

Ark and Dove Presbyterian Church Operating Fund
Income & Expense Statement
For the Twelve Months Ending December 31, 2011

	<u>Current Month</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>	<u>Remaining</u> <u>Balance</u>
INCOME:					
Pledged	\$ 31,553.00	\$ 299,262.95	\$ 314,456.00	\$ 314,456.00	15,193.05
Unpledged	7,728.00	45,636.00	35,496.00	35,496.00	(10,140.00)
Loose Plate	848.12	3,958.10	3,500.00	3,500.00	(458.10)
Interest Income	0.00	27.93	100.00	100.00	72.07
Building Use	150.00	1,575.00	1,500.00	1,500.00	(75.00)
Misc. Income	306.79	868.04	1,500.00	1,500.00	631.96
Special Offering-Education	0.00	0.00	0.00	0.00	0.00
Per Capita	100.00	4,449.28	4,200.00	4,200.00	(249.28)
Carryover	0.00	25,427.38	25,427.38	25,427.38	0.00
Total Income	40,685.91	381,204.68	386,179.38	386,179.38	4,974.70
EXPENSES:					
ADMINISTRATION:					
Office Equipment/Supplies	238.25	6,874.12	7,400.00	7,400.00	525.88
Postage	286.04	2,160.14	2,000.00	2,000.00	(160.14)
Insurance	0.00	4,743.50	4,800.00	4,800.00	56.50
Pastor's Salary	8,677.47	75,204.74	75,204.65	75,204.65	(0.09)
Pastor's Pension/Med Ins.	1,974.13	23,689.56	23,689.46	23,689.46	(0.10)
Pastor's Education Allowance	230.35	1,729.56	2,100.00	2,100.00	370.44
Pastor's Travel Allowance	2,085.77	4,253.01	3,335.00	3,335.00	(918.01)
Pastor's Expense Allowance	489.22	1,452.43	2,000.00	2,000.00	547.57
Pastor's SECA	663.84	5,753.28	5,753.16	5,753.16	(0.12)
Pastor's Sabbatical	2,500.00	2,500.00	2,500.00	2,500.00	0.00
Assoc. Pastor Salary	6,441.36	55,825.12	55,825.00	55,825.00	(0.12)
Assoc. Pastor Pen/Med Ins.	1,465.41	17,551.71	17,584.88	17,584.88	33.17
Assoc Education Allowance	39.70	2,425.53	1,680.00	1,680.00	(745.53)
Assoc Travel Allowance	0.00	1,488.24	2,650.00	2,650.00	1,161.76
Assoc Expense Allowance	0.00	2,014.33	1,600.00	1,600.00	(414.33)
Assoc Pastor SECA	492.75	4,270.50	4,270.61	4,270.61	0.11
Vacant Position Dues	0.00	0.00	0.00	0.00	0.00
Music Director Salary	3,001.14	26,009.88	26,010.00	26,010.00	0.12
Music Director Education	0.00	162.21	1,000.00	1,000.00	837.79
Music Director Expenses	449.19	948.51	950.00	950.00	1.49
Music Director Health Care	490.50	1,635.00	1,635.00	1,635.00	0.00
Cont Music Director Salary	2,342.31	20,300.02	20,300.00	20,300.00	(0.02)
Cont Music Director Education	0.00	24.21	1,000.00	1,000.00	975.79
Cont Music Director Expenses	0.00	906.45	950.00	950.00	43.55
Cont Music Dir Health Care	490.50	1,635.00	1,635.00	1,635.00	0.00
Administrator Salary	1,649.16	14,292.72	14,292.81	14,292.81	0.09
Administrator Expenses	0.00	36.80	100.00	100.00	63.20
Child Care Provider	262.50	2,457.63	2,648.99	2,648.99	191.36
Employer's Share SS/Medicare	757.83	5,785.61	4,767.23	4,767.23	(1,018.38)
Leadership Retreat for Staff	0.00	700.00	700.00	700.00	0.00
Substitute Pastor	0.00	0.00	0.00	0.00	0.00
Advertisement for Positions	0.00	0.00	0.00	0.00	0.00
Per Capita	1,356.69	8,108.94	8,108.94	8,108.94	0.00
Envelopes	605.34	605.34	700.00	700.00	94.66
Bank/EFT fees/interest due	144.34	902.84	500.00	500.00	(402.84)
Total Administration	37,133.79	296,446.93	297,690.73	297,690.73	1,243.80
FACILITIES					
	0.00	0.00	0.00	0.00	0.00
Software Licenses	0.00	202.95	200.00	200.00	(2.95)
Telephone / Internet Access	613.91	4,655.72	4,900.00	4,900.00	244.28
Internet Domain Name / ISP	0.00	8.57	100.00	100.00	91.43
Water	86.72	362.44	750.00	750.00	387.56

Page 4

Ark and Dove Presbyterian Church Operating Fund
Income & Expense Statement
For the Twelve Months Ending December 31, 2011

	<u>Current Month</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Annual</u>	<u>Remaining</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Balance</u>
Custodial Services	648.00	8,320.00	10,000.00	10,000.00	1,680.00
Electricity & Gas	872.64	11,735.89	12,000.00	12,000.00	264.11
Alarms	0.00	1,549.44	1,700.00	1,700.00	150.56
Consumable Supplies	244.31	1,381.08	1,500.00	1,500.00	118.92
Equipment Repair	0.00	231.14	2,600.00	2,600.00	2,368.86
HVAC Maintenance / Repair	1,971.56	4,200.72	2,200.00	2,200.00	(2,000.72)
Improvements - General	0.00	0.00	0.00	0.00	0.00
Floor Maintenance	0.00	1,865.80	0.00	0.00	(1,865.80)
Building Repairs	0.00	1,614.02	4,000.00	4,000.00	2,385.98
Ground Maintenance	0.00	245.15	250.00	250.00	4.85
Snow & Mow	0.00	420.00	1,000.00	1,000.00	580.00
Dumpster	122.75	1,437.01	1,200.00	1,200.00	(237.01)
Total Facilities	4,559.89	38,229.93	42,400.00	42,400.00	4,170.07
EDUCATION					
Education Supplies	111.97	260.16	500.00	500.00	239.84
Youth Bibles	0.00	0.00	0.00	0.00	0.00
Sunday School Curriculum	355.73	2,259.51	4,000.00	4,000.00	1,740.49
Godly Play	364.21	4,399.80	2,500.00	2,500.00	(1,899.80)
Child / Youth Retreat	1,500.00	1,500.00	1,500.00	1,500.00	0.00
VBS Curriculum & Supplies	0.00	900.00	900.00	900.00	0.00
Church Library Materials	0.00	0.00	0.00	0.00	0.00
Adult Ed Materials	0.00	15.95	0.00	0.00	(15.95)
Total Education	2,331.91	9,335.42	9,400.00	9,400.00	64.58
DISCIPLESHIP					
Visitor & New Member Expens	0.00	253.76	1,000.00	1,000.00	746.24
Stewardship Materials	0.00	1,008.00	350.00	350.00	(658.00)
Fellowship Events	664.72	913.81	1,000.00	1,000.00	86.19
Total Discipleship	664.72	2,175.57	2,350.00	2,350.00	174.43
WORSHIP					
Music	0.00	574.63	600.00	600.00	25.37
Copyright Licenses	0.00	601.00	720.00	720.00	119.00
Piano Tuning	0.00	455.00	480.00	480.00	25.00
Sunday Fellowship	0.00	0.00	0.00	0.00	0.00
Worship Supplies/Equipment	142.12	891.59	850.00	850.00	(41.59)
Musicians	840.00	1,000.00	1,000.00	1,000.00	0.00
Total Worship	982.12	3,522.22	3,650.00	3,650.00	127.78
MISSION					
Presbytery General (P)	0.00	2,800.00	2,800.00	2,800.00	0.00
Mission Education	0.00	0.00	0.00	0.00	0.00
Local Emergency Assistance	800.00	4,930.00	5,034.99	5,034.99	104.99
Misc. Missions	250.00	831.69	2,500.00	2,500.00	1,668.31
Christian Assistance Program	0.00	300.00	300.00	300.00	0.00
Guatemala Partnership (P)	0.00	500.00	500.00	500.00	0.00
General Assembly (P)	0.00	2,800.00	2,800.00	2,800.00	0.00
Lakota Partnership(P)	0.00	500.00	500.00	500.00	0.00
Mission Scholarships	0.00	275.00	1,000.00	1,000.00	725.00
Theological Education	0.00	0.00	0.00	0.00	0.00
Congo Mission/Fletchers (P)	0.00	517.13	500.00	500.00	(17.13)
Guatemala Missionary/Koll(P)	0.00	517.13	500.00	500.00	(17.13)
Youth Mission Trip	0.00	500.00	500.00	500.00	0.00
Sarah's House	650.00	650.00	650.00	650.00	0.00

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Total Mission	1,700.00	15,120.95	17,584.99	17,584.99	2,464.04
DEACONS					
Deacons' Member Assistance	0.00	500.00	500.00	500.00	0.00
Deacons' Training	0.00	142.00	600.00	600.00	458.00
Total Deacons	0.00	642.00	1,100.00	1,100.00	458.00
OPERATING RESERVE					
Prior Year Expense	0.00	0.00	0.00	0.00	0.00
Operating Reserve	0.00	0.00	12,003.66	12,003.66	12,003.66
Total Operating Reserve	0.00	0.00	12,003.66	12,003.66	12,003.66
TOTAL EXPENSES					
Operating Fund	47,372.43	365,473.02	386,179.38	386,179.38	20,706.36
TOTAL INCOME					
Operating Fund	40,685.91	381,204.68	386,179.38	386,179.38	4,974.70
Net Income	\$ (6,686.52)	\$ 15,731.66	\$ 0.00	\$ 0.00	(15,731.66)

Ark and Dove Presbyterian Church
Mission & Ministry Fund Balance Sheet
December 31, 2011

ASSETS

Current Assets

Undesignated Cash	\$	14,326.26	
Designated Cash		17,282.21	
Total Current Assets			31,608.47

Other Assets

Youth Mission Endowment		4,920.83	
Accounts Receivable		338.73	
Total Other Assets			5,259.56
Total Assets	\$		36,868.03

LIABILITIES AND CAPITAL

Undesignated Liabilities

Federal Payroll Taxes Due	\$	65.32	
Maryland Payroll Taxes Due		(87.80)	
Minister's Dental		176.72	
Minister's Death Benefit		(7.14)	
Accounts Payable		695.34	
Total Undesignated Liabilities			842.44

Designated Liabilities

Youth Retreat carryover	1,500.00
Designated Donations	500.00
Ribbons of Remembrance	25.00
Drummer	500.00
Local Emergency Mission donati	819.38
Craft Fair	1,024.50
Deacon's Fund	981.44
Flowers	(15.35)
DD - Banners/Altar Cloth	825.00
Womens' Retreat	(64.00)
Leadership Retreat	(778.00)
Baptismal Font Donations	918.00
A&D Habitat House	4,315.15
In/out Misc.	(107.10)
DD Worship	13.50
Small Group Books	(50.56)
Lenten Books	(4.59)
Sci & Theo Books	(79.79)
Adult VBS Books	73.40
Faithful Women books	(31.30)
Thurs morning Bible Study	(27.00)
Fair Trade Sales	80.62
One Great Hour	160.00
Habitat	1,054.91
Christmas Joy	3,872.00
Youth Mission/ LOGOS	16.17

Ark and Dove Presbyterian Church
Mission & Ministry Fund Balance Sheet
December 31, 2011

Heifer	1,548.64	
Sabbatical	257.50	
Total Designated Liabilities		17,327.52
 Accounts Payable		
Building Fund EFTs, etc.	(1,954.42)	
Total Accounts Payable		(1,954.42)
Total Liabilities		16,215.54
 Capital		
Youth Mission Endow-Interest	646.74	
Youth Endowment Shares	4,274.09	
Net Income	15,731.66	
Total Capital		20,652.49
Total Liabilities & Capital	\$	36,868.03

Ark and Dove Presbyterian Church
Designated Donations Account Summary Report
December 31, 2011

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
234	Youth Retreat carryover	0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
241	Designated Donations	500.00	0.00	0.00	0.00	500.00
243	Ribbons of Remembrance	25.00	0.00	0.00	0.00	25.00
244	Drummer	800.00	(300.00)	0.00	(300.00)	500.00
246	Local Emergency Mission	819.38	0.00	0.00	0.00	819.38
251	Craft Fair	1,024.50	0.00	0.00	0.00	1,024.50
254	Deacon's Fund	981.44	0.00	0.00	0.00	981.44
259	Flowers	(60.35)	0.00	45.00	45.00	(15.35)
264	DD - Banners/Altar Cloth	825.00	0.00	0.00	0.00	825.00
269	Womens' Retreat	(64.00)	0.00	0.00	0.00	(64.00)
270	Leadership Retreat	(778.00)	0.00	0.00	0.00	(778.00)
271	Baptismal Font Donations	918.00	0.00	0.00	0.00	918.00
276	A&D Habitat House	4,315.15	0.00	0.00	0.00	4,315.15
277	In/out Misc.	(107.10)	0.00	0.00	0.00	(107.10)
278	DD Worship	138.50	(125.00)	0.00	(125.00)	13.50
287	Small Group Books	(50.56)	0.00	0.00	0.00	(50.56)
288	Lenten Books	(4.59)	0.00	0.00	0.00	(4.59)
289	Sci & Theo Books	(79.79)	0.00	0.00	0.00	(79.79)
290	Adult VBS Books	73.40	0.00	0.00	0.00	73.40
291	Faithful Women books	(31.30)	0.00	0.00	0.00	(31.30)
293	Thurs morning Bible Stud	(27.00)	0.00	0.00	0.00	(27.00)
294	VBS Donation	306.79	(306.79)	0.00	(306.79)	0.00
300	Fair Trade Sales	2.37	0.00	78.25	78.25	80.62
304	One Great Hour	160.00	0.00	0.00	0.00	160.00
306	Habitat	1,054.91	0.00	0.00	0.00	1,054.91
308	Christmas Joy	0.00	0.00	3,872.00	3,872.00	3,872.00
310	Youth Mission/ LOGOS	(13.43)	0.00	29.60	29.60	16.17
311	Heifer	302.32	0.00	1,246.32	1,246.32	1,548.64
319	Sabbatical	980.72	(980.72)	257.50	(723.22)	257.50
Totals		<u>12,011.36</u>	<u>\$ (1,712.51)</u>	<u>\$ 7,028.67</u>	<u>\$ 5,316.16</u>	<u>\$ 17,327.52</u>

Ark and Dove Presbyterian Church
Schedule Of Mission
1/1/2011 through 12/31/2011

Mission Component	Prior Year Carried	Mission Income	Mission Disbursements	Year End Balance
Youth Mission Endowment Mutual Fund	\$4,604.54	\$316.29	\$0.00	\$4,920.83
Total Mission Endowment Mutual Fund	\$4,604.54	\$316.29	\$0.00	\$4,920.83
Designated Donations:				
Youth Mission Trip	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Ribbons of Remembrance	\$298.07	\$0.00	\$273.07	\$25.00
Deacon's Fund	\$2,157.77	\$500.00	\$1,676.33	\$981.44
A&D Habitat House	\$4,286.15	\$29.00	\$0.00	\$4,315.15
Winter Relief **	\$1,384.81	\$100.00	\$1,484.81	\$0.00
Famine Relief - Somalia	\$0.00	\$860.00	\$860.00	\$0.00
One Great Hour	\$0.00	\$3,697.02	\$3,697.02	\$0.00
Christian Assistance Program (CAP)	\$0.00	\$300.00	\$300.00	\$0.00
Habitat	\$0.00	\$1,054.91	\$0.00	\$1,054.91
Peacemaking	\$0.00	\$963.00	\$963.00	\$0.00
Christmas Joy	\$3,140.00	\$3,872.00	\$3,140.00	\$3,872.00
Heifer	\$1,422.67	\$1,246.32	\$1,120.35	\$1,548.64
Craft Fair	\$0.00	\$1,024.50	\$0.00	\$1,024.50
Totals	\$12,689.47	\$15,146.75	\$13,514.58	\$14,321.64
Mission and Ministry Budget:				
Presbytery General Mission	\$0.00	\$2,800.00	\$2,800.00	\$0.00
Local Emergency Assistance	\$0.00	\$4,930.00	\$4,930.00	\$0.00
Misc. Missions	\$0.00	\$831.69	\$831.69	\$0.00
CAP	\$0.00	\$300.00	\$300.00	\$0.00
Guatemala Partnership	\$0.00	\$500.00	\$500.00	\$0.00
General Assembly General Mission	\$0.00	\$2,800.00	\$2,800.00	\$0.00
Native American Partnership	\$0.00	\$500.00	\$500.00	\$0.00
Mission Scholarships	\$0.00	\$275.00	\$275.00	\$0.00
Congo Missionaries / Fletchers	\$0.00	\$500.00	\$500.00	\$0.00
Guatemala Missionaries / Koll	\$0.00	\$500.00	\$500.00	\$0.00
Sarah's House	\$0.00	\$650.00	\$650.00	\$0.00
Totals	\$0.00	\$14,586.69	\$14,586.69	\$0.00
Youth Ministry **				
Youth Mission Trip	\$0.00	\$500.00	\$1,990.80	\$0.00
Fundraising		\$1,490.80		
Totals		\$1,990.80	\$1,990.80	\$0.00
Total Mission	\$17,294.01	\$32,040.53	\$30,092.07	\$19,242.47

Forward In Faith
Income and Budget Statement
For The Seven Months Ending December 31, 2011

Revenue	Current Month	Campaign to Date	Budget to Date	Variance	In / Out To Date	Balance
Pledged Income	\$ 14,200.94	\$ 84,794.89	\$ 85,582.70	\$ (787.81)	\$ 84,794.89	\$ 84,794.89
Unpledged Income	2,231.00	11,526.95	11,669.00	(142.05)	11,526.95	11,526.95
Investment Income	18.24	147.39	0.00	147.39	147.39	147.39
Prior Campaign	0.00	2,235.00	0.00	2,235.00	2,235.00	2,235.00
Total Revenues	\$ 16,450.18	\$ 98,704.23	\$ 97,251.70	\$ 1,452.53	\$ 98,704.23	\$ 98,704.23
Allocations						
Lobby Improvements	\$ 219.77	\$ 516.57	\$ 797.23	\$ -\$280.66	\$ 42.38	\$ 474.19
Habitat for Humanity	1,420.46	3,356.33	5,152.77	-1,796.44	0.00	3,356.33
Major Repair and Replacement	1,206.05	2,834.82	4,375.00	-1,540.18	0.00	2,834.82
Green Projects	932.68	4,010.11	3,383.31	626.80	1,817.83	2,192.28
Office / Education Technology	466.34	1,096.14	1,691.69	-595.55	0.00	1,096.14
Master Planning	1,055.96	2,482.04	3,830.54	-1,348.50	0.00	2,482.04
Storage Shed	117.92	277.18	427.77	-150.59	0.00	277.18
Early Debt Retirement	294.82	692.97	1,069.46	-376.49	0.00	692.97
Spiritual Formation Projects	670.03	1,574.90	2,430.54	-855.64	543.83	1,031.07
Sanctuary Improvements	707.55	1,663.10	2,566.69	-903.59	1,400.00	263.10
Campaign Costs	0.00	1,823.77	1,944.46	-120.69	2,247.54	-423.77
Consultant - Millen	536.02	10,000.00	1,944.46	8,055.54	10,000.00	0.00
Consultant Nilsen-Capshaw	562.82	10,547.98	2,041.69	8,506.29	10,547.98	0.00
PCUSA-Mortgage	2,150.00	15,050.00	15,050.00	0.00	15,050.00	0.00
PILP - Mortgage	4,544.42	31,810.94	31,810.94	0.00	31,810.94	0.00
Pres of Balt-Note # 1	1,084.26	7,589.82	7,589.82	0.00	7,589.82	0.00
Pres of Balt-Note # 2	481.08	3,367.56	3,367.56	0.00	3,367.56	0.00
Bank Charges	0.00	10.00	0.00	10.00	0.00	10.00
Uncollectable Pledges	0.00	0.00	7,777.77	-7,777.77	0.00	0.00
Total Allocations	\$ 16,450.18	\$ 98,704.23	\$ 97,251.70	\$ 1,452.53	\$ 84,417.38	\$ 14,286.35
Net Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,286.35	\$ 87,700.20
					Campaign Balance	
					Prior Campaign	
					Total Balance	\$ 101,986.55

Forward In Faith
Balance Sheet
December 31, 2011

Total Current Liabilities		500.00
Long-Term Liabilities		
PCUSA Mortgage	72,839.58	
PILP - Mortgage	587,484.39	
Pres of Balt - Note # 1	51,982.61	
Pres of Balt - Note # 2	101,421.25	
Total Long-Term Liabilities	813,727.83	
Total Liabilities		814,227.83
Capital		
Paid In Equity	737,167.35	
Depreciation	(268,674.95)	
Mortgage Principal Reduction	177,745.26	
Retained Earnings	1,773.87	
Lobby improvements	353.82	
FUND - Habitat for Humanity	43,356.33	
FUND - Major Repair & Replacem	43,187.11	
FUND - Sanctuary Technology	1,289.05	
FUND Lobby Improvements	6,081.49	
FUND - Education Technology	4,187.94	
FUND Education Furniture	1,659.29	
Spiritual Formation	1,618.87	
Green Projects	2,192.28	
Office & Educ Technology	1,096.14	
Master Planning	2,482.04	
Storage Shed	277.18	
FUND - Sanctuary Imp/Chairs	(3,687.85)	
Early Debt Retirement	692.97	
Campaign Costs	(661.39)	
Consultant - Millen	(2,248.81)	
Consultant - Nilsen-Capshaw	(4,225.06)	
Net Income	0.00	

1/18/2012 at 6:31 PM

Unaudited - For Management Purposes Only

Forward In Faith
Balance Sheet
December 31, 2011

Total Capital 745,662.93

Total Liabilities & Capital \$ 1,559,890.76

Ark and Dove Presbyterian Church
Mission And Ministry Fund
Budget 2012

Category	2011		2012	
	Annual Budget	Actual	Annual Budget	Increase or Decrease
INCOME:				
Pledged	\$ 314,456.00	\$ 299,262.95	\$ 309,977.00	-1.42%
Unpledged	35,496.00	45,636.00	50,000.00	40.86%
Loose Plate	3,500.00	3,958.10	3,800.00	8.57%
Per Capita	4,200.00	4,449.28	4,500.00	7.14%
Interest Income	100.00	27.93	100.00	0.00%
Building Use	1,500.00	1,575.00	1,500.00	0.00%
Misc. Income	1,500.00	868.04	3,857.70	157.18%
Carryover	17,923.72	25,427.38	15,989.16	-10.79%
Special Carryover	7,500.00	-	5,000.00	-33.33%
Transfer from Forward in Faith	-	-	3,000.00	0.00%
Total Income	\$ 386,175.72	\$ 381,204.68	\$ 397,723.86	2.99%
EXPENSES:				
ADMINISTRATION:				
Office Equipment/Supplies	\$ 7,400.00	\$ 6,874.12	\$ 7,400.00	0.00%
Postage	2,000.00	2160.14	2,000.00	0.00%
Insurance	4,800.00	4743.50	5,000.00	4.17%
Pastors' Salaries	131,029.65	131029.88	136,245.09	3.98%
Pastors' Pension/Med Ins.	41,274.34	41241.27	43,939.04	6.46%
Pastors' Education Allowances	3,780.00	4155.09	3,780.00	0.00%
Pastor's Sabbatical	2,500.00	2500.00	1,296.78	-48.13%
Guest Preaching	0.00	0.00	3,000.00	0.00%
Pastors' Travel Allowances	5,985.00	5741.25	6,285.00	5.01%
Pastors' Expense Allowances	3,600.00	3466.76	3,600.00	0.00%
Pastor's SECA	10,023.77	10023.78	10,422.12	3.97%
Staff Salaries	63,251.80	63060.25	64,160.84	1.44%
Staff Health Care Allowances	3,270.00	3270.00	4,870.00	48.93%
Staff Education Allowances	2,000.00	186.42	2,000.00	0.00%
Staff Expenses Allowances	2,000.00	1891.76	2,000.00	0.00%
Employer's Share SS/Medicare	4,767.23	5785.61	4,838.74	1.50%
Discipleship Retreat for Staff	700.00	700.00	700.00	0.00%
Per Capita	8,108.94	8108.94	8,696.60	7.25%
Envelopes	700.00	605.34	700.00	0.00%
Payroll Processing	0.00	0.00	1,200.00	NEW
Bank/EFT fees/interest due	500.00	902.84	900.00	80.00%
Total Administration	\$ 297,690.73	\$ 296,446.93	\$ 313,034.21	5.15%
FACILITIES				
Software Licenses	\$ 200.00	\$ 202.95	\$ 200.00	0.00%
Telephone / Internet Access	4,800.00	4,655.72	4,650.00	-5.10%
Internet Domain Name / ISP	100.00	8.57	100.00	0.00%
Water	750.00	362.44	400.00	-46.67%
Custodial Services	10,000.00	8,320.00	10,000.00	0.00%
Electricity & Gas	12,000.00	11,735.89	11,000.00	-8.33%
Alarms	1,700.00	1,549.44	1,700.00	0.00%
Consumable Supplies	1,500.00	1,381.08	1,500.00	0.00%
Equipment Repair	2,600.00	231.14	2,600.00	0.00%
HVAC Maintenance / Repair	2,200.00	4,200.72	2,200.00	0.00%
Floor Maintenance	0.00	1,865.80	0.00	0.00%
Building Repairs	4,000.00	1,614.02	2,000.00	-50.00%
Ground Maintenance	250.00	245.15	250.00	0.00%
Snow Removal	1,000.00	420.00	1,000.00	0.00%
Dumpster	1,200.00	1,437.01	1,400.00	16.67%
Total Facilities	\$ 42,400.00	\$ 38,229.93	\$ 38,000.00	-8.02%
EDUCATION				
Education Supplies	\$ 500.00	\$ 260.16	\$ 0.00	-100.00%
Sunday School Curriculum	4,000.00	2,259.51	4,000.00	0.00%
Sunday School Supplies	0.00	0.00	600.00	NEW
Godly Play	2,500.00	4,399.80	0.00	-100.00%
VBS Curriculum & Supplies	900.00	900.00	1,000.00	11.11%
Child / Youth Retreat	1,500.00	1,500.00	1,500.00	0.00%
Adult Ed Materials	0.00	15.95	0.00	0.00%
Miscellaneous	0.00	0.00	100.00	NEW

Teacher Training	0.00	0.00	200.00	NEW
Speakers Fees	0.00	0.00	500.00	NEW
Total Education	\$ 9,400.00	\$ 9,335.42	\$ 7,900.00	-15.96%
DISCIPLESHP				
Honorarium - Women's Retreat	0.00	0.00	600.00	NEW
Honorarium - Men's Retreat	0.00	0.00	600.00	NEW
Stewardship and Materials	350.00	1,008.00	1,500.00	328.57%
Total Discipleship	\$ 350.00	\$ 1,008.00	\$ 2,700.00	
CONNECTION & OUTREACH				
Visitor & New Mbr Expenses	\$ 1,000.00	\$ 253.76	\$ 750.00	-25.00%
Fellowship Events	1,000.00	913.81	1,500.00	50.00%
Total Connection & Outreach	\$ 2,000.00	\$ 1,167.57	\$ 2,250.00	12.50%
WORSHIP				
Music	\$ 600.00	\$ 574.63	\$ 800.00	33.33%
Copyright Licenses	720.00	601.00	600.00	-16.67%
Piano Tuning	480.00	455.00	624.00	30.00%
Piano Maintenance Fund	0.00	0.00	300.00	NEW
Worship Supples / Equipment	850.00	891.59	850.00	0.00%
Musicians	1,000.00	1,000.00	1,500.00	50.00%
Sound Ministry Checkup	0.00		0.00	NEW
Total Worship	\$ 3,650.00	\$ 3,622.22	\$ 4,674.00	28.05%
MISSION				
Presbytery General	\$ 2,800.00	\$ 2,800.00	\$ 2,884.00	3.00%
Misc. Missions	2,500.00	831.69	1,712.66	-31.49%
Local Emergency Assistance	5,034.99	4,930.00	5,034.99	0.00%
Sarah's House	650.00	650.00	150.00	-76.92%
Christian Assistance Program	300.00	300.00	300.00	0.00%
Guatemala Partnership(P)	500.00	500.00	500.00	0.00%
General Assembly	2,800.00	2,800.00	2,884.00	3.00%
Winter Relief	0.00	0.00	500.00	NEW
Soup Kitchen	0.00		0.00	NEW
Ribbons of Remembrance	0.00	0.00	100.00	NEW
Lakota Partnership	500.00	500.00	500.00	0.00%
Youth Mission Offering	500.00	500.00	500.00	0.00%
Mission Scholarships	1,000.00	275.00	1,000.00	0.00%
Congo Mission/Fletchers(P)	500.00	517.13	500.00	0.00%
Guatemala Missionary/Koll(P)	500.00	517.13	500.00	0.00%
Total Mission	\$ 17,584.99	\$ 15,120.95	\$ 17,065.65	-2.95%
DEACONS				
Deacons' Member Assistance	\$ 500.00	\$ 500.00	\$ 500.00	0.00%
Deacons' Training	600.00	142.00	600.00	0.00%
Total Deacons	\$ 1,100.00	\$ 642.00	\$ 1,100.00	0.00%
OPERATING RESERVE				
Operating Reserve	\$ 12,000.00	\$ 0.00	\$ 10,000.00	-16.67%
Total Operating Reserve	\$ 12,000.00	\$ 0.00	\$ 10,000.00	-16.67%
TOTAL EXPENSES				
Operating Fund	\$ 386,175.72	\$ 365,473.02	\$ 397,723.86	2.99%
TOTAL INCOME				
Operating Fund	\$ 386,175.72	\$ 381,204.68	\$ 397,723.86	2.99%
Net Income	\$ 0.00	\$ 15,731.66	(\$ 0.00)	

LOGOS Program Income/Expense - 2011
1/1/2011 Through 12/31/2011 (Cash Basis)

1/1/2011-
12/31/2011

INCOME:

Category Description	1/1/2011- 12/31/2011
FUNDRAISING	
Fundraising Income '10-11	1,803.50
Fundraising Income '11-12	4,902.81
LCE '10 Registration	657.75
LCE '11 Registration	345.07
Mission Trip 2010	6,642.00
Mission Trip 2011	59.40
Other Income '10-11	1,500.00
Other Income '11-12	10.00
Tuition '10-11	260.04
Tuition '11-12	1,452.50
TOTAL INCOME	3,833.25
	21,466.32

EXPENSES

2011-12 Training Expense	257.04
Bank Charge	160.00
FUNDRAISER expenses '10-11	67.04
LCE '11 Expenses	12,753.00
LOGOS 11-12 Bible Time	250.00
LOGOS 11-12 Program Dinner	1,389.23
LOGOS program dinner	1,407.97
LOGOS training	113.88
Ministry Membership Fee	1,100.00
Program Expenses '10-11	125.00
Summer Youth Mission Trip 2011	1,990.80
TOTAL EXPENSES	19,613.96

OVERALL TOTAL **1,852.36**

Ark and Dove Presbyterian Church of Odenton, Maryland

BYLAWS

1. The Ark and Dove Presbyterian Church of Odenton, Maryland, being a particular congregation of the Presbyterian Church United States of America, recognizes that the constitution of the said church, in all its provisions, is obligatory upon it and its members.
2. There shall be an annual meeting of the congregation for the transaction of any business properly coming before such meeting. The day and time of the meeting shall be set by the session
3. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meeting and no matters save that specified in the call may be considered.
4. ~~Public notice of the time, place and purpose of all meetings of the congregation shall be given at a service of worship on at least two consecutive Sundays prior to the appointed time.~~
Adequate public notice of all congregational meetings shall be given in worship, in the newsletters and on the church website.
5. The pastor shall preside. If the Church is vacant, or if the Session agree that the subject(s) to be discussed require it, or if the pastor is ill or is otherwise unable to be present, another minister of the Baltimore Presbytery shall be invited to preside. This invitation shall be cleared through the Committee on Ministry of the Baltimore Presbytery.
6. The Clerk of Session shall be secretary of the meeting of the congregation. In the Clerk's inability to attend, the Session shall designate a secretary protemp.
7. All communicant members of the Ark and Dove Presbyterian Church in good and regular standing shall be entitled to vote at congregational meetings.
8. Voting by proxy is not allowed.
9. Meetings shall be conducted in accordance with the Rules and Judicatories adopted by the General Assembly of the Presbyterian Church in the U.S.A. so far as they apply, and when they do not apply, according to ~~usual legislative rules of order~~ *Roberts Rules of Order*.
10. All meetings shall be opened and closed with prayer.
11. A quorum *of a Congregational Meeting* shall consist of the Moderator, the Secretary and 10 percent of the eligible voters, active members of the Ark & Dove Presbyterian Church.
12. *A quorum of a Session Meeting shall consist of the Moderator and three (3) currently serving Elders.*
13. The Session shall be comprised of six elders divided into three equal classes of two, one class of whom shall be elected each year at the annual meeting for a term of three years, plus the Lead Pastor and Associate Pastor serving as voting ex-officio members, plus the Clerk of Session (elected by the Session) and the Moderator of Deacons (elected by the Board of Deacons from among their members) serving as non-voting ex-officio members

14. The Board of Deacons shall be comprised of 8 (9) Deacons divided into ~~two~~ *Three* equal classes of 3 and ~~one class of two~~, one class of whom shall be elected each year at the annual congregational meeting for a term of three years.
15. Vacancies on the session or the board of deacons may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.
16. The duties of "Trustees of the Ark and Dove Presbyterian Church" shall be empowered in the session functioning as a unicameral board. The six elected elders and the clerk of session are to be designated annually as trustees as required by Maryland law.
17. The Church Treasurer shall be appointed by the Session. The Treasurer shall be bonded in an amount required by the Session of the Ark and Dove Presbyterian Church, and their accounts shall undergo a financial review annually.
18. The Session shall annually present a Church budget for review by the congregation.
19. Nominations.
 - a) Nominations for Elders and Deacons shall be made by a representative nominating team of active members of the Church. This nominating team shall include both men and women, and shall give fair representation to the constituency of all ages and of all ethnic minorities of the congregation. Two members of this team shall be designated by the Session, one of whom shall be currently on the Session and serve as Moderator, and one of whom shall be designated by and be from The Board of Deacons. Four other members of the team (none of whom may be in active service on the Session or board of deacons) shall be elected by the congregation. In addition, the pastor shall be a member of this team ex officio but without vote. The congregational members of the nominating team shall be chosen annually at the annual meeting of the congregation or at a special congregational meeting called for election of Elders and Deacons.
 - b) The nominating team shall nominate only one person for each Elder's or Deacon's position to be filled.
 - c) The nominating team shall also nominate persons to serve as congregational members of the next year's nominating team, and shall present to the congregation four names to serve as members at large from the congregation.
 - d) The nominations made by the nominating team shall be announced with the call for the congregational meeting at which the elections of Elders or Deacons will be held. At such meeting, full opportunity shall always be provided for nomination from the floor by any eligible voter.
19. The pastor shall be an ex officio member of all ministries.
20. The above rules may be amended or repealed at an annual meeting or at any special meeting by two-thirds vote, provided in either case that the intention to change the rules shall have been included in the notice of the meeting and provided that the proposed changes shall have been distributed in writing to the congregation prior to the meeting.
21. Any Bylaws of the Ark and Dove Presbyterian Church that may be found to conflict with the laws or regulations of the Presbytery of Baltimore, Synod of the Mid-Atlantic, or General Assembly of the Presbyterian Church (U.S.A.) shall be invalid.

Adopted 1/1993 (replacing proforma bylaws filed with original Articles of Incorporation)
 Revised 1/24/2002 (adding 13th Elder upon establishment of Ark and Dove School of Music, Inc)

Revised 6/5/2005 (adding 7th & 8th Deacons and eliminating term limits on elected church officers)
Revised 11/6/2005 (reducing to 6 Elders upon Restructure and realigning Trustees to match Session)
Revised 1/29/2006 (housekeeping changes related to Team Vs Committee and Financial Review Vs Audit)
Revised 1/29/2012 (change # of Deacons from 8 to 9, and other changes related to the new Book of Order of the PCUSA)