     | \$21,359.50   |
| Total 41200 Additional Revenue          | \$8,017.94   | \$39,379.62  | (\$31,361.68) | \$155,866.86   | \$162,352.25   | (\$6,485.39)  |
| Total 41000 Church Revenue              | \$230,775.79 | \$168,546.29 | \$62,229.50   | \$1,155,150.22 | \$1,223,977.29 | (\$68,827.07) |
| Total 40000 Revenue                     | \$230,775.79 | \$168,546.29 | \$62,229.50   | \$1,155,150.22 | \$1,223,977.29 | (\$68,827.07) |
| Total Income                            | \$230,775.79 | \$168,546.29 | \$62,229.50   | \$1,155,150.22 | \$1,223,977.29 | (\$68,827.07) |
| Gross Profit                            | \$230,775.79 | \$168,546.29 | \$62,229.50   | \$1,155,150.22 | \$1,223,977.29 | (\$68,827.07) |

|  | December-25 |                    | Jan - Dec 2025 |                    |
|--|-------------|--------------------|----------------|--------------------|
|  | Actual      | Budget             | Actual         | Budget             |
| <b>Expenses</b>                              |             | <b>over Budget</b> |                | <b>over Budget</b> |
| 50000 Expenses                               |             |                    |                |                    |
| 51000 Children                               |             |                    |                |                    |
| 51120 Special Events                         | (\$56.97)   | \$41.63            | \$2,526.68     | \$500.00           |
| 51130 Sunday School                          | \$448.06    | \$41.63            | \$2,642.46     | \$500.00           |
| 51140 JAM                                    |             | \$62.50            | \$241.02       | \$750.00           |
| 51150 Worship                                |             | \$33.37            |                | \$400.00           |
| 51160 Vacation Bible School                  |             | \$0.00             | \$5,809.61     | \$6,810.00         |
| 51170 Day Camp                               |             | \$0.00             | \$3,281.45     | \$1,000.00         |
| 51180 First Communion                        |             | \$16.63            |                | \$200.00           |
| 51220 Nursery Care Supplies                  |             | \$10.38            |                | \$125.00           |
| Total 51000 Children                         | \$391.09    | \$206.14           | \$14,501.22    | \$10,285.00        |
| 52000 Youth                                  |             | \$184.95           |                | \$4,216.22         |
| 52100 Jr. High                               |             |                    |                |                    |
| 52110 Retreat / Gathering                    |             | \$29.13            | \$350.00       | \$350.00           |
| 52120 Mission Trip                           |             | \$41.63            | \$500.00       | \$500.00           |
| Total 52100 Jr. High                         | \$0.00      | \$70.76            | \$0.00         | \$850.00           |
| 52200 Sr. High                               |             |                    |                |                    |
| 52210 Retreat / Gathering                    |             | \$29.13            | \$350.00       | \$350.00           |
| 52220 Mission Trip                           |             | \$0.00             | \$1,268.06     | \$4,200.00         |
| Total 52200 Sr. High                         | \$0.00      | \$29.13            | \$1,268.06     | \$4,550.00         |
| 52300 Confirmation                           |             | \$18.75            | \$231.31       | \$225.00           |
| 52310 Van Rental                             |             | \$387.50           |                | \$4,650.00         |
| 52400 Activities / Projects                  | \$216.45    | \$133.37           | \$1,835.64     | \$1,600.00         |
| 52500 Education / Training                   |             | \$8.37             | \$485.00       | \$100.00           |
| Total 52000 Youth                            | \$216.45    | \$647.88           | \$3,820.01     | \$11,975.00        |
| 53000 Worship / Music                        |             | \$431.43           |                | \$8,154.99         |
| 53100 Worship                                |             |                    |                |                    |
| 53120 Communion Supplies                     | \$140.46    | \$191.63           | \$1,037.62     | \$2,300.00         |
| 53130 Supplies / Kitchen items / hospitality | \$1,442.95  | \$416.63           | \$10,067.98    | \$5,000.00         |
| 53140 Altar Flower                           | \$93.64     | \$333.37           | \$4,437.02     | \$4,000.00         |
| Total 53100 Worship                          | \$1,677.05  | \$941.63           | \$15,542.62    | \$11,300.00        |
| 53200 Music                                  |             | \$735.42           |                | \$4,242.62         |
| 53210 Adult Choir                            |             | \$58.37            | \$437.32       | \$700.00           |
| 53220 Handbell Choir                         |             | \$16.25            | \$32.00        | \$195.00           |
| 53230 Rejoice Team                           | \$29.33     | \$100.00           | \$1,112.10     | \$1,200.00         |
| 53240 Instruments                            |             | \$58.37            | \$601.65       | \$700.00           |
| Total 53200 Music                            | \$29.33     | \$232.99           | \$2,183.07     | \$2,795.00         |
| Total 53000 Worship / Music                  | \$1,706.38  | \$1,174.62         | \$17,725.69    | \$14,095.00        |

|   | December-25 |             |               | Jan - Dec 2025 |             |               |
|---|-------------|-------------|---------------|----------------|-------------|---------------|
|   | Actual      | Budget      | over Budget   | Actual         | Budget      | over Budget   |
| 54000 Education / Outreach / Evangelism       |             |             |               |                |             |               |
| 54100 Christian Education                     |             |             |               |                |             |               |
| 54110 Curriculum                              |             | \$208.37    | (\$208.37)    | \$981.95       | \$2,500.00  | (\$1,518.05)  |
| 54120 Adult Education                         |             | \$50.00     | (\$50.00)     | \$340.24       | \$600.00    | (\$259.76)    |
| Total 54100 Christian Education               | \$0.00      | \$258.37    | (\$258.37)    | \$1,322.19     | \$3,100.00  | (\$1,777.81)  |
| 54200 Evangelism                              |             |             |               |                |             |               |
| 54210 Supplies                                |             | \$29.13     | (\$29.13)     |                | \$350.00    | (\$350.00)    |
| 54220 New Member / Projects                   | \$101.28    | \$62.50     | \$38.78       | \$510.28       | \$750.00    | (\$239.72)    |
| 54230 Sundaes on Mondays                      |             | \$0.00      | \$0.00        | \$63.87        | \$1,000.00  | (\$936.13)    |
| 54240 Fall Fair                               |             | \$0.00      | \$0.00        | \$338.05       | \$2,000.00  | (\$1,661.95)  |
| 54250 1st Time Guest                          |             | \$16.63     | (\$16.63)     | \$125.88       | \$200.00    | (\$74.12)     |
| Total 54200 Evangelism                        | \$101.28    | \$108.26    | (\$6.98)      | \$1,038.08     | \$4,300.00  | (\$3,261.92)  |
| 54300 Spiritual Life                          |             |             |               |                |             |               |
| 54310 Home Devotional                         |             | \$75.00     | (\$75.00)     | \$1,174.93     | \$900.00    | \$274.93      |
| 54320 Misc. Expense                           |             | \$20.87     | (\$20.87)     |                | \$250.00    | (\$250.00)    |
| 54330 Small Groups                            | \$21.99     | \$0.00      | \$21.99       | \$1,206.19     | \$300.00    | \$906.19      |
| 54340 Events                                  |             | \$41.63     | (\$41.63)     | \$70.75        | \$500.00    | (\$429.25)    |
| Total 54300 Spiritual Life                    | \$21.99     | \$137.50    | (\$115.51)    | \$2,451.87     | \$1,950.00  | \$501.87      |
| 54400 Generosity Team                         |             |             |               |                |             |               |
| 54410 General                                 |             | \$50.00     | (\$50.00)     | \$64.74        | \$600.00    | (\$535.26)    |
| Total 54400 Generosity Team                   | \$0.00      | \$50.00     | (\$50.00)     | \$64.74        | \$600.00    | (\$535.26)    |
| Total 54000 Education / Outreach / Evangelism | \$123.27    | \$554.13    | (\$430.86)    | \$4,876.88     | \$9,950.00  | (\$5,073.12)  |
| 55000 Missions / Care                         |             |             |               |                |             |               |
| 55100 Benevolence                             |             |             |               |                |             |               |
| 55110 SWTS (Synod)                            |             | \$30,000.00 | (\$30,000.00) |                | \$30,000.00 | (\$30,000.00) |
| 55120 Campus Ministry                         |             | \$116.63    | (\$116.63)    |                | \$1,400.00  | (\$1,400.00)  |
| 55130 Outside Ministries                      |             |             |               |                |             |               |
| 55131 Round Rock Serving Center               |             | \$1,300.00  | (\$1,300.00)  |                | \$1,300.00  | (\$1,300.00)  |
| 55132 World Hunger                            |             | \$1,300.00  | (\$1,300.00)  |                | \$1,300.00  | (\$1,300.00)  |
| 55133 Meals on Wheels                         |             | \$1,300.00  | (\$1,300.00)  |                | \$1,300.00  | (\$1,300.00)  |
| 55134 Lutheran World Relief - WELCA           |             | \$1,700.00  | (\$1,700.00)  |                | \$1,700.00  | (\$1,700.00)  |
| Total 55130 Outside Ministries                | \$0.00      | \$5,600.00  | (\$5,600.00)  | \$0.00         | \$5,600.00  | (\$5,600.00)  |
| Total 55100 Benevolence                       | \$0.00      | \$35,716.63 | (\$35,716.63) | \$0.00         | \$37,000.00 | (\$37,000.00) |
| 55200 Hispanic Ministry                       |             |             |               |                |             |               |
| 55210 Worship                                 | \$95.00     | \$16.63     | \$78.37       | \$183.98       | \$200.00    | (\$16.02)     |
| 55220 Christian Education                     |             | \$27.12     | (\$27.12)     | \$94.29        | \$325.00    | (\$230.71)    |
| 55230 Projects                                | \$74.52     | \$12.50     | \$62.02       | \$464.33       | \$150.00    | \$314.33      |
| Total 55200 Hispanic Ministry                 | \$169.52    | \$56.25     | \$113.27      | \$742.60       | \$675.00    | \$67.60       |
| 55400 Stephen Ministries                      |             |             |               |                |             |               |
| 55410 Supplies                                |             | \$33.37     | (\$33.37)     | \$25.50        | \$400.00    | (\$374.50)    |
| Total 55400 Stephen Ministries                | \$0.00      | \$33.37     | (\$33.37)     | \$25.50        | \$400.00    | (\$374.50)    |
| Total 55000 Missions / Care                   | \$169.52    | \$35,806.25 | (\$35,636.73) | \$768.10       | \$38,075.00 | (\$37,306.90) |

|   | December-25  |             |              | Jan - Dec 2025 |              |               |
|---|--------------|-------------|--------------|----------------|--------------|---------------|
|   | Actual       | Budget      | over Budget  | Actual         | Budget       | over Budget   |
| 56000 Ministry / Program Personnel            |              |             |              |                |              |               |
| 56100 Ministers / Program Staff               | \$37,709.13  | \$33,745.63 | \$3,963.50   | \$390,950.85   | \$404,948.00 | (\$13,997.15) |
| 56105 Contra Ministry / Personnel Staff       | (\$1,892.19) |             | (\$1,892.19) | (\$18,342.34)  |              | (\$18,342.34) |
| Total 56100 Ministers / Program Staff         | \$35,816.94  | \$33,745.63 | \$2,071.31   | \$372,608.51   | \$404,948.00 | (\$32,339.49) |
| Total 56000 Ministry / Program Personnel      | \$35,816.94  | \$33,745.63 | \$2,071.31   | \$372,608.51   | \$404,948.00 | (\$32,339.49) |
| 57000 Operations                              |              |             |              |                |              |               |
| 57100 Administration                          |              |             |              |                |              |               |
| 57110 Bank Fees                               | \$482.07     |             | \$482.07     | \$6,488.81     |              | \$6,488.81    |
| 57120 Office Expenses                         | \$148.87     | \$125.00    | \$23.87      | \$8,101.29     | \$1,500.00   | \$6,601.29    |
| 57130 Accounting Services                     | \$3,000.00   | \$3,000.00  | \$0.00       | \$38,152.00    | \$36,000.00  | \$2,152.00    |
| 57140 Janitorial                              |              |             |              |                |              |               |
| 57141 Janitorial Services                     | \$6,180.00   | \$6,250.00  | (\$70.00)    | \$78,233.38    | \$75,000.00  | \$3,233.38    |
| 57142 Janitorial Supplies                     | \$286.32     | \$420.00    | (\$133.68)   | \$4,066.44     | \$5,040.00   | (\$973.56)    |
| Total 57140 Janitorial                        | \$6,466.32   | \$6,670.00  | (\$203.68)   | \$82,299.82    | \$80,040.00  | \$2,259.82    |
| 57150 Synod Convention                        | \$191.63     | \$191.63    | (\$0.00)     | \$330.00       | \$2,300.00   | (\$1,970.00)  |
| 57160 Worker's Comp Insurance                 | \$520.87     | \$520.87    | (\$0.00)     | \$6,250.00     | \$6,250.00   | (\$0.00)      |
| 57170 Dues and Subscriptions                  | \$845.00     | \$43.37     | \$801.63     | \$8,648.94     | \$520.00     | \$8,128.94    |
| 57180 Background Checks                       | \$45.87      | \$45.87     | (\$0.00)     | \$570.15       | \$550.00     | \$20.15       |
| 57190 Council Support                         | \$8.50       | \$41.63     | (\$33.13)    | (\$175.14)     | \$500.00     | (\$675.14)    |
| 57191 Staff Development                       | \$532.75     | \$250.00    | \$282.75     | \$3,501.19     | \$3,000.00   | \$501.19      |
| 57195 Operations Mileage Reimbursement        | \$3,107.12   |             | \$3,107.12   | \$3,107.12     |              | \$3,107.12    |
| 57199 Other Expenses                          | \$414.34     | \$125.00    | \$289.34     | \$3,977.57     | \$1,500.00   | \$2,477.57    |
| Total 57100 Administration                    | \$15,004.97  | \$11,013.37 | \$3,991.60   | \$155,001.75   | \$132,160.00 | \$22,841.75   |
| 57200 Information Technology                  |              |             |              |                |              |               |
| 57210 General IT                              | \$1,934.93   | \$1,666.63  | \$268.30     | \$29,150.60    | \$20,000.00  | \$9,150.60    |
| 57220 Copier Expense                          | \$2,995.37   | \$2,083.37  | \$912.00     | \$18,730.09    | \$25,000.00  | (\$6,269.91)  |
| Total 57200 Information Technology            | \$4,930.30   | \$3,750.00  | \$1,180.30   | \$47,880.69    | \$45,000.00  | \$2,880.69    |
| 57400 Property                                |              |             |              |                |              |               |
| 57410 Maintenance Repair / Equipment          | \$3,604.46   | \$3,633.37  | (\$28.91)    | \$123,015.28   | \$43,600.00  | \$79,415.28   |
| 57411 Contra Maintenance Repair/Equip         | (\$3,550.00) |             | (\$3,550.00) | (\$48,550.00)  |              | (\$48,550.00) |
| Total 57410 Maintenance Repair / Equipment    | \$54.46      | \$3,633.37  | (\$3,578.91) | \$74,465.28    | \$43,600.00  | \$30,865.28   |
| 57415 Building Maintenance Repair / Equipment | \$750.00     | \$750.00    | (\$0.00)     | \$3,112.03     | \$9,000.00   | (\$5,887.97)  |
| 57420 Fuel                                    | \$249.69     | \$341.63    | (\$91.94)    | \$2,532.31     | \$4,100.00   | (\$1,567.69)  |
| 57430 Property Insurance                      | \$5,263.67   | \$4,085.00  | \$1,178.67   | \$59,510.10    | \$49,020.00  | \$10,490.10   |
| 57435 Contra Property Insurance               | (\$4,700.00) |             | (\$4,700.00) | (\$9,400.00)   |              | (\$9,400.00)  |
| Total 57430 Property Insurance                | \$563.67     | \$4,085.00  | (\$3,521.33) | \$50,110.10    | \$49,020.00  | \$1,090.10    |
| 57440 Utilities                               |              |             |              |                |              |               |
| 57441 Gas                                     | \$286.17     | \$700.00    | (\$413.83)   | \$4,994.25     | \$5,500.00   | (\$505.75)    |
| 57442 Electricity                             | \$3,614.22   | \$3,041.63  | \$572.59     | \$37,801.08    | \$36,500.00  | \$1,301.08    |
| 57443 Water / Sewer                           | \$1,719.08   | \$1,037.12  | \$681.96     | \$13,685.90    | \$12,445.00  | \$1,240.90    |
| Total 57440 Utilities                         | \$5,619.47   | \$4,778.75  | \$840.72     | \$56,481.23    | \$54,445.00  | \$2,036.23    |
| 57450 Trash                                   | \$192.87     | \$225.00    | (\$32.13)    | \$2,435.24     | \$2,700.00   | (\$264.76)    |
| Total 57400 Property                          | \$6,680.16   | \$13,813.75 | (\$7,133.59) | \$189,136.19   | \$162,865.00 | \$26,271.19   |

|  | December-25   |              |               | Jan - Dec 2025 |                |                |
|--|---------------|--------------|---------------|----------------|----------------|----------------|
|  | Actual        | Budget       | over Budget   | Actual         | Budget         | over Budget    |
| 57500 Operations Personnel                 |               |              |               |                |                |                |
| 57510 Operations Salary and Benefits       | \$47,677.46   | \$33,435.44  | \$14,242.02   | \$575,575.72   | \$394,624.29   | \$180,951.43   |
| 57511 Contra Ops Salary and Benefits       | (\$10,109.81) |              | (\$10,109.81) | (\$121,278.37) |                | (\$121,278.37) |
| Total 57510 Operations Salary and Benefits | \$37,567.65   | \$33,435.44  | \$4,132.21    | \$454,297.35   | \$394,624.29   | \$59,673.06    |
| 57515 Payroll Fees                         | \$213.45      |              | \$213.45      | \$1,624.24     |                | \$1,624.24     |
| Total 57500 Operations Personnel           | \$37,781.10   | \$33,435.44  | \$4,345.66    | \$455,921.59   | \$394,624.29   | \$61,297.30    |
| Total 57000 Operations                     | \$64,396.53   | \$62,012.56  | \$2,383.97    | \$847,940.22   | \$734,649.29   | \$113,290.93   |
| Total 50000 Expenses                       | \$102,820.18  | \$134,147.21 | (\$31,327.03) | \$1,262,240.63 | \$1,223,977.29 | \$38,263.34    |
| 59000 Uncategorized Expense                |               |              |               | \$1,200.00     |                | \$1,200.00     |
| Total Expenses                             | \$102,820.18  | \$134,147.21 | (\$31,327.03) | \$1,263,440.63 | \$1,223,977.29 | \$39,463.34    |
| Net Operating Income                       | \$127,955.61  | \$34,399.08  | \$93,556.53   | (\$108,290.41) | \$0.00         | (\$108,290.41) |
| Net Income                                 | \$127,955.61  | \$34,399.08  | \$93,556.53   | (\$108,290.41) | \$0.00         | (\$108,290.41) |

**Balance Sheet - FY2025**  
**Palm Valley Lutheran Church of Round Rock Texas**  
As of December 31, 2025

| Distribution account                             | Total             |
|--|-------------------|
| <b>Assets</b>                                    |                   |
| Current Assets                                   |                   |
| Bank Accounts                                    |                   |
| Cemetery Savings (6454)                          | 85,900.34         |
| Church MM 2023 (5153) - 1                        | 130,385.18        |
| Church Operating (1246) - 1                      | 434,601.28        |
| Endowment MM 2023 (5161) - 1                     | 93,939.19         |
| Old Project Checking (0995)                      | 280.77            |
| <b>Total for Bank Accounts</b>                   | <b>745,106.76</b> |
| Other Current Assets                             |                   |
| <b>Total for Current Assets</b>                  | <b>745,106.76</b> |
| <b>Total for Assets</b>                          | <b>745,106.76</b> |
| <b>Liabilities and Equity</b>                    |                   |
| Liabilities                                      |                   |
| Current Liabilities                              |                   |
| Accounts Payable                                 |                   |
| Accounts Payable (A/P)                           | 680.86            |
| <b>Total for Accounts Payable</b>                | <b>680.86</b>     |
| Credit Cards                                     |                   |
| Bill / Divvy Credit Card                         | 45,307.19         |
| <b>Total for Credit Cards</b>                    | <b>45,307.19</b>  |
| <b>Total for Current Liabilities</b>             | <b>45,988.05</b>  |
| <b>Total for Liabilities</b>                     | <b>45,988.05</b>  |
| Equity   |                   |
| 30000 Funds                                      |                   |
| 310000 Designated Funds                          |                   |
| 31100 Memorial Funds                             |                   |
| 31101 Memorial Gifts                             | 24,318.81         |
| 31103 Adult Choir Memorial Fund                  | 1,213.33          |
| <b>Total for 31100 Memorial Funds</b>            | <b>25,532.14</b>  |
| 31200 Youth Ministry                             |                   |
| 31210 Youth Fundraising                          | 2,075.00          |
| 31211 Youth National Gathering                   | 4,974.48          |
| 31212 Youth Scholarship                          | 3,596.89          |
| 31213 Youth Summer Camp                          | (2,902.56)        |
| <b>Total for 31200 Youth Ministry</b>            | <b>8,123.81</b>   |
| 31300 Capital Improvement Funds                  |                   |
| 31303 Steeple Repair Fund                        | 191,675.15        |
| <b>Total for 31300 Capital Improvement Funds</b> | <b>191,675.15</b> |

| Distribution account                               | Total             |
|--|-------------------|
| 31400 General Designated Funds                     |                   |
| 31401 Columbarium Niche Engraving                  | 8,246.72          |
| 31402 Fall Fair Fund                               | 15,514.69         |
| 31403 Grounds Beautification Fund                  | 5,724.96          |
| 31404 Hispanic Service                             | 120.00            |
| 31405 Office Equipment - Pecht Zinke Fund          | 36,834.25         |
| 31406 Computer Equipment Fund                      | 39,959.84         |
| 31408 El Salvador Love                             | 5,085.07          |
| 31409 World Hunger                                 | 900.00            |
| 31410 Round Rock Serving Center                    | 1,175.00          |
| 31411 July 4th Parade                              | 473.57            |
| 31414 Water for Africa                             | 1,774.12          |
| 31415 Day Camp                                     | 471.54            |
| 31416 God's Work. Our Hands.                       | 2,794.27          |
| 31417 Community Care                               | 9,659.76          |
| 31418 Women's Retreat Fund                         | 1,177.80          |
| 31419 VOLT Ladies Fund (Val, Oktob, Ladies<br>Tea) | 1,347.17          |
| 31420 Grief Sharing Group Fund                     | (268.56)          |
| 31421 Counseling Construction                      | 9,864.00          |
| 31423 Disaster Relief Fund                         | 4,165.70          |
| 31425 Young Adult Ministry Fund                    | 5,000.00          |
| <b>Total for 31400 General Designated Funds</b>    | <b>150,019.90</b> |
| 31500 WELCA Funds                                  | (35.00)           |
| 31501 WELCA Bereavement Fund                       | 1,667.38          |
| 31502 WELCA Rebecca Quilters                       | 2,249.78          |
| 31503 WELCA Convention                             | 174.44            |
| 31504 WELCA Kitchen Fund                           | 140.67            |
| 31505 WELCA Lutheran World Relief                  | 4,199.38          |
| 31506 WELCA General Fund                           | 1,153.54          |
| <b>Total for 31500 WELCA Funds</b>                 | <b>9,550.19</b>   |
| 31600 Cemetery Fund                                | 99,550.47         |
| 31700 ERC  | 130,858.93        |
| 31701 Lange Trust Gifts                            | 115,248.27        |
| <b>Total for 310000 Designated Funds</b>           | <b>730,558.86</b> |
| <b>Total for 30000 Funds</b>                       | <b>730,558.86</b> |
| 31424 Reformation Celebration                      | 7,349.56          |
| Retained Earnings                                  | 57,049.86         |
| Net Income   | (95,839.57)       |
| <b>Total for Equity</b>                            | <b>699,118.71</b> |
| <b>Total for Liabilities and Equity</b>            | <b>745,106.76</b> |

**Palm Valley Lutheran Preschool**  
**Budget v Actual Fiscal Year**  
 August - December, 2025

|                                       | Total            |                  |
|---------------------------------------|------------------|------------------|
|                                       | Actual           | Budget           |
| <b>Income</b>                         |                  |                  |
| 40000 Revenue                         |                  |                  |
| 40100 Tuition & Fees                  |                  |                  |
| 41105 Registration                    | 1,040.00         |                  |
| 41110 Tuition                         | 35,800.00        | 29,160.00        |
| <b>Total 40100 Tuition &amp; Fees</b> | <b>36,840.00</b> | <b>29,160.00</b> |
| 41150 Other Income                    |                  |                  |
| 41115 Scholarship Fund                | 3,800.00         |                  |
| 41155 Interest                        | 292.15           |                  |
| 41190 ERC Funds                       | 29,893.73        |                  |
| <b>Total 41150 Other Income</b>       | <b>33,985.88</b> | <b>0.00</b>      |
| <b>Total 40000 Revenue</b>            | <b>70,825.88</b> | <b>29,160.00</b> |
| <b>Total Income</b>                   | <b>70,825.88</b> | <b>29,160.00</b> |
| <b>Expenses</b>                       |                  |                  |
| 50000 Expenses                        |                  |                  |
| 52000 Administration                  |                  |                  |
| 52700 Bank Charges/Fees               |                  | 0.00             |
| 52705 Postage                         |                  | 0.00             |
| 52725 Dues - Subscriptions            | 399.12           |                  |
| 52730 Advertising                     | 751.51           | 200.00           |
| 52740 Workers Comp Insurance          |                  | 0.00             |
| 52750 Licensing Fees                  | 14.57            | 0.00             |
| <b>Total 52000 Administration</b>     | <b>1,165.20</b>  | <b>200.00</b>    |
| 52005 Operations                      |                  |                  |
| 52811 Copier Lease Pmt                | 380.00           | 380.00           |
| 52820 Telephone/Internet              | 522.50           | 525.00           |
| 52821 Building Rent                   | 5,000.00         | 5,000.00         |
| 52825 Utilities                       | 5,952.35         | 5,952.35         |
| 52827 Custodial                       |                  | 0.00             |
| 52828 Church Support Staff            | 2,751.25         | 2,751.25         |
| 52830 Insurance Property              | 4,700.00         | 0.00             |
| 52860 School Software & Security      | 447.65           | 445.00           |
| <b>Total 52005 Operations</b>         | <b>19,753.75</b> | <b>15,053.60</b> |
| 52009 Personnel                       |                  |                  |
| 52900 Teacher Salaries/Hourly         | 20,130.19        | 25,317.55        |
| 52905 Teachers- FICA/Med              | 3,321.26         |                  |
| 52930 Administrative Salaries         | 25,011.40        | 27,080.00        |
| 52935 Administrative FICA/Med         | 4,143.80         |                  |
| 52945 Continue Educ Staff             | 144.00           |                  |
| 52950 Payroll Fees                    | 707.19           | 455.00           |
| 52955 Staff Background Checks         | 4.35             | 50.00            |
| 52960 Contract Substitute Services    | 3,620.53         |                  |
| <b>Total 52009 Personnel</b>          | <b>57,082.72</b> | <b>52,902.55</b> |

|                                    |                   |                    |
|------------------------------------|-------------------|--------------------|
| <b>53000 Program Needs</b>         |                   |                    |
| 53300 18 mos Classroom Supplies    | 20.43             | 0.00               |
| 53301 2's Classroom Supplies       |                   | 0.00               |
| 53305 3's Classroom Supplies       |                   | 0.00               |
| 53310 4's Classroom Supplies       |                   | 0.00               |
| 53325 Shared Classroom Supplies    | 661.51            | 0.00               |
| 53326 Film Development             |                   | 0.00               |
| 53327 Snacks                       | 188.35            |                    |
| 53335 Basic Classroom Supplies     |                   | 0.00               |
| <b>Total 53000 Program Needs</b>   | <b>870.29</b>     | <b>0.00</b>        |
| <b>54000 Activities Cost</b>       |                   |                    |
| 54130 Small Activity Cost          | 71.30             | 0.00               |
| 54205 Staff Food                   | 83.55             | 0.00               |
| 54215 Staff Incentives             | 164.85            |                    |
| <b>Total 54000 Activities Cost</b> | <b>319.70</b>     | <b>0.00</b>        |
| <b>Total 50000 Expenses</b>        | <b>79,191.66</b>  | <b>68,156.15</b>   |
| <b>Total Expenses</b>              | <b>79,191.66</b>  | <b>68,156.15</b>   |
| <b>Net Operating Income</b>        | <b>(8,365.78)</b> | <b>(38,996.15)</b> |
| <b>Net Income</b>                  | <b>(8,365.78)</b> | <b>(38,996.15)</b> |

**PVPS Balance Sheet FY to last month**  
**Palm Valley Lutheran Preschool**  
As of December 31, 2025

| Distribution account                    | Total               |
|---|---------------------|
| <b>Assets</b>                           |                     |
| Current Assets                          |                     |
| Bank Accounts                           |                     |
| 10011 Operating PS Regions 1415         | 12,541.47           |
| 10025 MM Preschool - Regions            | 135,555.83          |
| <b>Total for Bank Accounts</b>          | <b>\$148,097.30</b> |
| Other Current Assets                    |                     |
| <b>Total for Current Assets</b>         | <b>\$148,097.30</b> |
| <b>Total for Assets</b>                 | <b>\$148,097.30</b> |
| <b>Liabilities and Equity</b>           |                     |
| Liabilities                             |                     |
| Current Liabilities                     |                     |
| Credit Cards                            |                     |
| Divvy Credit Card                       | 1,168.19            |
| <b>Total for Credit Cards</b>           | <b>\$1,168.19</b>   |
| Other Current Liabilities               |                     |
| <b>Total for Current Liabilities</b>    | <b>\$1,168.19</b>   |
| <b>Total for Liabilities</b>            | <b>\$1,168.19</b>   |
| Equity                                  |                     |
| Opening Balance Equity                  | 173,441.98          |
| Retained Earnings                       | -18,147.09          |
| Net Income                              | -8,365.78           |
| <b>Total for Equity</b>                 | <b>\$146,929.11</b> |
| <b>Total for Liabilities and Equity</b> | <b>\$148,097.30</b> |

## 2026 Strategic Plan for Ministries

A budget is more than a list of numbers. It tells the story of who Palm Valley Lutheran Church believes God is calling us to be in this season of our life together.

Rather than organizing our resources around departments or line items, we can view our financial plan organized around ministry commitments—the work we believe matters most for our shared future. The numbers matter. But they serve the mission—not the other way around.

### Our Shared Financial Reality

The 2026 plan reflects careful planning and intentional reallocation of resources. Palm Valley does not face a spending problem driven by excess or misalignment.

At the same time, our current level of giving does not yet fully support the ministry we believe we are called to sustain and grow. The projected shortfall is not a crisis, but an invitation—to deeper participation, shared ownership, and growth in generosity alongside ministry.

### Our Three Strategic Initiative

#### **Reignite Youth & Family Ministries (33.6%)**

Children, youth, and families are central to Palm Valley's future through faith formation, connection, leadership development, and intergenerational ministry.

#### **Expand Small Groups & Discipleship Pathways (27.1%)**

Faith is formed through relationships, Scripture, and shared life, supported by small groups, adult education, and leadership development.

#### **Become One Body (29.1%)**

Palm Valley invests in unity, intergenerational connection, collaborative worship, and shared ministry planning.

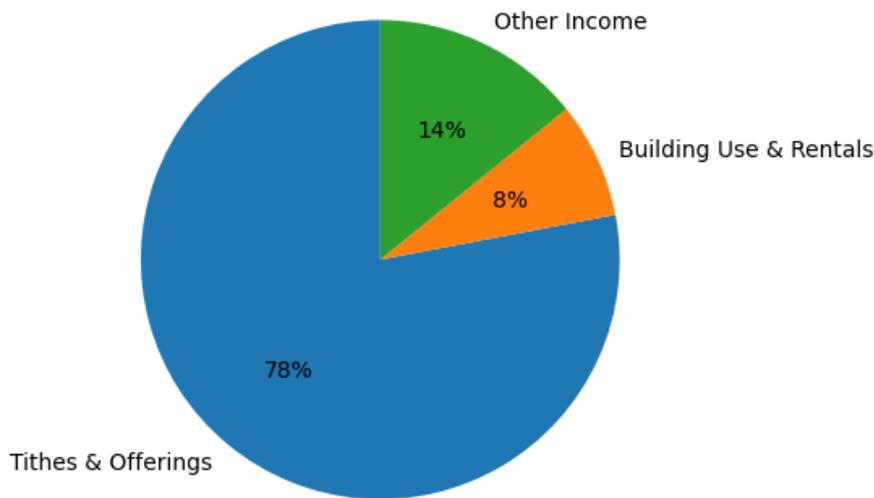
### How Our Resources Are Used

Figure 1 on the next page shows where Palm Valley's funding comes from. Most ministries are supported by tithes and offerings, highlighting the importance of congregational participation.

Figure 2 shows how expenses are allocated across strategic ministry priorities, with Shared Ministry Support (10.1%) serving ministry rather than leading it. We group the budget by ministry priorities because every ministry uses staff, space, utilities, and support.

## Income Sources for Ministry (2026)

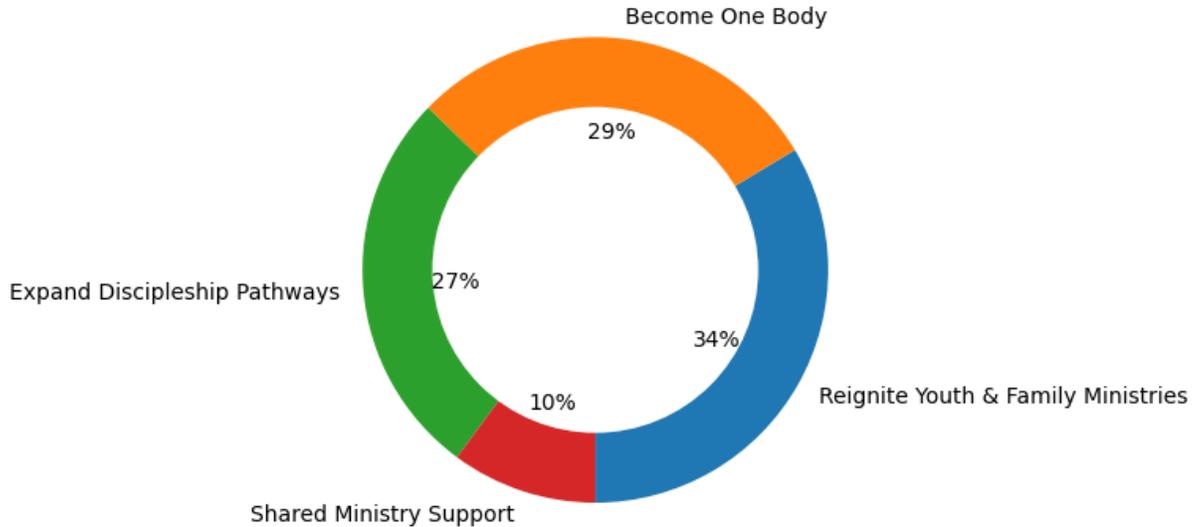
Income Sources for Ministry (2026)



Most of Palm Valley’s ministry is supported by congregational giving, with additional support from building use and other supplemental income.

## Expense Allocation by Strategic Initiative (2026)

Expense Allocation by Strategic Priority (2026)



Nearly 90% of the 2026 budget directly supports Palm Valley’s three strategic ministry commitments. Shared Ministry Support is intentionally positioned to reflect its role in enabling, not leading, ministry.

The next four pages are a traditional spreadsheet format comparing the 2025 Budget, 2025 Actual, and proposed 2026 Budget.

**Palm Valley Lutheran Church of Round Rock Texas  
2026 Plan for Ministries**

|   | 2025 Budget            | 2025 Actual            | 2026 Budget            |
|---|------------------------|------------------------|------------------------|
| <b>Income</b>                                       |                        |                        |                        |
| 40000 Revenue                                       |                        |                        |                        |
| 41000 Church Revenue                                |                        |                        |                        |
| 41100 Tithes & Offerings                            |                        |                        |                        |
| 41110 Regular Offering                              |                        |                        |                        |
| 41111 Member Contributions                          | \$ 1,030,000.00        | \$ 956,941.30          | \$ 900,000.00          |
| 41112 Loose Plate Offering                          | \$ 15,000.00           | \$ 15,169.25           | \$ 15,000.00           |
| 41113 Hospitality (donuts, coffee, etc)             | \$ -                   | \$ 1,729.08            | \$ 1,600.00            |
| <b>Total 41110 Regular Offering</b>                 | <b>\$ 1,045,000.00</b> | <b>\$ 973,839.63</b>   | <b>\$ 916,600.00</b>   |
| 41120 Holiday Offering                              |                        |                        |                        |
| 41121 Lenten Offering                               | \$ 1,300.00            | \$ 5,506.00            | \$ 1,500.00            |
| 41122 Easter Offering                               | \$ 4,200.00            | \$ 1,202.74            | \$ 5,000.00            |
| 41123 Thanksgiving Offering                         | \$ 1,125.00            | \$ 2,365.00            | \$ 1,200.00            |
| 41124 Christmas Offering                            | \$ 10,000.00           | \$ 16,369.99           | \$ 10,000.00           |
| <b>Total 41120 Holiday Offering</b>                 | <b>\$ 16,625.00</b>    | <b>\$ 25,443.73</b>    | <b>\$ 17,700.00</b>    |
| <b>Total 41100 Tithes &amp; Offerings</b>           | <b>\$ 1,061,625.00</b> | <b>\$ 999,283.36</b>   | <b>\$ 934,300.00</b>   |
| 41200 Additional Revenue                            |                        |                        |                        |
| 41210 Rental/ Building Use Income                   |                        |                        |                        |
| 41211 PV Preschool Building Use                     | \$ 23,952.25           | \$ 26,290.98           | \$ 30,000.00           |
| 41212 Senior Access Building Use                    | \$ 10,350.00           | \$ 9,234.00            | \$ 11,400.00           |
| 41213 Counseling Center Building Use                | \$ 3,450.00            | \$ 2,500.00            | \$ 4,300.00            |
| ##### Church of Antioch Building Use                |                        |                        | \$ 18,000.00           |
| 41214 Building Use                                  | \$ 20,000.00           | \$ 15,454.47           | \$ 30,000.00           |
| <b>Total 41210 Rental/ Building Use Income</b>      | <b>\$ 57,752.25</b>    | <b>\$ 53,479.95</b>    | <b>\$ 93,700.00</b>    |
| 41220 Staff Recognition                             |                        | \$ 605.00              |                        |
| 41240 Events  |                        |                        |                        |
| 41241 Lenten Suppers                                | \$ 800.00              | \$ 769.00              | \$ 800.00              |
| <b>Total 41240 Events</b>                           | <b>\$ 800.00</b>       | <b>\$ 769.00</b>       | <b>\$ 800.00</b>       |
| 41260 Altar Flower                                  | \$ 4,000.00            | \$ 3,937.00            | \$ 4,000.00            |
| 41265 ROW Sale Interest Income                      | \$ 36,000.00           | \$ 14,248.41           | N/A                    |
| 41266 ROW Principal Withdrawl                       | \$ 30,000.00           | \$ 30,000.00           | N/A                    |
| 41267 Capital Maintenance Fund Income               | \$ 32,000.00           | \$ 29,668.00           | \$ 29,000.00           |
| 41270 Other Income                                  | \$ 1,800.00            | \$ 23,159.00           | \$ 10,000.00           |
| <i>Net Investment Gain - Unrestricted Fund 2025</i> |                        |                        | <i>\$ 126,060.00</i>   |
| <b>Total 41200 Additional Revenue</b>               | <b>\$ 162,352.25</b>   | <b>\$ 155,866.86</b>   | <b>\$ 263,560.00</b>   |
| <b>Total 41000 Church Revenue</b>                   | <b>\$ 1,223,977.25</b> | <b>\$ 1,155,150.22</b> | <b>\$ 1,197,860.00</b> |
| <b>Total 40000 Revenue</b>                          | <b>\$ 1,223,977.25</b> | <b>\$ 1,155,150.22</b> | <b>\$ 1,197,860.00</b> |
| <b>Total Income</b>                                 | <b>\$ 1,223,977.25</b> | <b>\$ 1,155,150.22</b> | <b>\$ 1,197,860.00</b> |
| <b>Gross Profit</b>                                 | <b>\$ 1,223,977.25</b> | <b>\$ 1,155,150.22</b> | <b>\$ 1,197,860.00</b> |

|  | 2025 Budget         | 2025 Actual         | 2026 Budget           |
|--|---------------------|---------------------|-----------------------|
| <b>Expenses</b>                              |                     |                     |                       |
| <b>50000 Expenses</b>                        |                     |                     |                       |
| <b>51000 Children</b>                        |                     |                     |                       |
| 51120 Special Events                         | \$ 500.00           | \$ 2,526.68         | \$ 2,500.00           |
| 51130 Sunday School                          | \$ 500.00           | \$ 2,642.46         | \$ 1,800.00           |
| 51140 Children's Church                      | \$ 750.00           | \$ 241.02           | \$ 1,200.00           |
| 51150 Worship                                | \$ 400.00           |                     | \$ -                  |
| 51160 Vacation Bible School                  | \$ 6,810.00         | \$ 5,809.61         | \$ 6,000.00           |
| 51170 Day Camp                               | \$ 1,000.00         | \$ 3,281.45         | \$ 1,250.00           |
| 51180 First Communion                        | \$ 200.00           |                     | \$ 200.00             |
| 51220 Nursery Care Supplies                  | \$ 125.00           |                     | \$ 125.00             |
| ##### Curriculum for Parents & Children      |                     |                     | \$ 500.00             |
| ##### Classroom Decor/Physical Supplies      |                     |                     | \$ 500.00             |
| ##### Volunteer Appreciation Gifts           |                     |                     | \$ 200.00             |
| <i>Re-allocation of Funds to Support</i>     |                     |                     | <i>\$ (14,275.00)</i> |
| <b>Total 51000 Children</b>                  | <b>\$ 10,285.00</b> | <b>\$ 14,501.22</b> | <b>\$ -</b>           |
| <b>52000 Youth</b>                           |                     |                     |                       |
| <b>52100 Jr. High</b>                        |                     |                     |                       |
| 52110 Retreat / Gathering                    | \$ 350.00           |                     | \$ 1,200.00           |
| 52120 Mission Trip                           | \$ 500.00           |                     | \$ -                  |
| <b>Total 52100 Jr. High</b>                  | <b>\$ 850.00</b>    |                     | <b>\$ 1,200.00</b>    |
| <b>52200 Sr. High</b>                        |                     |                     |                       |
| 52210 Retreat / Gathering                    | \$ 350.00           |                     | \$ -                  |
| 52220 Mission Trip                           | \$ 4,200.00         | \$ 1,268.06         | \$ 4,000.00           |
| <b>Total 52200 Sr. High</b>                  | <b>\$ 4,550.00</b>  | <b>\$ 1,268.06</b>  | <b>\$ 4,000.00</b>    |
| 52300 Confirmation                           | \$ 225.00           | \$ 231.31           | \$ 800.00             |
| 52310 Van Rental                             | \$ 4,650.00         |                     | \$ 2,500.00           |
| 52400 Activities / Projects                  | \$ 1,600.00         | \$ 1,835.64         | \$ 3,500.00           |
| 52500 Education / Training                   | \$ 100.00           | \$ 485.00           | \$ 1,500.00           |
| ##### Youth Sunday School                    |                     |                     | \$ 540.00             |
| ##### Mission and Outreach Local Programs    |                     |                     | \$ 550.00             |
| ##### Youth Volunteer Gifts                  |                     |                     | \$ 100.00             |
| ##### Youth Group Supplies                   |                     |                     | \$ 300.00             |
| <i>Re-allocation of Funds to Support</i>     |                     |                     | <i>\$ (14,990.00)</i> |
| <b>Total 52000 Youth</b>                     | <b>\$ 11,975.00</b> | <b>\$ 3,820.01</b>  | <b>\$ -</b>           |
| <b>53000 Worship / Music</b>                 |                     |                     |                       |
| <b>53100 Worship</b>                         |                     |                     |                       |
| 53120 Communion Supplies                     | \$ 2,300.00         | \$ 1,037.62         | \$ 1,700.00           |
| 53130 Supplies / Kitchen items / hospitality | \$ 5,000.00         | \$ 10,067.98        | \$ 5,000.00           |
| 53140 Altar Flower                           | \$ 4,000.00         | \$ 4,437.02         | \$ 4,000.00           |
| <b>Total 53100 Worship</b>                   | <b>\$ 11,300.00</b> | <b>\$ 15,542.62</b> | <b>\$ 10,700.00</b>   |
| <b>53200 Music</b>                           |                     |                     |                       |
| 53210 Adult Choir                            | \$ 700.00           | \$ 437.32           | \$ 700.00             |
| 53220 Handbell Choir                         | \$ 195.00           | \$ 32.00            | \$ 195.00             |
| 53230 Rejoice Team                           | \$ 1,200.00         | \$ 1,112.10         | \$ 1,200.00           |
| 53240 Instruments                            | \$ 700.00           | \$ 601.85           | \$ 700.00             |
| ##### Robe Cleaning & Repair                 |                     |                     | \$ 150.00             |
| <b>Total 53200 Music</b>                     | <b>\$ 2,795.00</b>  | <b>\$ 2,183.07</b>  | <b>\$ 2,945.00</b>    |
| <b>Total 53000 Worship / Music</b>           | <b>\$ 14,095.00</b> | <b>\$ 17,725.69</b> | <b>\$ 13,645.00</b>   |

|  | 2025 Budget          | 2025 Actual          | 2026 Budget          |
|--|----------------------|----------------------|----------------------|
| <b>54000 Education / Outreach / Evangelism</b>       |                      |                      |                      |
| <b>54100 Christian Education</b>                     |                      |                      |                      |
| 54110 Curriculum                                     | \$ 2,500.00          | \$ 981.95            | \$ 2,500.00          |
| 54120 Adult Education                                | \$ 600.00            | \$ 340.24            | \$ 600.00            |
| <b>Total 54100 Christian Education</b>               | <b>\$ 3,100.00</b>   | <b>\$ 1,322.19</b>   | <b>\$ 3,100.00</b>   |
| <b>54200 Evangelism</b>                              |                      |                      |                      |
| 54210 Supplies                                       | \$ 350.00            |                      | \$ 350.00            |
| 54220 New Member / Projects                          | \$ 750.00            | \$ 510.28            | \$ 500.00            |
| 54230 Sundaes on Mondays                             | \$ 1,000.00          | \$ 63.87             | \$ 500.00            |
| 54240 Fall Fair                                      | \$ 2,000.00          | \$ 338.05            | \$ 2,000.00          |
| 54250 1st Time Guest                                 | \$ 200.00            | \$ 125.88            | \$ 500.00            |
| <b>Total 54200 Evangelism</b>                        | <b>\$ 4,300.00</b>   | <b>\$ 1,038.08</b>   | <b>\$ 3,850.00</b>   |
| <b>54300 Spiritual Life</b>                          |                      |                      |                      |
| 54310 Home Devotional                                | \$ 900.00            | \$ 1,174.93          | \$ 800.00            |
| 54320 Misc. Expense                                  | \$ 250.00            |                      | \$ -                 |
| 54330 Small Groups                                   | \$ 300.00            | \$ 1,206.19          | \$ 800.00            |
| 54340 Events   | \$ 500.00            | \$ 70.75             | \$ -                 |
| <b>Total 54300 Spiritual Life</b>                    | <b>\$ 1,950.00</b>   | <b>\$ 2,451.87</b>   | <b>\$ 1,600.00</b>   |
| <b>54400 Generosity Team</b>                         |                      |                      |                      |
| 54410 General  | \$ 600.00            | \$ 64.74             | \$ 250.00            |
| <b>Total 54400 Generosity Team</b>                   | <b>\$ 600.00</b>     | <b>\$ 64.74</b>      | <b>\$ 250.00</b>     |
| <b>Total 54000 Education / Outreach / Evangelism</b> | <b>\$ 9,950.00</b>   | <b>\$ 4,876.88</b>   | <b>\$ 8,800.00</b>   |
| <br>   |                      |                      |                      |
| <b>55000 Missions / Care</b>                         |                      |                      |                      |
| 55100 Benevolence                                    |                      |                      |                      |
| <b>Total 55100 Benevolence</b>                       | <b>\$ 37,000.00</b>  | <b>Endowment</b>     | <b>Endowment</b>     |
| <b>55200 Hispanic Ministry</b>                       |                      |                      |                      |
| 55210 Worship  | \$ 200.00            | \$ 183.98            | \$ -                 |
| 55220 Christian Education                            | \$ 325.00            | \$ 94.29             | \$ 1,500.00          |
| 55230 Projects/Events                                | \$ 150.00            | \$ 464.33            | \$ 1,000.00          |
| <b>Total 55200 Hispanic Ministry</b>                 | <b>\$ 675.00</b>     | <b>\$ 742.60</b>     | <b>\$ 2,500.00</b>   |
| <b>55400 Stephen Ministries</b>                      |                      |                      |                      |
| 55410 Supplies                                       | \$ 400.00            | \$ 25.50             | \$ 400.00            |
| <b>Total 55400 Stephen Ministries</b>                | <b>\$ 400.00</b>     | <b>\$ 25.50</b>      | <b>\$ 400.00</b>     |
| <b>Total 55000 Missions / Care</b>                   | <b>\$ 38,075.00</b>  | <b>\$ 768.10</b>     | <b>\$ 2,900.00</b>   |
| <br>   |                      |                      |                      |
| <b>56000 Ministry / Program Personnel</b>            |                      |                      |                      |
| 56100 Ministers / Program Staff                      | \$ 404,948.00        | \$ 390,950.85        | \$ 578,056.21        |
| 56105 Contra Ministry / Personnel Staff              | \$ -                 | \$ (18,342.34)       | \$ (116,536.75)      |
| <b>Total 56100 Ministers / Program Staff</b>         | <b>\$ 404,948.00</b> | <b>\$ 372,608.51</b> | <b>\$ 461,519.46</b> |
| <b>Total 56000 Ministry / Program Personnel</b>      | <b>\$ 404,948.00</b> | <b>\$ 372,608.51</b> | <b>\$ 461,519.46</b> |
| <br>   |                      |                      |                      |
| <b>57000 Operations</b>                              |                      |                      |                      |
| <b>57100 Administration</b>                          |                      |                      |                      |
| 57110 Bank Fees                                      | \$ -                 | \$ 6,488.81          | \$ 8,000.00          |
| 57120 Office Expenses                                | \$ 1,500.00          | \$ 8,101.29          | \$ 9,600.00          |
| 57130 Accounting Services                            | \$ 36,000.00         | \$ 38,152.00         | \$ 39,500.00         |
| 57140 Janitorial                                     |                      |                      |                      |
| 57141 Janitorial Services                            | \$ 75,000.00         | \$ 78,233.38         | \$ 78,620.00         |
| 57142 Janitorial Supplies                            | \$ 5,040.00          | \$ 4,066.44          | \$ 6,000.00          |
| <b>Total 57140 Janitorial</b>                        | <b>\$ 80,040.00</b>  | <b>\$ 82,299.82</b>  | <b>\$ 84,620.00</b>  |

|   | 2025 Budget            | 2025 Actual            | 2026 Budget            |
|---|------------------------|------------------------|------------------------|
| 57150 Synod Convention                            | \$ 2,300.00            | \$ 330.00              | \$ 2,300.00            |
| 57160 Worker's Comp Insurance                     | \$ 6,250.00            |                        | \$ 6,000.00            |
| 57170 Dues and Subscriptions                      | \$ 520.00              | \$ 8,648.94            | \$ 8,000.00            |
| 57180 Background Checks                           | \$ 550.00              | \$ 570.15              | \$ 550.00              |
| 57190 Council Support                             | \$ 500.00              | \$ (175.14)            | \$ 500.00              |
| 57191 Staff Development                           | \$ 3,000.00            | \$ 3,501.19            | \$ 3,500.00            |
| 57195 Mileage Reimbursement                       | \$ 600.00              | \$ 3,107.12            | \$ 4,000.00            |
| 57199 Other Expenses                              | \$ 1,500.00            | \$ 3,977.57            | \$ 4,000.00            |
| <b>Total 57100 Administration</b>                 | <b>\$ 132,760.00</b>   | <b>\$ 155,001.75</b>   | <b>\$ 170,570.00</b>   |
| <b>57200 Information Technology</b>               |                        |                        |                        |
| 57210 General IT                                  | \$ 20,000.00           | \$ 29,150.60           | \$ 25,000.00           |
| ##### Contra General IT                           |                        |                        | \$ (14,000.00)         |
| 57220 Copier Expense                              | \$ 25,000.00           | \$ 18,730.09           | \$ 19,000.00           |
| <b>Total 57200 Information Technology</b>         | <b>\$ 45,000.00</b>    | <b>\$ 47,880.69</b>    | <b>\$ 30,000.00</b>    |
| <b>57400 Property</b>                             |                        |                        |                        |
| 57410 Maintenance Repair / Equipment              | \$ 43,600.00           | \$ 123,015.28          | \$ 35,000.00           |
| 57411 Contra Maintenance Repair/Equip             |                        | \$ (48,550.00)         | \$ (29,000.00)         |
| <b>Total 57410 Maintenance Repair / Equipment</b> | <b>\$ 43,600.00</b>    | <b>\$ 74,465.28</b>    | <b>\$ 6,000.00</b>     |
| 57415 Building Service Contracts                  | \$ 9,000.00            | \$ 3,112.03            | \$ 10,020.00           |
| 57420 Fuel  | \$ 4,100.00            | \$ 2,532.31            | \$ 4,200.00            |
| 57430 Property Insurance                          | \$ 49,020.00           | \$ 59,510.10           | \$ 68,000.00           |
| 57435 Contra Property Insurance                   | \$ (9,400.00)          | \$ (9,400.00)          | \$ (9,400.00)          |
| <b>Total 57430 Property Insurance</b>             | <b>\$ 58,420.00</b>    | <b>\$ 50,110.10</b>    | <b>\$ 58,600.00</b>    |
| <b>57440 Utilities</b>                            |                        |                        |                        |
| 57441 Gas   | \$ 5,500.00            | \$ 4,994.25            | \$ 5,200.00            |
| 57442 Electricity                                 | \$ 36,500.00           | \$ 37,801.08           | \$ 48,000.00           |
| 57443 Water / Sewer                               | \$ 12,445.00           | \$ 13,685.90           | \$ 14,000.00           |
| 57450 Trash                                       | \$ 2,700.00            | \$ 2,435.24            | \$ 3,000.00            |
| ##### Contra Utilities (Fuel/Water)               |                        |                        | \$ (5,500.00)          |
| <b>Total 57440 Utilities</b>                      | <b>\$ 54,445.00</b>    | <b>\$ 58,916.47</b>    | <b>\$ 64,700.00</b>    |
| <b>Total 57400 Property</b>                       | <b>\$ 162,865.00</b>   | <b>\$ 189,136.19</b>   | <b>\$ 143,520.00</b>   |
| <b>57500 Operations Personnel</b>                 |                        |                        |                        |
| 57510 Operations Salary and Benefits              | \$ 394,024.25          | \$ 575,575.72          | \$ 497,498.75          |
| 57511 Contra Ops Salary and Benefits              | \$ -                   | \$ (121,278.37)        | \$ (97,492.34)         |
| 57515 Payroll Fees                                | \$ -                   | \$ 1,624.24            | \$ 1,800.00            |
| <b>Total 57510 Operations Salary and Benefits</b> | <b>\$ 394,024.25</b>   | <b>\$ 455,921.59</b>   | <b>\$ 401,806.41</b>   |
| 57525 Nursery Contractors/1099                    | \$ -                   |                        | \$ 2,000.00            |
| <b>Total 57500 Operations Personnel</b>           | <b>\$ 394,024.25</b>   | <b>\$ 455,921.59</b>   | <b>\$ 403,806.41</b>   |
| <b>Total 57000 Operations</b>                     | <b>\$ 734,649.25</b>   | <b>\$ 847,940.22</b>   | <b>\$ 747,896.41</b>   |
| <b>Total 50000 Expenses</b>                       | <b>\$ 1,223,977.25</b> | <b>\$ 1,262,240.63</b> | <b>\$ 1,234,760.87</b> |
| Uncategorized                                     |                        | \$ 1,200.00            |                        |
| <b>Total Expenses</b>                             | <b>\$ 1,223,977.25</b> | <b>\$ 1,263,440.63</b> | <b>\$ 1,234,760.87</b> |
| <b>Net Operating Income</b>                       | <b>\$ -</b>            | <b>\$ (108,290.41)</b> | <b>\$ (36,900.87)</b>  |



### COMPANY OVERVIEW

Brown Note Productions, Inc. (BNP) is headquartered in Thornton, CO with operations in Austin, TX, and is one of the nation's leading audio, lighting, and video providers for touring production and permanently installed systems. BNP, Inc. was founded in 2004 and has experience in all aspects of high performance entertainment audio, video, lighting, and broadcast systems for portable and installed applications throughout the United States. Brown Note Productions is a company built with like-minded individuals creating a positive, progressive, and professional experience for our clients and strategic partners worldwide.

Our highly qualified integration team is built on our company's extensive experience delivering exceptional live performance systems for a wide variety of applications including stadiums, concert venues, theaters, performing arts centers, houses of worship, athletics facilities, and many other spaces where the Audio Visual (AV) system is a critical part of the experience. This broad collective of expertise allows us to design and deploy AV systems that utilize the most up-to-date technology and innovative trends within the professional AV space. With a focus on reliability and longevity, our AV system approach combines these innovative technological advancements with field-proven solutions.

Our experienced integration team is accustomed to working alongside our client's project team including architects, audiovisual consultants and general contractors from planning & design, to installation, training, event support and system maintenance. Our project approach is founded on the following principles:

- A knowledgeable team that will work collaboratively with the entire project team to make sure the system is ideally suited and functional for the application.
- Excellent results achieved through collaboration with leading manufacturers.
- Direct dealerships with leading professional AV manufacturers ensures competitive pricing.

We appreciate the opportunity to be considered for this project and look forward to working with the entire project team to bring these AVL Upgrades to life if opportunity is awarded.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Zach Richards".

Zach Richards  
Director of Integration  
Office: 303.665.9586  
Cell: 512.468.2942  
zachr@brownnote.com

## PROJECT SUMMARY

### Christian Life Center

Base AVL System Upgrade Price **\$359,491**

*This Proposal is for a complete turn-key Audio, Video, Lighting, and Control system. These systems consist of a d&b audiotechnik speaker system, Thor AV LED Video screens, ETC and Chauvet lighting, and a Q-SYS control system on a Netgear network infrastructure*

*Audio Console Options - 1 of the following 3 options:*

- Allen & Heath Avantis **\$31,337**
- Allen & Heath SQ7 **\$24,997**
- Behringer Wing **\$15,444**

*Additional System Options:*

- Green Room Upgrade **\$6,781**

*Adds speakers for distributed audio w/ volume control and Visionary Solutions decoders for distributed video to (2) existing Owner Furnished (OFE) displays*

- Projection Option **-\$35,029**

### Historic Sanctuary

Base AVL System Upgrade Price **\$129,814**

*Additional System Options:*

- Parish Hall Distributed Audio **\$7,621**
- Parish Hall Self Serve Additions **\$5,181**



## PRODUCT HIGHLIGHTS

# BROWN NOTE PRODUCTIONS

INTEGRATION

### Thor AV CANVAS LED Wall

CANVAS offers a full range of pixel pitches—3.7, 2.5, 1.8, 1.5, and 1.2—so you can match resolution to viewing distance and environment. From close-range settings like control rooms to large public displays, it delivers stunning clarity at any scale.



### d&b 24S loudspeaker - *Christian Life Center*

The 24S-D is a high performance full range 2-way passive loudspeaker housing two 12" drivers in a bass-reflex enclosure with a 1.4" exit compression driver mounted onto a large rotatable CD horn, intended for a wide range of permanently installed applications.

### Q-SYS Core 24f

The Q-SYS Core 24f ushers in the next-generation of Q-SYS processing capabilities, delivering a fully integrated audio, video, and control solution that enables a blank canvas to deliver unique experiences across a broad range of application types for in-room processing.



### d&b 16C column loudspeaker - *Historic Sanctuary*

The 16C 2-way passive column loudspeaker is the smallest in the Series housing four 4" neodymium drivers and a 0.75" compression driver mounted on a CD horn. The HF horn has a nominal dispersion of 90° x 40° (h x v). The 4" drivers are arranged in a unique cardioid setup radiating through waveguide elements at the front and damped ports at the rear of the cabinet.

# W & J HOME REPAIR AND CONSTRUCTION

JORDAN TALLEY

137 Canyon Oak Loop • Georgetown, Texas 78633

512-796-4705

|   |                            |
|---|----------------------------|
| Name: <u>Palm Valley Lutheran Church</u>      | Date: <u>8-10-22</u>       |
| Address: <u>2500 E Palm Valley Plw.</u>       |                            |
| City, State, Zip: <u>Round Rock, Tx 78005</u> | Phone: <u>512 255-3302</u> |

|         |      |        |        |        |          |
|---------|------|--------|--------|--------|----------|
| Sold By | Cash | C.O.D. | Charge | Return | Paid Out |
|---------|------|--------|--------|--------|----------|

| QTY | DESCRIPTION   | PRICE | AMOUNT               |
|-----|---|-------|----------------------|
|     | <u>Auditorium 125' x 70'</u>                        |       |                      |
|     | <u>COVER ALL FLOOR, SET UP SCAFFOLDING</u>          |       |                      |
|     | <u>REMOVE ALL ACCUMULATED PONDING ON WALLS.</u>     |       |                      |
|     | <u>REMOVE ALL OTHER ACCESSORIES FROM WALLS</u>      |       |                      |
|     | <u>INCLUDING PROJECTION SCREEN, PATCH ALL HOLES</u> |       |                      |
|     | <u>REPLACE ALL RUBBER GASKET BASE 400'</u>          |       |                      |
|     | <u>PAINT CEILINGS ALL BEAMS, PANELS, TILES</u>      |       |                      |
|     | <u>PAINT ALL WALLS, TRIM, DOORS,</u>                |       |                      |
|     | <u>PRIME AND PAINT ALL METAL WINDOW FRAMES.</u>     |       |                      |
|     | <u>TOTAL ALL 55 gallons.</u>                        |       |                      |
|     | <u>labor/materials</u>                              |       | <u>\$ 601,000.00</u> |
|     | <u>Clean up and Prep weekly for</u>                 |       |                      |
|     | <u>weekend services.</u>                            |       |                      |

— Payment DUE Upon Receipt —

TOTAL

PAID BY:

**THANK YOU!**

**W & J HOME REPAIR AND CONSTRUCTION**  
**JORDAN TALLEY**  
 137 Canyon Oak Loop • Georgetown, Texas 78633  
 512-796-4705

|                   |                             |                  |                 |
|-------------------|-----------------------------|------------------|-----------------|
| Name:             | Palm Valley Lutheran Church | Date:            | 8-16-25         |
| Address:          | 2500 E Palm Valley Blvd.    | Attn:            | Jessica Brunson |
| City, State, Zip: | Round Rock, TX 78665        | Video e PVC .org | Phone:          |
|                   |                             |                  | 512-055-9320    |

|         |      |        |        |        |          |
|---------|------|--------|--------|--------|----------|
| Sold By | Cash | C.O.D. | Charge | Return | Paid Out |
|---------|------|--------|--------|--------|----------|

| QTY. | DESCRIPTION   | PRICE | AMOUNT    |
|------|---|-------|-----------|
| -    | Build 2 Tier stage, Frame with 2x4 ply walls, 2x6 floor joists, 3/4 Plywood, 2 sets steps, Ply over skirt with Drywall  | #     | 11,200.00 |
| -    | Sound room, Tear-out walls, Doors, windows Build up stage with steps, Build 18' wall Drywall Both sides insulate Build end walls Drywall, Part walls, Trim Base | #     | 15,850.00 |
| -    | Grout/Floor, cover floors, Paint all walls 2 coats, Paint all window stools enamel, move accessories as needed.   | #     | 10,300.00 |
| -    | Green Room, Replace water damaged Drywall, Tape, Flay, cover floors, Paint walls/ceilings 2 coats 14 gallons.   | #     | 8,800.00  |

— Payment DUE Upon Receipt —

**TOTAL**

# ALCOHOL POLICY

---

## Congregational Alcohol Policy for Events and Venue Rentals

**Purpose:** This policy establishes guidelines for the responsible serving of alcohol at events and venue rentals held on the Palm Valley Lutheran Church (PVLC) campus. While acknowledging the opportunity to generate income through alcohol service, the policy ensures that it aligns with the church's mission and core values. The policy aims to maintain the integrity of the church's ministry while offering space for a variety of events that promote community engagement and fellowship.

### Policy Guidelines:

#### 1. Alcohol Service Permitted for Certain Events:

- Alcohol may be served at approved private events on church property.
- Wine will be allowed for the purpose of offering the sacrament of holy communion at PVLC-sanctioned services or events.
- All alcohol service must comply with Texas Alcoholic Beverage Commission (TABC) laws. A TABC permit is required of the vendor. Alcohol will only be served by a TABC-certified bartender or caterer, who carries appropriate liability insurance.
- The use of alcohol is being provided as an enhancement to events. Any revenue generated by this service will support programs, outreach, and operational needs of the church.

#### 2. Approved Event Types: Alcohol may be served at the following type of events (but not limited to):

- Weddings and Receptions
- Showers (e.g., bridal, baby)
- Banquets and Reunions
- Professional and Corporate Events
- Faith-Based Gatherings or Events

#### 3. Non-Approved Event Types: Alcohol will **not** be served at certain type events that may be incompatible with the church's mission, including but not limited to:

- Bachelor and bachelorette parties
- Events with themes or activities that promote excessive drinking or behavior contrary to the values of Palm Valley Lutheran Church

#### 4. Restricted Hours: Alcohol service is prohibited during the following periods:

- **Sunday Worship Hours:** Alcohol will not be served during Sunday morning worship times.
- **Holiday Worship Services:** Alcohol will not be served during major holiday worship times, including Christmas Eve, Lent, Easter Sunday, Good Friday, and other significant religious observances.
- **Preschool Operating Hours:** Alcohol will not be served during the preschool's operating hours (typically Monday through Friday, 7:30 AM to 2:30 PM) to ensure the safety and well-being of children and families in the building.

#### 5. Approved Venues for Alcohol Service:

- Alcohol service is restricted to the following designated venues on church property:
  - **The Oak Grove** (outdoor space)
  - **The Multipurpose Facility, "The Backporch"** (indoor event space)
  - **The Christian Life Center (CLC) and kitchen area of the CLC.** Specifically, this only includes the floor space that is tiled. Alcohol is not permitted in any area of the CLC that is carpeted.
- Alcohol will not be served in any other areas of the church property, including the sanctuary, classrooms, hallways, or offices.

**6. Approval and Event Planning:**

- Any event requesting alcohol service must be submitted to the church office no later than 30 days before the requested event date for approval. The request must include details such as the type of event, the TABC-Certified bartender or caterer, and the alcohol service plan.
- The church reserves the right to deny alcohol service for any event that is deemed to be inconsistent with the mission and values of the church. Events that could negatively impact the church community, its reputation, or its ministry will not be approved.

**7. Alcohol Service and Consumption Guidelines:**

- Alcohol will be served in moderation, with only beer, wine, and spirits being offered. The TABC-Certified bartender will monitor the consumption of alcohol and ensure that guests do not over-imbibe. PVLC assumes no liability; the event organizer and vendor must provide proof of liability insurance naming PVLC as additional insured.
- Alcohol may only be served and consumed within the designated areas (Oak Grove, The Backporch, and the Christian Life Center). It is prohibited to bring alcohol into other areas of the campus.
- Service will be limited to specific event times.

**8. Safety and Responsibility:**

- Event organizers are required to provide safe transportation options for guests who consume alcohol. This can include arranging for rideshare services, providing taxi vouchers, or promoting designated drivers.
- For large events, the church will require at the organizers expense, security personnel and/or event monitors to ensure a safe and respectful environment.
- The event organizer is responsible for ensuring that all participants are behaving responsibly, and may be required to address any disruptive behavior associated with alcohol consumption.

**9. Mission and Values Alignment:**

- Alcohol service is provided with the understanding that it supports community events while promoting values of moderation, responsibility, and respect. The leadership of the church will review this policy annually to ensure it continues to reflect the congregation's commitment to living out Christian values in all activities on church property.
- Any event where alcohol service is requested must align with the mission of the church to create a safe, welcoming, and responsible environment for all attendees.

**10. Enforcement:**

Failure to comply with this policy may result in the cancellation of the event or the suspension of service to the event organizer for future events. Event organizers, vendors, and attendees are expected to adhere to all guidelines to ensure a safe and respectful atmosphere.

**Effective Date:** This policy will take effect immediately upon approval by the PVLC Congregational Council and will be reviewed annually to ensure that it continues to align with the mission and values of the church.

PVLC Event & Facility Request Form – Addendum for Requesting Alcohol Service

Event Information:

- Event Name: \_\_\_\_\_
  - Event Date(s): \_\_\_\_\_
  - Event Organizer Contact Information:
    - Name: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - Email Address: \_\_\_\_\_
  - Type of Event (Check all that apply):
    - Wedding
    - Reception
    - Shower (e.g., bridal, baby)
    - Banquet
    - Reunion
    - Professional/Corporate Event
    - Christian Organization Gathering
    - Other (please specify): \_\_\_\_\_
- 

Alcohol Service Request:

- Will alcohol be served at this event?
    - Yes
    - NoIf **yes**, please answer the following:
  - Type of Alcohol (Check all that apply):
    - Beer
    - Wine
    - Spirits
  - TABC-Certified Bartender/Caterer Information:
    - Name of Vendor: \_\_\_\_\_
    - License/Certificate/Permit Number: \_\_\_\_\_
    - Contact Information (Phone/Email): \_\_\_\_\_
  - Alcohol Service Plan (please describe):
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
- 

Event Venue Selection:

- Select Venue(s) for Event:
    - The Oak Grove (Outdoor Space)
    - The Multipurpose Facility, “The Backporch” (Indoor Space)
    - Christian Life Center (CLC) limited only to the tiled floor areas.
-

**Restricted Hours & Venue Policies:**

Please be aware that **alcohol service is prohibited** during the following periods:

- **Sunday Worship Hours**
- **Holiday Worship Services (e.g., Christmas Eve, Easter Sunday, etc.)**
- **Preschool Operating Hours (Typically Monday –Friday, 7:30 AM–2:30 PM)**

Alcohol will only be served in the following venues:

- **The Oak Grove** (Outdoor Space)
- **The Multipurpose Facility, “The Backporch”** (Indoor Event Space)
- **Christian Life Center (CLC)** limited only to the tiled floor areas.

**Event Details & Responsibilities:**

- **Please initial the following:**

\_\_\_\_\_ I acknowledge that I am responsible for providing transportation options for guests who consume alcohol (e.g., rideshare, taxi services, designated drivers)?

\_\_\_\_\_ I acknowledge that I am financially responsible for security for this event.

I will make arrangements with this entity/company: \_\_\_\_\_

I would like PVLC to make arrangements with Wilco Constables.

\_\_\_\_\_ I acknowledge that my event may require an onsite event monitor.

\_\_\_\_\_ I agree to ensure that all guests behave responsibly and adhere to the guidelines of the alcohol policy. Further, I agree that damages caused by event attendees beyond the amount of the security deposit will be charged to the event organizer.

**Agreement & Signature:**

By signing this form, I acknowledge that I have read and understood the **PVLC Congregational Alcohol Policy** for events and venue rentals. I agree to adhere to all guidelines regarding alcohol service, event times, and restricted periods. I understand that failure to comply with the policy may result in the cancellation of the event or suspension of alcohol service to me and or my organization for future events.

- **Event Organizer Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Office Use Only:**

- **Event Approval Status:**
  - Approved
  - Denied (reason): \_\_\_\_\_
- **Approval by (Name/Date):**
  - Name: \_\_\_\_\_
  - Date: \_\_\_\_\_



|               |                               |
|---------------|-------------------------------|
| Estimate#     | : EST-004093                  |
| Estimate Date | : 12/30/2025                  |
| Reference#    | : Palm Valley EEN/Brivo Scope |

| Bill To   | Ship To   |
|---|---|
| Palm Valley School<br>2500 E Palm Valley Blvd<br>Round Rock, Texas, 78665 | 2500 E Palm Valley Blvd<br>Round Rock, Texas, 78665 |

| #  | Item & Description  | Qty   | Rate   | Amount   | Discount | Amount   |
|--|---|-------|--------|----------|----------|----------|
| <b>Video Security   Hardware &amp; Materials</b> |   |       |        |          |          |          |
| 1  | EN-SU301-0<br>Eagle Eye Location Setup Fee Bridge 301 (20 Cameras@4MPixel)  | 2.00  | 0.00   | 0.00     | 0.00     | 0.00     |
| 2  | Eagle Eye Camera Junction Box BX007 (DB11,DB13)<br>SKU : EN-CABX-007<br>Eagle Eye Camera Junction Box BX007 (DB11,DB13)   | 8.00  | 40.00  | 320.00   | 0.00     | 320.00   |
| 3  | Eagle Eye Camera Cap CP005 (DF03)<br>SKU : EN-CACP-005<br>Eagle Eye Camera Cap CP005 (DF03)   | 1.00  | 30.00  | 30.00    | 0.00     | 30.00    |
| 4  | Eagle Eye Camera Wall Arm WA006 (DD07-DD11, DM08, DF03, DT01, DT02, DZ03)<br>SKU : EN-CAWA-006<br>Eagle Eye Camera Wall Arm WA006 (DD07-DD11, DM08, DF03, DT01, DT02, DZ03)   | 1.00  | 40.00  | 40.00    | 0.00     | 40.00    |
| 5  | Eagle Eye Camera DB11 Outdoor Bullet 4Mpix, H265, IR, IP66, 2.7mm-13.5mm Moto Lens, WDR, POE, SD Card<br>SKU : EN-CDUB-011a<br>Eagle Eye Camera DB11 Outdoor Bullet 4Mpix, H265, IR, IP66, 2.7mm-13.5mm Moto Lens, WDR, POE, SD Card  | 8.00  | 239.00 | 1,912.00 | 0.00     | 1,912.00 |
| 6  | Eagle Eye Camera DD07 Outdoor Vandal Dome 4Mpix, H265, IR, IP66, IK10, 2.8mm Lens, WDR, POE, SD Card<br>SKU : EN-CDUD-007a<br>Eagle Eye Camera DD07 Outdoor Vandal Dome 4Mpix, H265, IR, IP66, IK10, 2.8mm Lens, WDR, POE, SD Card  | 1.00  | 179.00 | 179.00   | 0.00     | 179.00   |
| 7  | Eagle Eye Camera DF04 Fisheye 12Mpix, H265, IR, IP66, POE, AntiDistortion, WDR, EEVMS ONLY<br>SKU : EN-CDUF-004a<br>Eagle Eye Camera DF04 Fisheye 12Mpix, NDAA, IR, IP66, microphone, AudioI/O, I/O, DWDR, POE, SDCard, EEVMS ONLY  | 1.00  | 749.00 | 749.00   | 0.00     | 749.00   |
| 8  | Eagle Eye Switch SW10g (8 Port Gigabit Managed PoE+ Switch with 2xSFP, 130W)<br>SKU : EN-SW10g-001<br>Eagle Eye Switch SW10g (8 Port Gigabit Managed PoE+ Switch with 2xSFP, 130W)  | 2.00  | 249.00 | 498.00   | 0.00     | 498.00   |
| 9  | Eagle Eye Bridge Complete CB301 Setup<br>SKU : EN-CBC301-0<br>Eagle Eye Bridge Complete CB301 Setup   | 2.00  | 99.99  | 199.98   | 0.00     | 199.98   |
| 10   | Eagle Eye VMS 2xx,3xx,4xx,Cabinet Implementation Service<br>SKU : EN-COM-001<br>Eagle Eye VMS 2xx,3xx,4xx,Cabinet Implementation Service  | 2.00  | 199.00 | 398.00   | 0.00     | 398.00   |
| 11   | Exterior Video Security Mounting & Installation Hardware<br>Patch panels, patch cables, weatherproof gang boxes, biscuit boxes, jacks, j-hooks, zip ties, straps, electrical tape, anchors, toggle bolts, washers, Tapcon screws, drill bits, machine labels, silicone, fire caulking | 10.00 | 36.85  | 368.50   | 0.00     | 368.50   |

| #  | Item & Description   | Qty      | Rate     | Amount   | Discount | Amount   |
|--|--|----------|----------|----------|----------|----------|
| <b>Video Security   Installation &amp; Labor</b> |  |          |          |          |          |          |
| 12   | Cabling - IP Security Cameras<br>Cable: New Cat6 cables pulled, permalinked, tested, certified, mapped, labeled.   | 10.00    | 430.00   | 4,300.00 | 0.00     | 4,300.00 |
| 13   | IP Camera Installation (Exterior)<br>Provisioning, Installation and Positioning of new exterior IP cameras   | 10.00    | 335.00   | 3,350.00 | 0.00     | 3,350.00 |
| 14   | Unmanaged Switch Installation   Labor<br>Provisioning and installation of an unmanaged switch  | 4.00     | 115.00   | 460.00   | 0.00     | 460.00   |
| <b>Video Security   License(s)</b>               |  |          |          |          |          |          |
| 15   | Eagle Eye Bridge Complete CB301 Yearly<br>SKU : EN-CBC301-12<br>Eagle Eye Bridge Complete CB301 Yearly   | 2.00     | 215.90   | 431.80   | 0.00     | 431.80   |
| 16   | Eagle Eye VMS HD10 30 Days Cloud Recording Yearly<br>SKU : EN-HD10-D30-12<br>Eagle Eye VMS HD10 30 Days Cloud Recording Yearly   | 1.00     | 561.49   | 561.49   | 0.00     | 561.49   |
| 17   | Eagle Eye VMS HDX60 (with EE Complete) Up To HD4-D60 Days Cloud Recording Yearly<br>SKU : EN-HDX-D60-12<br>Eagle Eye Camera Complete w/HDX-D60 Yearly  | 9.00     | 129.60   | 1,166.40 | 0.00     | 1,166.40 |
| <b>Access Control   Hardware &amp; Materials</b> |  |          |          |          |          |          |
| 18   | Brivo ACS6100-DB Two Reader Expansion Board with OSDP<br>SKU : B-ACS6100-DB<br>Can be used to replace ACS6000 series DBs when used with the B-ACS6100-ADPL adapter plate.  | 2.00     | 671.00   | 1,342.00 | 20.00%   | 1,073.60 |
| 19   | Brivo ACS300<br>SKU : B-ACS300-E-B<br>Brivo ACS300 IP/WiFi door controller for up to 2 wired Weigand or OSDP readers and wireless locks. Requires PoE+ or 12vdc linear power supply. Reader, battery & power supply, not included.   | 1.00     | 1,171.00 | 1,171.00 | 20.00%   | 936.80   |
| 20   | GRI 180-12-W Recessed Door Contact 3/4" and magnet 3/4"<br>SKU : DPI-GRI-180-12-W  | 29.00    | 4.50     | 130.50   | 0.00     | 130.50   |
| 21   | 22/6 Stranded Plenum<br>22 AWG 6C STRANDED PLENUM RATED CABLE  | 2,000.00 | 0.22     | 440.00   | 0.00     | 440.00   |
| 22   | Access Control Mounting & Installation Hardware<br>Weatherproof gang boxes, biscuit boxes, jacks, hooks, zip tie straps, electrical tape, anchors, toggle bolts, washers, tapcon screws, machine labels, conduit EMT sleeves, *conduit miscellaneous parts, silicone, fire caulking. | 20.00    | 38.85    | 777.00   | 0.00     | 777.00   |
| <b>Access Control   Installation &amp; Labor</b> |  |          |          |          |          |          |
| 23   | Monitored Door Installation   Labor (DPI)<br>Installation, wiring, provisioning and testing of the door recessed sensor  | 20.00    | 290.00   | 5,800.00 | 0.00     | 5,800.00 |
| 24   | Cabling - 22/4<br>Cable: 22/4 cables pulled, permalinked, tested, certified, mapped  | 20.00    | 270.00   | 5,400.00 | 0.00     | 5,400.00 |
| 25   | Access Control Installation   Labor (Brivo ACS-6100 L+ Controllers)<br>Access control door device installation: head end controller. Terminations, dressing and assembly of access controller panel head-end system. Testing/certifying of   | 1.00     | 2,645.00 | 2,645.00 | 0.00     | 2,645.00 |





2709 S. Lamar  
Suite 110  
Austin, Texas 78704

# ESTIMATE

Estimate# : EST-004091  
Estimate Date : 12/23/2025  
Reference# : Palm Valley Verkada/Brivo

**Bill To**  
  
Palm Valley School  
2500 E Palm Valley Blvd  
Round Rock, Texas, 78665

**Ship To**  
  
2500 E Palm Valley Blvd  
Round Rock, Texas, 78665

| #  | Item & Description   | Qty   | Rate     | Amount    | Discount | Amount    | Tax      | Total     |
|--|--|-------|----------|-----------|----------|-----------|----------|-----------|
| <b>Video Security   Hardware &amp; Materials</b> |  |       |          |           |          |           |          |           |
| 1  | CB62-512E-HW<br>SKU : CB62-512E-HW<br>Verkada CB62-E Outdoor Bullet Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention  | 8.00  | 1,999.00 | 15,992.00 | 10.00%   | 14,392.80 | 1,187.41 | 15,580.21 |
| 2  | CD63-512E-HW<br>SKU : CD63-512E-HW<br>Verkada CD63-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention  | 1.00  | 1,899.00 | 1,899.00  | 10.00%   | 1,709.10  | 141.00   | 1,850.10  |
| 3  | CF83-E Fisheye Camera 1TBE<br>SKU : CF83-1TBE-HW<br>Verkada CF83 - 12.5 MP Fisheye, 60 day storage   | 1.00  | 2,599.00 | 2,599.00  | 10.00%   | 2,339.10  | 192.97   | 2,532.07  |
| 4  | ACC-MNT-SJBOX-1<br>SKU : ACC-MNT-SJBOX-1<br>Verkada Square Junction Box Mount  | 8.00  | 89.00    | 712.00    | 10.00%   | 640.80    | 52.87    | 693.67    |
| 5  | ACC-MNT-ANGLE-1<br>SKU : ACC-MNT-ANGLE-1<br>Verkada Angle Mount, 30 deg  | 1.00  | 149.00   | 149.00    | 10.00%   | 134.10    | 11.06    | 145.16    |
| 6  | ACC-MNT-LBRAC-1<br>SKU : ACC-MNT-LBRAC-1<br>Verkada L-Bracket Mount  | 1.00  | 129.00   | 129.00    | 10.00%   | 116.10    | 9.58     | 125.68    |
| 7  | Miscellaneous Parts/ Materials<br>Patch panels, patch cables, gang boxes, biscuit boxes, jacks, hooks, zip tie straps, electrical tape, anchors, bolts, washers, screws, machine labels, conduit EMT sleeves, *conduit miscellaneous parts, silicone, fire caulking. | 8.00  | 25.00    | 200.00    | 0.00     | 200.00    | 16.50    | 216.50    |
| <b>Video Security   Installation &amp; Labor</b> |  |       |          |           |          |           |          |           |
| 8  | IP Camera Installation (Exterior)<br>Provisioning, Installation and Positioning of new exterior IP cameras   | 10.00 | 335.00   | 3,350.00  | 0.00     | 3,350.00  | 276.38   | 3,626.38  |
| 9  | Cabling - IP Security Cameras<br>Cable: New Cat6 cables pulled, permalinked, tested, certified, mapped, labeled.   | 10.00 | 430.00   | 4,300.00  | 0.00     | 4,300.00  | 354.75   | 4,654.75  |
| <b>Video Security   Verkada License(s)</b>       |  |       |          |           |          |           |          |           |

| #  | Item & Description   | Qty      | Rate     | Amount   | Discount | Amount   | Tax    | Total    |
|--|--|----------|----------|----------|----------|----------|--------|----------|
| 10   | LIC-CAM-1Y-CAP<br>SKU : LIC-CAM-1Y-CAP<br>Verkada 1-Year Camera License,<br>Capacity Increase  | 10.00    | 219.00   | 2,190.00 | 10.00%   | 1,971.00 | 162.61 | 2,133.61 |
| <b>Access Control   Hardware &amp; Materials</b> |  |          |          |          |          |          |        |          |
| 11   | Brivo ACS6100-DB Two Reader<br>Expansion Board with OSDP<br>SKU : B-ACS6100-DB<br>Can be used to replace ACS6000<br>series DBs when used with the<br>B-<br>ACS6100-ADPL adapter plate.   | 2.00     | 671.00   | 1,342.00 | 20.00%   | 1,073.60 | 88.58  | 1,162.18 |
| 12   | Brivo ACS300<br>SKU : B-ACS300-E-B<br>Brivo ACS300 IP/WiFi door<br>controller for up to 2 wired<br>Weigand or<br>OSDP readers and wireless<br>locks. Requires PoE+ or 12vdc<br>linear<br>power supply. Reader, battery &<br>power supply, not included.  | 1.00     | 1,171.00 | 1,171.00 | 20.00%   | 936.80   | 77.29  | 1,014.09 |
| 13   | GRI 180-12-W Recessed Door<br>Contact 3/4" and magnet 3/4"<br>SKU : DPI-GRI-180-12-W   | 29.00    | 4.50     | 130.50   | 0.00     | 130.50   | 10.78  | 141.28   |
| 14   | 22/6 Stranded Plenum<br>22 AWG 6C STRANDED PLENUM<br>RATED CABLE   | 2,000.00 | 0.22     | 440.00   | 0.00     | 440.00   | 36.30  | 476.30   |
| 15   | Access Control Mounting &<br>Installation Hardware<br>Weatherproof gang boxes,<br>biscuit boxes, jacks, hooks, zip<br>tie straps, electrical tape,<br>anchors, toggle bolts, washers,<br>tapcon screws, machine labels,<br>conduit EMT sleeves, *conduit<br>miscellaneous parts, silicone,<br>fire caulking.   | 20.00    | 38.85    | 777.00   | 0.00     | 777.00   | 64.10  | 841.10   |
| <b>Access Control   Installation &amp; Labor</b> |  |          |          |          |          |          |        |          |
| 16   | Monitored Door Installation  <br>Labor (DPI)<br>Installation, wiring, provisioning<br>and testing of the door recessed<br>sensor   | 20.00    | 290.00   | 5,800.00 | 0.00     | 5,800.00 | 478.50 | 6,278.50 |
| 17   | Cabling - 22/4<br>Cable: 22/4 cables pulled,<br>permalinked, tested, certified,<br>mapped  | 20.00    | 270.00   | 5,400.00 | 0.00     | 5,400.00 | 445.50 | 5,845.50 |
| 18   | Access Control Installation  <br>Labor (Brivo ACS-6100 L+<br>Controllers)<br>Access control door device<br>installation: head end controller.<br>Terminations, dressing and<br>assembly of access controller<br>panel head-end system. Testing<br>/certifying of access control<br>functions and operations.<br>Running IP network cable,<br>testing, certification. | 1.00     | 2,645.00 | 2,645.00 | 0.00     | 2,645.00 | 218.21 | 2,863.21 |

| #                                | Item & Description                     | Qty   | Rate   | Amount    | Discount | Amount      | Tax      | Total       |
|----------------------------------|--|-------|--------|-----------|----------|-------------|----------|-------------|
| <b>Access Control   Licenses</b> |  |       |        |           |          |             |          |             |
| 19                               | Brivo Licenses<br>Annual Brivo License | 20.00 | 180.00 | 3,600.00  | 20.00%   | 2,880.00    | 237.57   | 3,117.57    |
| <b>Sub Total</b>                 |  |       |        | 52,825.50 | 3,589.60 | \$49,235.90 | 4,061.96 | \$53,297.86 |

Notes  
Thanks for the opportunity. Please let us know if you have any questions.

**Terms & Conditions**

Upon signature by Customer and receipt by BrightWatch, this Order Form shall become legally binding.

Payment Terms: Retainer invoice will be issued upon acceptance (50% down payment). Remainder due upon completion of the project.

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Subject to Site Assessment: This estimate is subject to a thorough on-site assessment of the premises to determine the specific requirements and conditions for the security integration project.

Subject to Scope Confirmation: The estimate provided is subject to the finalization and confirmation of the project scope, including all components, equipment, and services to be included.

Subject to Technical Feasibility: This estimate is subject to a detailed technical analysis to verify the feasibility of integrating the proposed security systems within the existing infrastructure.

Subject to Availability: This estimate is subject to the availability of equipment, materials, and resources required for the security integration project. Any delays or changes in availability may affect the final estimate.

Subject to Local Regulations and Codes: The estimate provided is subject to compliance with local security regulations, codes, permits, and licenses. Any additional requirements imposed by authorities may impact the estimate.

Subject to Supplier Pricing: This estimate is subject to the pricing and availability of equipment and materials from our suppliers. In the event of price fluctuations or unforeseen changes, the estimate may be revised accordingly.

Subject to Unforeseen Conditions: The estimate is subject to unforeseen site conditions, such as hidden infrastructure, structural limitations, or environmental factors, which may require adjustments to the estimate and project timeline.

|                 |                    |
|-----------------|--------------------|
| Shipping charge | 250.00             |
| <b>Total</b>    | <b>\$53,547.86</b> |

AUTHORIZED SIGNATURE

X \_\_\_\_\_

# AUDIT TEAM REPORTS

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## *2024 Accounts Payable – Nancy Wojnarski*

In my review of the accounts payable documentation, I spoke first with Molly who gave me a quick orientation on how the 2024 accounts payable are organized. She then unlocked the large black cabinet in her office where the 2024 Accounts Payable documents are stored. They are filed alphabetically by vendor. Upon beginning the audit, I found that each invoice or statement has a check or check number attached to it. Most of these checks are initiated by church staff. Occasionally, depending on the account or person paid, there will be "supporting documentation" such as email communication regarding the payment made or a Request for Check form filled out by the person receiving payment, or an application for assistance, or receipts provided for items purchased, etc. In the S folder in particular, I did find there were many checks or check numbers or payments made that had no invoice or statement provided. I did discuss these missing items with Molly.

Once the supporting documents were gathered, I met again with Molly (and Jen) to re-audit the S folder. Additionally, I was provided with 2024 bank statements so that the loop for this audit could be fully closed - as an example, an invoice is provided with a check or check number attached, and then the bank statements provided so that I can see the check being debited from the account.

In conducting this audit, I pulled every folder A through Z. In the majority of folders, I pulled every 5th document to review. Any instance where a folder had less than 5 documents, I pulled the last document in the folder to audit. Below is my review:

A: as I had not assisted with this audit previously, and so to familiarize myself with the process and documents, I pulled every document in the A folder. I reviewed 52 invoices and the corresponding check/check number. No concerns were found. As I continue on below, I will only note concerns found. If no note is made below, that folder did not have any concerns for me to flag.

|                              |  |
|------------------------------|--|
| B: 11                        | N: 1 (only 1 invoice in file)                |
| C: 4                         | O: 3   |
| D: 4                         | P-Q grouped into 1 folder: 10                |
| E: 2                         | R: 2 *See note below                         |
| F: 3                         | S: I will detail S below.                    |
| G: 3                         | T: 7   |
| H: 2 *See note below         | U: 3   |
| I-J grouped into 1 folder: 2 | V: 1 (only one in folder)                    |
| K: 3                         | W: 2 *See note below                         |
| L: 3                         | X-Y-Z grouped into 1 folder: 1 invoice total |
| M: 2                         | Folder titled 2024 Nursery: 12               |

H: One document was misfiled in the H folder that should have been in the K folder. Discussed with Molly and moved invoice to K folder correctly.

R: There was a check to Round Rock Serving Center for \$17,250 with memo of endowment grant 2 of 3. No "supporting documentation" attached with this check. Discussed with Molly and she did provide me with email communication to support this payment.

W: There was a Request for Check form attached to a \$300 check to Wartburg Theological Seminary for InterConference for Dave and Lax. Just the Request for Check was attached, NO invoice or e-mail communication or confirmation regarding the conference attended was attached here. So, aside from the Request for Check form, lacking supporting documentation. This was brought to Molly's attention; she did not have the access to any email communication about the conference.

S: Saved S for last as it was the folder lacking the most amount of information. Discussed with Molly on two occasions and met with her in her office regarding the S folder.

- In beginning my audit of S, I found there were many instances of a check or check number in the folder with nothing attached to it. So, I decided to do a deep dive and audit the entire folder. Here are my findings:
- 38 total checks audited in the S file.
- 12 checks - 1 for each month - \$2500 each check - checks addressed to Southwest Texas Synod with memo of Mission Support - no supporting documents initially provided. Met later with Jen and Molly who provided me with "2024 Grant Recommendations" showing this amount to be sent to the SWTS. I did ask if this amount is something the council went on to approve after those recommendations were made but did not get a copy of the minutes showing this.
- 1 check for \$32, 550 to Southwest Texas Synod with memo Annual SWTS Sustenance - no supporting documents initially provided. Met later with Jen and Molly who provided me with "2024 Grant Recommendations." I again asked if this is something council went on to approve based on the recommendations and did not get a copy of the council minutes showing that.
- "Assistance" to B.S. (using initials to protect privacy) for \$6000, no supporting documentation provided. Initialed by Sally and Michael. Per Molly, this is employee assistance and to protect privacy, no application provided.
- "Rent Assistance" to B.S (again using initials to protect privacy) \$2000 - again, no supporting documentation provided. Initialed by Sally and Michael. Per Molly, this is employee assistance and to protect privacy, no application provided.

\*\*Typically on these "Assistance" or "Rent Assistance" checks, an application for the assistance was provided but not in those two cases for B.S and B.S - I'm told there are no applications so as to protect employee privacy. 3 more checks with no supporting documentation and no initials by church staff.

- Check to Charles Schwab for \$750.10. Per Jen and Molly, this is regarding a Wallin endowment fund and this money was appropriately redirected to the endowment fund.
- Check to Charles Schwab for \$50,000. Per Jen and Molly, this is regarding member contributions to the Endowment fund and this money was appropriately redirected to the Endowment fund.
- Check to Streams in Valley Counseling for "Furnishings" for \$2850 - again no supporting documentation initially provided with check. Meeting later with Molly, she did provide me with email documentation regarding this check.

Once I had completed the audit, all files returned to Molly. I want to thank Molly for all of her time and information provided.

Nancy Wojnarski

## ***2024 Audit Review Team Report for Account Receivables***

Notes & Comments by Rod Dietz

I participated in the annual audit review for 2024 activities, conducting in-person review (on 9/15 & 9/18) of account receivable files made available from the locked cabinet in Molly Salzwedel's office. Files were grouped and labeled by month {Jan-Dec '24), and I pulled six random months for review.

Items included and reviewed were: electronic payment documentation (i.e. Pushpay, etc.); monetary grants from various outside sources; and Sunday offering "teller counts" and corresponding deposits, in addition to special services (Lenten meals/services, etc.), event rentals, and cemetery activities. Documentation for "NSF/returned checks" was reviewed along with resulting fund corrections and no issues were found. Details of findings are broken out by month:

**Feb. 2024** - Traced approximately 50% of electronic payments to fund deposits; no errors found. Traced receipt of \$5,000 grant to appropriate fund deposit. Reviewed two Sunday offering teller counts to deposit,; no issues.

**Mar. 2024** - Traced numerous electronic payments to proper deposits along with payment from a rental event. Review of Sunday offering from 3/29 was properly documented, but funds (currency and checks) were not deposited until 4/11 (two weeks after).

**May 2024** - No issues found with electronic funds/deposits or with documentation of grants and rental receipts and deposits. Noted numerous "adjustments" to teller counts, all to increase originally reported amounts and properly initialed. Once again, noted delayed offering deposits: 5/19 receipts deposited on 5/31 and 5/26 receipts deposited 6/3 (Memorial Day was 5/27).

**June 2024** - In review of Pushpay receipts, two payments (\$20 & \$50) designated for "Water for Africa" were received, however, only \$50 deposited to appropriate fund, the other (\$20) went to operating fund where bulk of funds are deposited. Grants and event receipts were properly deposited. Once again, found delays in offering deposits as follows: 7/7 receipts deposited 7/15; 7/21 receipts deposited 8/21 (cash) and 7/29 (checks); 7/28 receipts deposited 8/21 (cash), but checks deposited timely on 8/2. I did notice documentation for a staff person working to assist VBS and earning 27 hours of "overtime pay."

**Sept. 2024** - No issues found for electronic, grants, and event receipts/deposits. Offering receipts for four of five Sundays were properly documented and deposited within the following week, but 9/8 receipts weren't deposited until 9/19.

**Nov. 2024** - No issues found for electronic, grants, and event receipts/deposits. Offering receipts for two of the four Sundays were again much delayed, as follows: 11/17 receipts were deposited on 12/4; 11/24 receipts were deposited on 12/4 (cash) and 12/9 (checks). Three activities for grant/event/cemetery receipts all occurring on 11/18 were properly documented, but documentation was mis-grouped when stapled together; I resorted and reassembled to correct.

**In Summary** - The documentation of receipts with deposit to proper funds was appropriate with only one error found (June 2024). Noting there were several different "tellers" signing off on "teller counts," I would suggest sharing (or creating?) a written description of procedures to hopefully reduce adjustments to reporting offering receipts. My main **CONCERN** after my review is the **delay in depositing Sunday receipts**. After discussing this with Molly, we recognized that Brenda was primarily responsible for making deposits and had numerous personal and family-related health issues last year which, no doubt, led to delays. However, there should be procedures in place to ensure these receipts are timely deposited. We should not have cash on the premise for any extended period, nor should checks remain unprocessed, as such delays could cause concerns/balancing problems for the issuers.

## *2024 Audit - Credit Cards*

Cindi Hailes

### **11/19 at 10:06**

Began by looking at the filing systems with Molly. Everything seemed to be organized well and in a secure location. I choose to start in January and look at every other month.

I began by looking at the January statement. January had 46 missing receipts. Molly and I took some time to see if we could find them in other folders but we did not. I found a RR donut receipt for 1/7 in February folder and moved to January when looking at other folders.

I moved on to March and found no issues.

In May I found one missing receipt from HUI\*bluesstraing.com as well as the international transaction fee associated with that receipt.

In July found that the Murphy express receipts were for preauthorization amounts and the actual amount on 6/11, 6/24 and 7/9. The charges line up with the dates, but the amounts are lower than the preauthorization. I had a receipt from Augsburg Fortress but no entry the charge of \$77.93. That probably belongs in another month.

In September there was a receipt from Amazon for \$14.84 that belongs in the July billing. There was one missing receipt from Fedex on 8/13 for \$3.48 as well as a missing receipt from Amazon on 8/23 for \$28.99  
November was well organized and easy to do. The receipts were all in the order that was on the VISA bill. There was one missing invoice for Knight Office Solution for \$1576.27.

The audit took about 6 hours. I am capturing that here so that in the future when asking for volunteers we can let them know how long it will take to do this. It would be much shorter if all invoices were sorted to be in the same order as the VISA bill.

Respectfully submitted,  
Cindi Hailes