

# Section X: Finance

Adequate and appropriate financial support is necessary for the school to achieve its mission.

## RESPOND TO THE FOLLOWING:

- A. Describe the financial and fee structure used in this school (i.e., tuition, free-will offering, members, nonmembers). **Zion Lutheran School receives financial funds from both members of Zion Lutheran Church and from nonmembers alike. The majority of funding for salaries, insurance benefits and building maintenance comes from members of the congregation. However, Zion Lutheran School, through its tuition schedule and other fund raising efforts and fees, generously contributes to those expenses also. It is truly a joint effort in every way. Both member students and nonmember students are required to pay tuition and registration fees as follows:**

**Registration Fee – Members and Nonmembers**

Preschool	\$50.00
Kindergarten to 8 <sup>th</sup> grade	\$ 125.00

**Tuition Fee – First Child (K-8)**

	Per Month*	Per Year
Pre-school	\$34.00	\$300.00
Kindergarten	\$112.00	\$1,000.00
Grade 1 – 8	\$112.00	\$1,000.00

**Tuition Fee – Additional Children (K – 8)**

	Per Month*	Per Year
2 <sup>nd</sup> Child	\$84.00	\$750.00
3 <sup>rd</sup> Child	\$56.00	\$500.00
4 <sup>th</sup> Child	\$28.00	\$250.00

- Tuition Figures have been rounded off to accommodate bookkeeping efforts.

- Milk

Pre-School	\$5.00 per year
Kindergarten, Grade 1 – 8	\$ .33 per milk

- Lunch Program \$2.30 per meal

- B. List all types of third source funding and government aid received. **Zion Lutheran School receives funding from the following sources:**

**Non Member Donations**

**Thrivent Choice Program Funds**

**Memorials**

**Central School District #108**

**Government Health Insurance Refund Program Allowance**

**Cologne Fire Department**

- C. Describe the procedures followed for budgeting for and purchase of equipment and teaching/learning materials for the various levels and departments. **Each individual teacher makes assessments prior to and during summer which they share with the administrator during a private conference. These items are discussed, evaluated and shared with the School Board to determine whether or not they will be included in the school budget for the upcoming calendar year.**
- D. Give the operating expenditure budgeted per student for the current school year. (Please use the synodical statistical report format to determine the amount.) **\$3,800.00**
- E. Give the operating expenditure budgeted per student for the previous school year. **??????**
- F. Identify sources (and amounts) of income for the last school year. Include, if applicable: Congregation, tuition/fees, fundraising, development (gifts), endowment, government aid, student scholarship, and other (specify). **Zion Lutheran School received funding as follows:**

<b>Congregation Member Contributions</b>	<b>\$254,855.00</b>	(Salary Fund)
<b>Tuition Fees</b>	<b>\$ 37,352.00</b>	
<b>Registration Fees</b>	<b>\$ 2,935.00</b>	
<b>Donations</b>	<b>\$10,237.00</b>	
<b>Thrivent Choice Program</b>	<b>\$ 9,901.00</b>	
<b>Memorials</b>	<b>\$ 1,660.00</b>	
<b>Central School District #108</b>	<b>\$ 7,834.00</b>	(Amt. Budgeted-YTD 2012 Rec'd \$2,121.00)
<b>Non Member Donations</b>	<b>\$14,255.00</b>	
<b>Endowments</b>	<b>\$ 4,528.00</b>	
<b>Misc. Income</b>	<b>\$12,738.00</b>	
<b>Salary Fund Endowments</b>	<b>\$ 9,863.00</b>	
<b>Zion Education League Gross Income</b>	<b>\$100,441.00</b>	

**ATTACHMENTS:**

- \* The current itemized school budget and a final itemized financial report for the past three years.
- \* Your current schedule for tuition and fees.
- \* The policy and procedures related to financial assistance.
- \* The school's current salary and benefit scale and the district's suggested salary scale. Compare actual salaries with the scales.
- \* Copies of auxiliary organizations' budgets where applicable.
- \* A copy of the three-year financial plan.

**Standard 10:**

**The School Has a Financial Plan to Accomplish Its Mission.**

**REQUIRED INDICATOR OF SUCCESS:**

Indicate whether or not the school meets the required indicator of success by circling **Yes** or **No**.

**YES** 10:01 The school has a three-year financial plan, based on sound, realistic assumptions, supported by empirical data, to ensure continuing financial support. The plan provides for a quality educational program including necessary staff, adequate facilities and equipment, instructional resources and other support services that allow the school to achieve its goals. **Comment: Zion Lutheran School and Church work closely**

together in areas concerning salaries of staff personnel, health insurance benefits and facility maintenance. This is based on past financial contributions and performance, staff needs, district guidelines and realistic assumptions. Salary and repair treasuries are not part of a consolidated budget, which enables for direct appeals to members at large as needs arise in those areas. All salaries, health benefits and school repairs were met in full in the past calendar year. We are continually looking for new ways to financially support and insure the future of our school. The school continually reviews and coordinates their needs to their financial resources in all other areas to insure that our students and staff have the ability to provide the highest levels of quality education possible. Zion Lutheran School and Church are continually researching and planning for options to match revenues with expenses that will ensure our financial existence into the future.

## GENERAL INDICATORS OF SUCCESS:

General Indicators of Success help the school quantify its compliance with the Required Standard. Evaluate your school's compliance with each General Indicator of Success using the criterion defined below. In the "Comments" section related to that indicator, specify how your school falls short of full compliance for any indicator marked less than "Met in Full."

**Met in Full**—The indicator of success has been completely accomplished by the school. It is verifiable through evidence and documentation.

**Mostly Met**—The indicator of success has been partially accomplished by the school. Documentation and evidence regularly indicate that the school is well on the way toward full accomplishment of the indicator.

**Rarely Met**—Infrequent implementation of an indicator of success. This indicator rarely occurs in the school and evidence and documentation for compliance are minimally present.

**Not Presently Met**—There has been no progress by the school toward the accomplishment of this indicator of success.

10:02 The congregation(s) provides financial support for the school.

3 Met in Full (3) \_\_\_ Mostly Met (2) \_\_\_ Rarely Met (1) \_\_\_ Not Presently Met (0) 3

10:03 The school administrator is responsible for developing and recommending a budget and managing the budget (expenditures).

3 Met in Full (3) \_\_\_ Mostly Met (2) \_\_\_ Rarely Met (1) \_\_\_ Not Presently Met (0) 3

10:04 The governing board approves the budget for the school.

3 Met in Full (3) \_\_\_ Mostly Met (2) \_\_\_ Rarely Met (1) \_\_\_ Not Presently Met (0) 3

**Comment: Currently, the administrator submits expenses to the school board for approval. Salaries, insurance benefits, and repairs are coordinated and carried out with the board of elders and trustees.**

10:05 The school financial plan is coordinated with the operating congregation's financial plan.

Met in Full (3) 2 Mostly Met (2) \_\_\_ Rarely Met (1) \_\_\_ Not Presently Met (0) 2

**Comment: The school board, treasures and the entire church council discuss, coordinate and implement financial plans that meet the goals of Zion Lutheran Church and School. This is especially true concerning the areas of salaries, insurance benefits and building maintenance. Other areas, including day to day school expenses generally are handled by the administrator and school board.**

10:06 Sources of income and expenditures reflect the school philosophy and promote student growth.

3 Met in Full (3) \_\_\_ Mostly Met (2) \_\_\_ Rarely Met (1) \_\_\_ Not Presently Met (0) 3

10:07 Salaries reflect the current district recommended salary scale and salaries are reviewed annually.

Met in Full (3)   2   Mostly Met (2)      Rarely Met (1)      Not Presently Met (0)   2  

**Comment:** Salaries are reviewed annually and compared to district recommended guidelines. After some leveling off of salaries during difficult economic times, the congregation approved increases to all our staff beginning with the next school year. Generally speaking, salaries at Zion Lutheran School are very close to recommended district guidelines, and include a Concordia Plan Benefits package.

**10:08** The budget is managed responsibly, using appropriate bookkeeping procedures and safeguards.

  3   Met in Full (3)      Mostly Met (2)      Rarely Met (1)      Not Presently Met (0)   3  

**Comment:** Budgets are managed extremely responsibly at Zion Lutheran Church and School.

**10:09** Funds provided by auxiliary organizations are allocated according to governing board policy and in consultation with the school administrator.

  3   Met in Full (3)      Mostly Met (2)      Rarely Met (1)      Not Presently Met (0)   3  

**10:10** Financial assistance is available to families with limited financial resources.

  3   Met in Full (3)      Mostly Met (2)      Rarely Met (1)      Not Presently Met (0)   3  

## COMMENT ON THE WHOLE

### SUBSECTION ON FINANCE:

- A. Is the required indicator of success met? **Yes**
- B. Is the total for the indicators of success a minimum of 18 points? **Yes. Total points = 25**
- C. Based on this portion of the self-study, what are the strengths of your school? **Zion has had exceptional congregational support. Any state or district funding that can be used is also sought out. We also have our Zion Education League which provides additional funding for our school through fund raising events such as the Silent Auction, Box Tops for Education, recycling of aluminum cans, the sale of cookie dough, script cards, etc., etc. The Education League also obtains extra items through Campbell's Labels for Education. Additional school funds are obtained through member participation in the Thrivent Choice Program. Salaries and insurance benefits are further contributed to through the profits obtained from designated funding sources such as a fish fry, pork chop dinner, Lenten suppers and a new venture-a raffle. Fund raising is an ongoing activity at Zion Lutheran School with old and new ways of fund raising continually being explored. But the largest and most important part of Zion Lutheran School is Zion Lutheran Church. Without the continued generous support of the members of Zion Lutheran Church, our country school would for sure struggle. The Lord has truly blessed us with a rich heritage of dedicated hard working Christian people committed to a mission--that of Zion Lutheran School.**
- D. Based on the concerns identified in your self-study, you will develop future plans to improve your school. Identify every item marked as less than "Met in Full" with specific plans for action to be taken by the school over the next cycle of accreditation. Any areas identified as needing improvement in the "Respond to:" component must also be included in the proposed school action plan and addressed in the cumulative annual report. **Indicator of Success 10:07—Zion Lutheran School is blessed to have in place an extremely strong staff with strong leadership. It is our every desire to reward them with salaries that are consistent with district guidelines. We have always tried to maintain this standard and will do everything possible in the future to assure that district salary guidelines are met. We are very close to having achieved that and recently awarded raises to the entire staff beginning with the 2012 – 2013 school year.**

**Indicator of Success 10:05---Zion Church and School work extremely close to make sure budgets and needs are met. Complete cooperation between various boards, board members and the school administrator has been a strength of Zion, over the years, and especially recently.**