

# General Assembly Financial Summary

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## *Report to the Presbytery of Calvary*

119<sup>th</sup> Stated Meeting, Walnut Grove, South Carolina

June 27, 2013

RE Melton L. Duncan, Sr. - Finance Committee Chairman

D William B. Harley, Jr. - Treasurer of PCAGA '41

## **RECEIVED \$109,366.43**

Churches of Calvary Presbytery	\$53,150
Individual	\$1000
Collection at GA Worship Services	\$16,135
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Fees for GA Events	\$22,781.43
Advertising in GAIB	\$13,300
PCA Agency & Committee contributions	\$3,000

### Types of Expenses

Printing/Design Work
Musicians/Equipment/Staging
Wednesday Night Reception in City of Greenville (shared half of costs with RUF)
Women's Events (Wednesday & Thursday)
Youth/Children's Events (Tuesday, Wednesday, Thursday)
"Message to All Nations"/Gift to Moderator from our presbytery
Nursery Expenses
Host Committee/Onsite Expenses
Postage (mail GA Booklet)
Host Committee Expenses (these took place before GA)
Transportation (added a bus for GA bus schedule, paid some local drivers for events at MRPC)
Refund/Reimbursements Fees

# General Assembly Financial Ledger

	Contribution	Expense	Balance
6/6/2013	250.00		\$250.00
6/7/2013	1,000.00		\$1,250.00
6/15/2013	500.00		\$1,750.00
6/29/2013	2,500.00		\$4,250.00
7/5/2013	2,500.00		\$6,750.00
7/10/2013	2,500.00		\$9,250.00
7/13/2013	1,450.00		\$10,700.00
7/17/2013	500.00		0
7/30/2013	200.00		\$11,200.00
8/2/2013	1,000.00		0
8/10/2013	1,300.00		\$11,400.00
8/16/2013	5,200.00		0
8/20/2013	1,500.00		\$18,900.00
8/24/2013	1,000.00		0
8/28/2013	500.00		\$20,400.00
10/3/2013	1,600.00		0
11/6/2013		1,000.00 Logo Expense	\$21,400.00
11/14/2013		1,225.00 Desert Reception	0
12/14/2013		2,000.00 Printing	\$19,275.00
12/19/2013	2,500.00		0
			\$21,775.00

12/21/2013	2,450.00		\$24,225.00
12/26/2013	2,600.00		0
12/26/2013		3,900.00 Info Book	\$26,825.00
1/4/2013	350.00		0
1/8/2013		3,073.00 Printing	\$22,925.00
1/9/2013	1,000.00		0
1/11/2013		397.50 Charged twice error	\$23,275.00
1/14/2013	900.00		0
1/14/2013	10,000.00		\$20,202.00
1/24/2013		397.50 Printing	0
1/25/2013	397.50	Correction Deposit	\$21,202.00
1/30/2013	1,550.00		0
2/5/2013	2,700.00		\$20,804.50
2/7/2013		2,500.00 Greenville Chorale	0
2/7/2013		1,000.00 Indexx	\$21,704.50
2/14/2013	1,045.00		0
2/20/2013	800.00		\$31,704.50
2/21/2013	100.00		0
3/6/2013	9,000.00		\$31,307.00
3/20/2013	780.00		0
3/22/2013		843.00 Insurance	\$31,704.50
3/29/2013	285.00		0
4/4/2013		750.00 Postage	\$33,254.00
4/22/2013		307.40 Printing	0
4/25/2013	3,000.00		\$35,954.50
4/29/2013	339.00		0
5/6/2013	4,002.64		\$33,454.50
5/8/2013		1,374.40 Postage	0
5/13/2013	813.00		\$34,499.50
5/15/2013		234.68 Signage	0
			\$34,299.50
			\$34,399.50
			\$43,399.50
			\$44,179.50
			\$43,336.50
			\$43,621.50
			\$42,871.50
			\$42,564.10
			\$45,564.10
			\$45,903.10
			\$49,905.74
			\$48,531.34
			\$49,344.43
			\$49,109.66

5/15/2013		3,000.00	Printing	46,109.66
5/17/2013	1,567.00			47,676.66
5/20/2013	500.00			48,176.66
5/24/2013	6,655.15			54,831.81
5/24/2013		28.08	Ginger Carter Lunch	54,803.73
5/30/2013	340.00			55,143.73
5/30/2013		1,225.00	Dessert Reception	53,918.73
5/30/2013		3,000.00	Signage	50,918.73
5/30/2013	1,854.00			52,772.73
6/6/2013		400.00	Piano Rental	52,372.73
6/6/2013		1,750.00	Womens Catering	50,622.73
6/7/2013	2,906.83			53,529.56
6/14/2013	260.00			53,789.56
6/17/2013		525.00	cash for boxes	53,264.56
6/17/2013		1,000.00	Champion Bus	52,264.56
6/18/2013		325.19	Laurel Creek	51,939.37
6/19/2013	2,704.85			54,644.22
6/19/2013	550.00			55,194.22
6/19/2013	6,440.00			61,634.22
6/19/2013		11,000.00	Mitchell Road PCA	50,634.22
6/19/2013		2,500.00	Greenville Chorale	48,134.22
6/20/2013	3,325.00			51,459.22
6/20/2013	602.21			52,061.43
6/21/2013	2,512.94			54,574.37
6/21/2013		725.00	Frankies Fun Park	53,849.37
6/21/2013		695.00	Childrens Museum	53,154.37
6/21/2013		523.00	Wrap and Roll	52,631.37
6/21/2013		4,372.50	Holmes Catering	48,258.87
6/21/2013		288.32	Western Assoc.	47,970.55
6/24/2013		969.49	Indexx	47,001.06
6/26/2013		545.30	Chick Fi LA	46,455.76
6/27/2013	1,541.00			47,996.76
6/27/2013	2,215.74			50,212.50
6/27/2013	1,854.50			52,067.00
6/27/2013	600.00			52,667.00
6/27/2013	1,389.00			54,056.00

6/27/2013	430.00			54,486.00
6/27/2013		194.82	Mel Duncan	54,291.18
6/27/2013		500.00	Ridgehaven	53,791.18
6/28/2013		4.87	Coin & Currency fee	53,786.31
7/1/2013		500.00	Mt. Calvary PCA	53,286.31
7/1/2013		2,740.14	Mt. Calvary PCA	50,546.17
7/1/2013		136.11	Ed Butler	50,410.06
7/2/2013	16.20			50,426.26
7/2/2013		251.92	Joel Barnett	50,174.34
7/2/2013		595.00	Western Assoc.	49,579.34
7/2/2013		95.95	Jenny Spears	49,483.39
7/2/2013		361.60	Fellowship PCA	49,121.79
7/2/2013		275.00	U Rent a Plant	48,846.79
7/5/2013	2,989.87			51,836.66
7/5/2013		2,232.12	Indexx	49,604.54
7/8/2013		4,408.22	Sobys on the Side	45,196.32
7/8/2013		450.00	Clemson PCA/icard	44,746.32
7/8/2013		30.08	Keith Groover	44,716.24
7/8/2013		39.75	Mt. Calvary PCA	44,676.49
7/10/2013		200.00	Greenville Piano	44,476.49
7/10/2013		3,881.00	Indexx	40,595.49
7/11/2013		2,958.39	Payoff Credit Card	37,637.10
7/11/2013		1,605.90	Fox Creek Printing	36,031.12
7/11/2013		35.00	Melton Duncan	35,996.20
7/11/2013		662.50	T D Center	35,333.70
7/15/2013		1,000.00	CB Events	34,333.70
7/15/2013		54.00	Louise Ardrey	34,279.70
7/15/2013		176.00	Allie Taylor	34,103.70
7/16/2013		575.00	IPG	33,528.70
7/16/2013		329.00	Westminster PCA	33,199.70
7/16/2013		418.52	Hollins	32,781.18
7/22/2013		1,000.00	Houston Metro Pres	31,781.18
7/22/2013		24,000.00	PCA Admin Comm	7,781.18

Totals	109,366.4	101,585.2	7,781.18
	3	5	
Outstanding Checks			3,516.32
Projected Amount leftover			4,264.86

##	Credit Card Expenses		
		Staples and Office Depot	665.61
		Case Brothers/Piano Rental	1425
		Hotels for Special Guests	867.78
		Total	2958.39

Checks Outstanding	\$313.76	Ginger Carter
	\$75.00	Westminster PCA
	\$3,100.00	PCA CE&P
	\$27.56	US Postal Service
	\$3,516.32	Total



PO BOX 29  
COLUMBIA SC 29202-0029



Name: MELTON DUNCAN  
CALVARY PRESBYTERY

Billing Cycle  
Closing Date:  
07/03/13

Account  
Number: [REDACTED]

**Account Summary**

Beginning balance	\$0.00	Number of days in billing cycle	30
Payments and credits	65.69	Credit limit	10,000.00
Purchase and adjustments less refunds	3,047.39	Available credit	7,018.30
Cash advances	0.00		
FINANCE CHARGES	0.00	Payment due date	07/28/13
Balance 07/03/13	\$2,981.70	NEW MINIMUM PAYMENT DUE	149.00

FOR INFORMATION PLEASE CALL: 800-375-3868  
SEND INQUIRIES TO: FIRST CITIZENS BANK PO BOX 29 COLUMBIA SC 29202-0029

**TRANSACTIONS SINCE LAST STATEMENT**

Trans	Post	Reference Number	Description	Amount	
06/05	06/07	24164073157105166	STAPLES 00118018 GREENVILLE SC	162.54	HC
06/13	06/16	24445743165100456	OFFICE DEPOT #62 GREENVILLE SC	511.65	HC
06/14	06/16	24164073166105145	STAPLES 00118018 GREENVILLE SC	0.52	HC
06/14	06/16	24164073166105145	STAPLES 00118018 GREENVILLE SC	62.28	HC
06/17	06/19	24789303169169339	CASE BROTHERS OF SPARTAN8864-5831463 SC	1,425.00	MUSIC
06/18	06/20	24228993170702764	CLARION INN & SUITES G GREENVILLE SC	374.00	HC/T
06/21	06/24	24610433174004084	HYATT REGENCY GREENVILLE GREENVILLE SC	493.80	HC
07/01	07/03	74164073183105001	STAPLES 00118018 GREENVILLE SC CREDIT	65.69-	
07/02	07/03	24164073183418133	USPS 45362402729803335 GREENVILLE SC	27.60	POST

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TYPE OF BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES
Purchases	0.679	8.15	0.00	0.00
Cash Advances	0.679	8.15	0.00	0.00

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION



PO BOX 29  
COLUMBIA SC 29202-0029

INDICATE CHANGE OF ADDRESS  
ON BACK OF RETURN ENVELOPE.

MINIMUM PAYMENT DUE	PAST DUE AMOUNT	PAYMENT DUE DATE	NEW BALANCE	ACCOUNT NUMBER
149.00	0.00	07/28/13	2,981.70	4472 5652 9664 6246

PLEASE WRITE IN  
AMOUNT OF  
PAYMENT ENCLOSED

\$	
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PROMPT CREDITING OF PAYMENTS: TO RECEIVE CREDIT FOR PAYMENT AS OF THE DATE OF RECEIPT, WE MUST RECEIVE THIS PORTION OF THIS STATEMENT AND YOUR CHECK OR MONEY ORDER BY 6:00AM.  
USE ENCLOSED ENVELOPE AND MAKE PAYMENT TO

PLEASE DETACH AND ENCLOSE  
THIS PORTION WITH PAYMENT.

FIRST CITIZENS BANK  
PO BOX 63038  
CHARLOTTE NC 28263-3038

MELTON DUNCAN  
CALVARY PRESBYTERY  
15111 BEACON RIDGE DR  
SENECA SC 29678

Mitchell Road Presbyterian Church  
41st PCA General Assembly - Greenville SC  
Week June 18 - 21, 2013

Finances Processed by Mitchell Road

All GA Expenses to land in PrePaid GA Acct  
To offset advance billing; recon to actual exp.  
Final billing to GA Comm to clear - Wk Jun 25th

Funding Need - Description	Pmt Type	Budget	Pre-Fund	Total		Comments	Processing Notes
				Actual			
1) Child Care Workers Est 770 hours @ \$10 / hr	Payroll	\$ 7,700	\$ 7,500	\$ 3,565.80		includes payroll taxes	Separate timesheets - Pay Jun 25th Need Payroll Item set-up, point to GA acct
2) Meals / Snacks for Children	Expense	\$ 200		\$ 248.00		124 meals @ \$2 each	Either \$2 per person or actual receipts Hillary or Caroline to provide
3) Musicians - Various MRPC Staff	Payroll	\$ 800		\$ 838.00		Includes payroll taxes	Pay using separate payroll item on regular paycheck
Other Musician Travel / Lodging Subtotal	1099	\$ 2,400		\$ 2,175.00		Several previously paid by MRPC	1099 Vendor checks needed week of GA - Jun 20th
			\$ 3,000	\$ 516.00			Jered will get W-9 and hand out checks to musicians
4) Transportation Bus Drivers - MRPC Shuttle Buses Est 52 hours drive time @ \$10 / hour Friday - provisional 10.5 hours Fuel	1099	\$ 520	\$ 500	\$ 520.00		MRPC Members Only if GA requires Est 60 gallons	1099 Vendor checks needed by Thurs Jun 21st
5) Women's Conference Kitty Swillen - Catering Misc - Clipboards for "Ask Me" hostesses	1099	\$ 1,750	\$ 1,750	\$ 1,750.00		Per request from M Duncan Total Attendance = 320	Deposit + Final Payment based on Estimate Add'l cost add'l attendees over initial estimate. Final payment by Wed Jun 20th
<b>Total GA Expense - Funding Request</b>		<b>\$ 13,675</b>	<b>\$ 12,750</b>	<b>\$ 11,234.00</b>			

Receipts posted at Mitchell Road

GA Committee - Pre-Conference Funding	\$ (12,750.00)	
Children's On-Site Registration	\$ (338.50)	On-Site Child-Care Registrations
<b>Settlement w GA Committee</b>	<b>\$ (1,854.50)</b>	<b>(due to) / due from</b>

Agreed by  
Date

*Med Duncan & Ted Dawlowick*  
27-Jun-13



Mitchell Road Presbyterian Church  
Transactions by Account  
All Transactions

Type	Date	Num	Name	Memo	Debit	Subttis
<b>14070 - PCA - 41st General Assembly Exp</b>						
Bill	06/11/2013	061113	Swillen, Kitty	advance womens conf caterer	875.00	
Bill	06/11/2013	061113	Swillen, Kitty	balance womens conf caterer	875.00	
			Swillen, Kitty			
Bill	06/26/2013	062513	Temple, Judy(reimb)	clipboards	35.95	
				<b>Total Women's Conference</b>		<b>1,785.95</b>
Bill	06/26/2013	062513	Dankovich, Ted(reimb)	Gas - Shuttle Buses	135.25	
Bill	06/26/2013	338	McKenna, Jered (reimb)	Kiefer hotel expense	381.00	
Bill	06/27/2013	062614	Kiefer, Matthew	Kiefer mileage	135.00	
Bill	06/26/2013	062613	Kiefer, Matthew	ga musician	500.00	
Bill	06/26/2013	062613	Gibbs, William	ga musician	400.00	
Bill	06/26/2013	062613	Barnhart, Eric	ga musician	500.00	
Bill	06/26/2013	062613	Story,, Laura	ga musician	400.00	
Bill	06/26/2013	062613	Groover, Keith	ga musician	375.00	
General Journa	06/26/2013	June #6		Honorarium-Lewis	400.00	
General Journa	06/26/2013	June #6		Honorarium-McKenna	438.00	
						<b>838.00</b>
						<b>2,175.00</b>
						<b>3,529.00</b>
<b>Total 14070 - PCA - 41st General Assembly Exp</b>						
					<b>5,450.20</b>	
Invoice	06/10/2013	5477	PCA 41st GA Committee	Prefunded GA expenses	-12,750.00	
Deposit	06/24/2013			childrens registration	-149.50	
Deposit	06/24/2013			childrens registration	-189.00	

**41st PCA General Assembly**  
**Childcare Payroll**

Hourly-GA Childcare	<u>Hours</u>	<u>Gross Pay</u>		
		<u>Rate</u>	<u>Jun 13</u>	
<b>Child-Care Workers</b>				
Arias, Jamie L	33.50	9.30	\$	311.55
Bradenbaugh, Maria E	18.25	9.25	\$	168.81
Brewer, Chelse a	17.25	8.25	\$	142.31
DeLisle, Lauren K	6.00	8.25	\$	49.50
Doyle, Kimberly A	33.00	8.25	\$	272.25
Evett, Cynthia A	33.50	10.60	\$	355.10
Flaaten, Bethany J	30.50	8.00	\$	244.00
Gray, Gloria	33.25	10.65	\$	354.11
Medlen, Catherine C	8.00	8.25	\$	66.00
Peery, Erin E	32.00	8.00	\$	256.00
Reimer, Courtney N	7.75	8.00	\$	62.00
Temple, Martha I	12.00	8.25	\$	99.00
Vickery, Elizabeth A	6.00	8.80	\$	52.80
Ward, Erica O.	21.25	8.50	\$	180.63
Wells, Gabrielle E	10.50	8.80	\$	92.40
<b>15</b>	<b>302.75</b>	<b>131.15</b>	<b>\$</b>	<b>2,706.46</b>
<b>Supervisory - Planning, Organizing, &amp; On-Site</b>				
Rikard, Hilary H	43.75	13.85	\$	605.94
				<u>FICA</u>
				7.65%
<b>Total Child Care Staff Expense</b>	<b>346.50</b>	<b>145.00</b>	<b>\$</b>	<b>3,312.40</b>
			<b>\$</b>	<b>253.40</b>
				<b>\$ 3,565.80</b>



## Chair of Communion Subcommittee

### **Main function:**

To make necessary arrangements and preside over the communion service on Tuesday evening of General Assembly (see page 39)

### **Responsible to:**

The Chairman of the Worship Subcommittee

### **Works closely with:**

The AC/SC Meeting Planner and Business Administrator

### **Responsibilities include:**

- Provide elements, communionware and table cloths
- Coordinate with Meeting Planner to obtain approval to bring in elements and approval for wine (if necessary)
- Recruit elders to supplement those elected by presbyteries
- Coordinate with Meeting Planner to schedule an organizational/training session and send this information to all elders who will be serving communion
- Prepare the elements
- Oversee service at General Assembly
- Remind those presiding over the service to fence the table in clear terms (see Book of Church Order 58-4)
- Provide for clean-up and return of communionware and table cloths

### **After General Assembly:**

- Within 20 days of the close of General Assembly write a report to give to the Chairman of the Host Committee highlighting any recommended improvements in procedures

**Book of Church Order 58-4** - On the day of the observance of the Lord's Supper, when the sermon is ended, the minister shall show:

- a. That this is an ordinance of Christ; by reading the words of institution, either from one of the Evangelists, or from 1 Corinthians 11, which, as to him may appear expedient, he may explain and apply;
- b. That it is to be observed in remembrance of Christ, to show forth His death till He come; that it is of inestimable benefit, to strengthen His people against sin; to support them under troubles; to encourage and quicken them in duty; to inspire them with love and zeal; to increase their faith, and holy resolution; and to beget peace of conscience, and comfortable hopes of eternal life.

Since, by our Lord's appointment, this Sacrament sets forth the Communion of Saints, the minister, at the discretion of the Session, before the observance begins, may either invite all those who profess the true religion, and are communicants in good standing in any evangelical church, to participate in the ordinance; or may invite those who have been approved by the Session, after having given indication of their desire to participate. It is proper also to give a special invitation to non-communicants to remain during the service.

## COMMUNION SERVICE

Considering the *Westminster Standards* and *Book of Church Order* and Reformed communion liturgies:

1. A minister is to preside at the administration of communion.
2. Typical order of communion:
  - a. Words of Institution from one of the Synoptic Gospels or I Corinthians.
  - b. Confession of sin (corporate and/or silent individual confession)
  - c. Assurance of pardon (appropriate portions of Scripture and statement by presiding minister).
  - d. "Fencing the table" (presiding minister states who may not commune)
  - e. Encouraging the weak
  - f. Invitation to commune ("open communion," baptized communicant members in good standing from any evangelical Church, *BCO* 58-4).
  - g. Sursum Corda (lift up your hearts to heaven where Christ dwells)
  - h. Pre-communion Prayer (thanksgiving for God's creation, providence, revelation, and redemption)
  - i. The Bread (minister takes, blesses, and breaks bread, followed by words of delivery). Distribution of bread.
  - j. The Cup (minister takes, and blesses cup, followed by words of delivery). Distribution of cup.
  - k. Post-communion prayer
  - l. Psalm or hymn.
  - m. Benediction.

Logistics: So that communion is conducted without distractions, it is wise to insure that logistical details are well planned and distribution of the elements rehearsed.

1. The number of people attending the services varies from 2,000 to 4,500. We usually have higher attendance when we meet in the Southeast.
2. There should be sufficient communion utensils and communion elements to accommodate the large congregation.
3. Presbyteries are to provide Ruling Elders to distribute the communion elements, but the Host Committee should have some additional REs in reserve to serve, if needed.

## Chair of Worship Subcommittee

### **Main function:**

To oversee the planning of evening worship services during General Assembly  
(see pages 36 - 38)

### **Responsible to:**

The Chairman of the Host Committee

### **Works closely with:**

The AC/SC Meeting Planner and Business Administrator

### **Responsibilities include:**

- Help to select theme for General Assembly
- Select proposed speakers – non-PCA speakers must be approved by the Administrative Committee at its October meeting
  - Speakers must know and understand generally the PCA
  - Speakers must be compatible with Reformed ideas
  - Speakers are expected to respect PCA distinctive in theology, polity and worship
  - Speakers may not use the General Assembly worship services as a platform for promoting his own enterprise
- Coordinate music with the General Assembly organist
- Arrange for special music (soloists, instrumentalists, choirs, etc.)
- Plan order of worship so as to fit within time constraints of the General Assembly docket
- Arrange to collect, count and deposit offering

### **After General Assembly:**

- Submit expenses to Finance Chair (must be pre-approved)
- Within 20 days of the close of General Assembly, write a report to give to the Chairman of the Host Committee highlighting any recommended improvements in procedure