

DOCKET FILE COPY ORIGINAL
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OCT 28 2013
FCC Mail Room

CG-B-CC-0570
CG Docket 06-181

Copy 1

**Federal
Communications
Commission
Documentation**

Updated
Request



First United Methodist Church

512 N. Main Street
High Point, NC 27260

The Rev. Dr. Chris Fitzgerald, Senior Pastor pastorchris@fumc-highpoint.org

The Rev. Fran Moran, Associate Pastor pastorfran@fumc-highpoint.org

Phone: 336-889-4429

Fax: 336-889-0262

www.fumc-highpoint.org

Wednesday, October 23, 2013

Case Identifier: CGB-CC-0570

Re: Request for close-captioning exemption for broadcast of First United Methodist Church's weekly broadcast of worship via WGHP-TV.

Federal Communications Commission

Dear Administrators:

We are writing to seek exemption from the closed captioning requirement for the weekly broadcast of worship at First United Methodist Church. Twenty-one years ago this church began the broadcast of an edited tape (i.e. 30 minutes) of the preceding week's worship service with the specific intention of not soliciting funds from the viewing public but as a ministry and mission of this church. Thus, the entire cost of this ministry (\$36,400) has been funded by members and friends of this congregation. All staffing and editing of the tapes has been provided solely by volunteers as a labor of love and in an effort to contain the rising costs of broadcast 'air time.' Three years ago we began adding a 'tag line' at the end of each broadcast thanking viewers who contributed to financially support this ministry and soliciting assistance. This was necessitated by budgetary concerns and lack of funds.

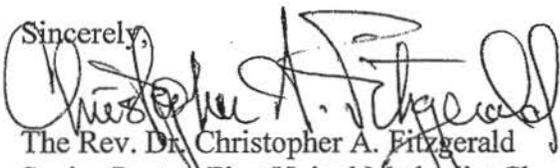
You have asked for budget/financial information from the organization as a whole as well as for this specific area/ministry. Attached you will find the financial statement with the appropriate areas highlighted. As you will note, the current balance in the TV Ministry fund will cover the cost of only one additional quarter. You will also find the monthly billing statement from the television station—Fox-8 WGHP-TV substantiating the cost of air time. It should be obvious that we are sustaining what we have but not without financial sacrifice on the part of many parishioners.

You have asked for estimates/bids for close captioning. Emails detailing this contact with Alan Kirby at All Pro Media and Michael Poorman of New Day Captioning are enclosed. You will note the additional expense that would be incurred—estimated at \$350/week and \$155/week respectively. Please note also the additional delay in broadcast of up to "two weeks." This would mean that a typical Sunday's broadcast might not air until three weeks after the original worship service. This certainly would be awkward for the seasonal emphases at

Christmas and Easter! Additional estimates were sought from Closed Caption Maker who quoted \$150/week for their service but only if provided with a "complete transcript" of each part of the edited version of the service. This would necessitate the hiring of additional clerical help. Even the lowest estimate would add an additional \$7,280 to the annual cost of this ministry and would constitute an undue financial burden. Our church staff has not received a salary increase for the past six years. On top of that, the general staff accepted a 10% cut in pay two years ago. Obviously these are *challenging financial times!* You will note, in the 'fund balance report' monies held in "designated holding funds." Monies contributed for a specific cause cannot be utilized for another purpose or the church would be guilty of "misappropriation of funds."

You have asked us to outline what efforts have been undertaken and investigated for additional funding. In 2006 First United Methodist Church did apply for, and received, a one-year grant from the Reynolds Fund of the United Methodist Foundation for \$5,000 and the High Point District awarded a "one-time" yearly grant of \$1,000 for this ministry. Subsequent applications for help from the Reynolds Foundation and the Western North Carolina Annual Conference have been unsuccessful. Documentation of this correspondence and the award in 2006 is enclosed. Note please that the denominational resources are limited and typically are issued on a "one-time only" basis. Given the challenges of funding this ministry has led us, *prior to this close-captioning requirement*, to seek outside funding from denominational resources and with the use of the 'tag line' at the end of each broadcast thanking viewers for their support. I should inform you that First UMC funds over fourteen local mission projects including a drug-treatment facility, food pantry, community clinic, and homeless shelter. We could divert money away from those causes but in the current economic climate that would hardly seem in alignment with the church's stated mission. We simply want to provide those who are aged and homebound with an opportunity to experience Christian worship. We are certainly not unsympathetic to those with hearing-impairments—or any other challenge—but this requirement will constitute an undue financial burden that will likely end any positive benefit now enjoyed by the 8,000 to 10,000 regular viewers (as per Neilson Ratings) with the termination of this broadcast. Attached are copies of some of the comments of regular viewers whom we are pleased to serve. It would be unfortunate to end the benefit to those homebound individuals who do benefit from this ministry, but without an exemption that would likely be the result.

Having investigated the possibility of closed captioning, and having complied with your request for budgets, estimates, and funding possibilities we respectfully request exemption from this requirement. Should you require further information please feel free to contact us. We anxiously await your decision.

Sincerely,

The Rev. Dr. Christopher A. Fitzgerald
Senior Pastor, First United Methodist Church

Lost at
C. Captromina.

CONTRACT



WGHP
2005 Francis St.
High Point, NC 27263
(336)841-8888

www.myfox8.com

And:

First United Meth Church
512 N Main St
High Point, NC 27260

<u>Contract / Revision</u> 670298 /		<u>Alt Order #</u>
<u>Product</u> PAID Programming Annual		
<u>Contract Dates</u> 09/30/13 - 09/28/14		<u>Estimate #</u> October 2013 - Septem
<u>Advertiser</u> First United Meth Church		<u>Original Date / Revision</u> 09/19/13 / 09/19/13
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Station</u> WGHP	<u>Account Executive</u> Cindy Mackie	<u>Sales Office</u> High Point
<u>Special Handling</u>		
<u>Demographic</u> Adults 25-54		
<u>IDB#</u>	<u>Advertiser Code</u>	<u>Product Code</u>
<u>Agency Ref</u>	<u>Advertiser Ref</u>	

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Rtn	Type	Spots	Amount
N 1	8	09/30/13	09/28/14	PP Sun 7-730a	7-730a		29:30				NM	52	\$36,400.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Rating</u>			
Week:		09/30/13	10/06/13	-----1				1	\$700.00	0.00			
Week:		10/07/13	10/13/13	-----1				1	\$700.00	0.00			
Week:		10/14/13	10/20/13	-----1				1	\$700.00	0.00			
Week:		10/21/13	10/27/13	-----1				1	\$700.00	0.00			
Week:		10/28/13	11/03/13	-----1				1	\$700.00	0.00			
Week:		11/04/13	11/10/13	-----1				1	\$700.00	0.00			
Week:		11/11/13	11/17/13	-----1				1	\$700.00	0.00			
Week:		11/18/13	11/24/13	-----1				1	\$700.00	0.00			
Week:		11/25/13	12/01/13	-----1				1	\$700.00	0.00			
Week:		12/02/13	12/08/13	-----1				1	\$700.00	0.00			
Week:		12/09/13	12/15/13	-----1				1	\$700.00	0.00			
Week:		12/16/13	12/22/13	-----1				1	\$700.00	0.00			
Week:		12/23/13	12/29/13	-----1				1	\$700.00	0.00			
Week:		12/30/13	01/05/14	-----1				1	\$700.00	0.00			
Week:		01/06/14	01/12/14	-----1				1	\$700.00	0.00			
Week:		01/13/14	01/19/14	-----1				1	\$700.00	0.00			
Week:		01/20/14	01/26/14	-----1				1	\$700.00	0.00			
Week:		01/27/14	02/02/14	-----1				1	\$700.00	0.00			
Week:		02/03/14	02/09/14	-----1				1	\$700.00	0.00			
Week:		02/10/14	02/16/14	-----1				1	\$700.00	0.00			
Week:		02/17/14	02/23/14	-----1				1	\$700.00	0.00			
Week:		02/24/14	03/02/14	-----1				1	\$700.00	0.00			
Week:		03/03/14	03/09/14	-----1				1	\$700.00	0.00			
Week:		03/10/14	03/16/14	-----1				1	\$700.00	0.00			
Week:		03/17/14	03/23/14	-----1				1	\$700.00	0.00			
Week:		03/24/14	03/30/14	-----1				1	\$700.00	0.00			
Week:		03/31/14	04/06/14	-----1				1	\$700.00	0.00			
Week:		04/07/14	04/13/14	-----1				1	\$700.00	0.00			
Week:		04/14/14	04/20/14	-----1				1	\$700.00	0.00			
Week:		04/21/14	04/27/14	-----1				1	\$700.00	0.00			
Week:		04/28/14	05/04/14	-----1				1	\$700.00	0.00			
Week:		05/05/14	05/11/14	-----1				1	\$700.00	0.00			

(* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.



WGHP
 2005 Francis St.
 High Point, NC 27263
 (336)841-8888

www.myfox8.com

<u>Contract / Revision</u> 670298 /		<u>Alt Order #</u>
<u>Contract Dates</u> 09/30/13 - 09/28/14	<u>Product</u> PAID Programming Ann	<u>Estimate #</u> October 2013 - Septembe
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*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Rtn	Type	Spots	Amount
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>	<u>Rating</u>			
Week:		05/12/14	05/18/14	-----1				1	\$700.00	0.00			
Week:		05/19/14	05/25/14	-----1				1	\$700.00	0.00			
Week:		05/26/14	06/01/14	-----1				1	\$700.00	0.00			
Week:		06/02/14	06/08/14	-----1				1	\$700.00	0.00			
Week:		06/09/14	06/15/14	-----1				1	\$700.00	0.00			
Week:		06/16/14	06/22/14	-----1				1	\$700.00	0.00			
Week:		06/23/14	06/29/14	-----1				1	\$700.00	0.00			
Week:		06/30/14	07/06/14	-----1				1	\$700.00	0.00			
Week:		07/07/14	07/13/14	-----1				1	\$700.00	0.00			
Week:		07/14/14	07/20/14	-----1				1	\$700.00	0.00			
Week:		07/21/14	07/27/14	-----1				1	\$700.00	0.00			
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Week:		08/11/14	08/17/14	-----1				1	\$700.00	0.00			
Week:		08/18/14	08/24/14	-----1				1	\$700.00	0.00			
Week:		08/25/14	08/31/14	-----1				1	\$700.00	0.00			
Week:		09/01/14	09/07/14	-----1				1	\$700.00	0.00			
Week:		09/08/14	09/14/14	-----1				1	\$700.00	0.00			
Week:		09/15/14	09/21/14	-----1				1	\$700.00	0.00			
Week:		09/22/14	09/28/14	-----1				1	\$700.00	0.00			
D 2 8		07/06/14	07/06/14	PP Sun 6a-7a	6a-7a		28:30				NM	0	\$0.00
Totals											0.00	52	\$36,400.00

Time Period	# of Spots	Gross Amount	Net Amount
09/30/13 -10/27/13	4	\$2,800.00	\$2,800.00
10/28/13 -11/24/13	4	\$2,800.00	\$2,800.00
11/25/13 -12/29/13	5	\$3,500.00	\$3,500.00
12/30/13 -01/26/14	4	\$2,800.00	\$2,800.00
01/27/14 -02/23/14	4	\$2,800.00	\$2,800.00
02/24/14 -03/30/14	5	\$3,500.00	\$3,500.00
03/31/14 -04/27/14	4	\$2,800.00	\$2,800.00
04/28/14 -05/25/14	4	\$2,800.00	\$2,800.00
05/26/14 -06/29/14	5	\$3,500.00	\$3,500.00
06/30/14 -07/27/14	4	\$2,800.00	\$2,800.00
07/28/14 -08/31/14	5	\$3,500.00	\$3,500.00
09/01/14 -09/28/14	4	\$2,800.00	\$2,800.00
Totals	52	\$36,400.00	\$36,400.00

Signature: Pat Church Date: Sept 19, 2013

(* Line Transactions: N = New, E = Edited, D = Deleted)

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...ication
of
Quotes

[Print](#) | [Close Window](#)

Subject: FW: New Day Media Website Contact Form
From: "Michael Poorman" <michael@newdaymedia.com>
Date: Tue, Oct 01, 2013 9:39 am
To: <pastorchrisc@fumc-highpoint.org>

Hello Rev Chris, we will honor the quote for \$155.00 per program.

When should I expect to get it? And when does it need to be back to you or the station?

Will you remind me what format you will send it to me on and what format do you need it back in?

If you still have a copy of the written quote, could you email that to me please, I cannot seem to find a copy of it here.

Michael Poorman
New Day Captioning
Closed Captioning Manager
918-250-4588 ext 119
www.newdaycaptioning.com

From: Gary Murphy [mailto:gmurphy@newdaymedia.com]
Sent: Tuesday, October 01, 2013 11:22
To: Michael Poorman
Subject: Fwd: New Day Media Website Contact Form

Annual cost:

\$155
x 52

\$ 8,060 / year

----- Forwarded message -----

From: "Rev. Chris Fitzgerald" <pastorchrisc@fumc-highpoint.org>
Date: Oct 1, 2013 11:18 AM
Subject: New Day Media Website Contact Form
To: <pmurphy@newdaymedia.com>
Cc: <gmurphy@newdaymedia.com>

New Day Media Contact Form Information

name: Rev. Chris Fitzgerald
email: pastorchrisc@fumc-highpoint.org
phone: (336)889-4429

Project Involving: Captioning

Tell Us About Your Project!: Michael Poorman gave us a quote in 2012 for cost of closecaptioning our 30 min. edited broadcast of our weekly worship services. At that time the cost was estimated to be \$35/program for transcription and \$120/program for 'time coding..or approximately \$155/broadcast. Is this still accurate in terms of cost of close-captioning by your company?

Thanks,
Chris Fitzgerald

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Subject: RE: closed captioning bid for worship service
 From: Alan Kirby <alan@allpromedia.com>
 Date: Tue, Oct 01, 2013 9:12 am
 To: "pastorchris@fumc-highpoint.org" <pastorchris@fumc-highpoint.org>
 Attach: image001.gif
 image002.gif
 image003.png

Chris,

We should be able to work with that pricing assuming that this is for a weekly (or regular) ongoing show. As before, we will need to evaluate this workflow and cost following completion of the first 4 episodes. We would love to work with you to make this happen. Have you been using someone else and not work out, or is the requirement just now coming due?

Thanks,

Alan Kirby
All Pro Media, Inc.

Phone 336-229-7700
Fax 336-229-7778
Email alan@allpromedia.com



*Annual cost:
\$350 x 52 = 18,210*

From: pastorchris@fumc-highpoint.org [mailto:pastorchris@fumc-highpoint.org]
Sent: Tuesday, October 01, 2013 12:00 PM
To: Alan Kirby
Subject: closed captioning bid for worship service

Alan,

Back in May of 2012 you provided a quote for closed captioning of the worship service here at First UMC in High Point. At that time you were proposing export of the final version to AVI sent on a thumb drive for transcription, then creating a Betacam SP master. Prices quoted were...

Transcription service	\$90
Captioning with Betacam Master	\$240
Shipping	\$ 10
<hr/>	
Total per broadcast	\$350

Are these protected costs still accurate? Thank you for your time and effort.

Chris Fitzgerald
First United Methodist Church, High Point

NC

Alan Kirby
All Pro Media, Inc.

Phone 336-229-7700
Fax 336-229-7778
Email alan@allpromedia.com

From: pastorchrisc@fumc-highpoint.org [<mailto:pastorchrisc@fumc-highpoint.org>]

Sent: Friday, May 04, 2012 10:55 AM

To: Alan Kirby

Cc: Davis Beaston; george beaston

Subject: close captioning for worship service

Dear Mr. Kirby,

I am the senior pastor at First United Methodist Church in High Point, NC. An edited (30 minute) broadcast of our weekly worship service currently airs on Fox-8 (WGHP) each Sunday morning from 7 AM to 7:30 AM. Editing for this broadcast is done "in house" by volunteers who spend about two hours each week in the process. As you well know the FCC is requiring all programming to be close captioned or to secure approved exemption. Would it be possible to secure a quote for close-captioning and the time frame necessary for close captioning? Obviously we delay broadcast by one week. Would we be looking at additional time prior to broadcast? Thank you for your time and effort in this regard. You may contact me via email, by phone (336) 889-4429 or (cell 336-409-1148) or by mail at : First United Methodist Church

512 N. Main Street
High Point, NC 27260

Again, thank you!

Rev. CHRIS Fitzgerald

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Alan Kirby
All Pro Media, Inc.

Phone 336-229-7700
Fax 336-229-7778
Email alan@allpromedia.com

From: pastorchrisc@fumc-highpoint.org [mailto:pastorchrisc@fumc-highpoint.org]

Sent: Friday, May 04, 2012 10:55 AM

To: Alan Kirby

Cc: Davis Beaston; george beaston

Subject: close captioning for worship service

Dear Mr. Kirby,

I am the senior pastor at First United Methodist Church in High Point, NC. An edited (30 minute) broadcast of our weekly worship service currently airs on Fox-8 (WGHP) each Sunday morning from 7 AM to 7:30 AM. Editing for this broadcast is done "in house" by volunteers who spend about two hours each week in the process. As you well know the FCC is requiring all programming to be close captioned or to secure approved exemption. Would it be possible to secure a quote for close-captioning and the time frame necessary for close captioning? Obviously we delay broadcast by one week. Would we be looking at additional time prior to broadcast? Thank you for your time and effort in this regard. You may contact me via email, by phone (336) 889-4429 or (cell 336-409-1148) or by mail at : First United Methodist Church

512 N. Main Street
High Point, NC 27260

Again, thank you!

Rev. CHRIS Fitzgerald

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Subject: RE: close captioning for worship service
From: Alan Kirby <alan@allpromedia.com>
Date: Wed, May 09, 2012 3:30 pm
To: "pastorchris@fumc-highpoint.org" <pastorchris@fumc-highpoint.org>
Cc: "franklin.josey@volvo.com" <franklin.josey@volvo.com>

Chris,

Here is the process we would be looking at. We would probably want Franklin to export his final version to AVI (rather than DVD) and send us that file on a thumb drive or SDHC card. We will send a .wav file to the transcriptionist who will return a text file to us. We will then caption the program creating a Betacam SP master that we will ship to the station. Initially we may need up to 2 weeks, but will try to reduce to 1 week once we get the system flowing. We will return your media (thumb drive, etc) once per month.

Transcription service	\$90
Captioning with Betacam Master	\$240
Shipping	\$10
Total per show	\$350.00

After the first 4 weeks I will reevaluate the pricing and see if we can reduce the cost at that time. Let me know your thoughts.

Thanks,

Alan Kirby
 All Pro Media, Inc.

Phone 336-229-7700
 Fax 336-229-7778
 Email alan@allpromedia.com

From: pastorchris@fumc-highpoint.org [mailto:pastorchris@fumc-highpoint.org]
Sent: Wednesday, May 09, 2012 5:13 PM
To: Alan Kirby
Subject: [FWD: RE: [FWD: RE: close captioning for worship service]]

Alan,

Here is additional information from Franklin Josey, the 'captain' or leader of the editing crew for the church's broadcasts. His information is more ACCURATE than the lowly preacher's so this should answer your questions. His reference to Fran is that Pastor Fran does not typically have a full sermon manuscript as I do. She preaches every five weeks or so...Hope this helps!

Chris Fitzgerald

----- Original Message -----

Subject: RE: [FWD: RE: close captioning for worship service]
From: Josey Franklin <franklin.josey@volvo.com>
Date: Wed, May 09, 2012 9:58 am
To: "pastorchris@fumc-highpoint.org" <pastorchris@fumc-highpoint.org>



MP 3 of Entire Program -
 \$ Transcription of sermon -
 Video files

95% accurate -
 are
 35\$ / program
 transcribed -

Marketing & Advertising
 Graphic Design
 Media Placement
 Broadcast Production
 Web Design & Hosting
 Closed Captioning

www.newdaymedia.com
 p (918) 250-4588 f (918) 294-1186
 8321 East 61st Street, Suite 100
 Tulsa, Oklahoma 74133

Pastor Chris Fitzgerald
 First United Methodist Church
 512 North Main Street
 High Point, NC 27260

95 per
 (Michael Poirier) 120\$ / time coding -
 can 5/30/2012 Next day air -
 [4\$ / caption minutes

RE: Closed Captioning Sponsorship
 ENCLOSURES

Dear Chris,

151\$ / broadcast
 \$ 7,852 / year
 120\$ / - 751 /
 3
 - 29
 116
 35
 2
 151
 52
 302
 755
 7852
 140
 52
 280
 700
 7280

Recently I sent you a letter regarding closed captioning your television programs. I wanted to follow up on your ministries changing needs and because the requirements are ever evolving. Few understand the great sacrifice and expense that your ministry has endured to develop a successful gospel program. As a Christian businessman, I would like to remind you of a few points to consider when weighing the cost versus the benefits of captioning your program:

1. Since captioning provides you with a minimum 10% increase in audience, it is a good investment for a growing television ministry. Remember, captioning is not just for the deaf; a great number of people are getting older each year, becoming hearing impaired and enjoying the aid of captioning.
2. Special fundraising to caption your program is another option to consider. If you look at your donor base, you might see your best donors are older people who would be willing to contribute for the benefit of such a service. Appealing to them to fund a service that they use regularly is a perfect way to raise money for a program.
3. The most popular option, that even the big network shows use, is to partner with a sponsor to provide for the cost of captioning. Sponsors pay the cost of captioning in return for advertisement benefits. Enclosed is a one sheet explaining the many benefits of attaining a sponsor and more importantly the benefits to the sponsor.

Once you have acquired a sponsor then you only need to find a cost effective closed captioning service like New Day Media to get the programs captioned. We have found that many ministries who try to do the process in-house never get it off the ground. Usually the church either does not have the expertise in-house to do captioning or they are relying of volunteers who quickly get tired of the process. Besides why invest the thousands of dollars necessary in equipment and difficult training when you can outsource the service to professionals? My company, New Day Media, has a professional closed captioning department that provides exceptional television captioning with a very fast 48 hour turn around. Additionally, New Day Media also helps ministries in other areas of media. If you want to discuss any of your options please do not hesitate to call.

Sincerely,

Gary Murphy
 Gary Murphy

verification
of
software sold

CC
es captioning

ClosedCaption Maker

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
1955 Kensington Street • Harrisburg PA 17104
wGallant@CCmaker.com • www.CCmaker.com • 1-800-527-0551

FCC Closed-Captioning "Exemption Rule" Changed

You have options:

1. The least expensive way is to supply the TV station with a CCed DVD. We create a 'caption file' you add to the DVD; Apple DVD StudioPro/Encore. Cost is \$100/per half-hour weekly program; process done via the Internet.
2. We sell a turnkey closed-captioning system; cost of hardware/software is \$2000. Designed to be easy to use and creates a CCed BetaSP tape. 30-day money back guarantee. System is called AddRollupCC.
3. You can send us a DVD or miniDV/BetaSP tape, we create a CCed BetaSp and forward it to the TV station. Cost is \$150/per half-hour weekly program.

[Print](#) | [Close Window](#)

Subject: RE: [FWD: Closed Captioning]

From: Josey Franklin <franklin.josey@volvo.com>

Date: Thu, May 17, 2012 9:38 am

"fgibhardt@fumc-highpoint.org" <fgibhardt@fumc-highpoint.org>, Mark Pierce

To: <dbdinvest@northstate.net>, Davis Beaston <dbeaston@bkhomefurniture.com>, George & Dotty Beaston <gladduo2@triad.rr.com>, Bill Harris <billharris1@northstate.net>

Cc: Chris Fitzgerald <pastorchrisc@fumc-highpoint.org>

Attach: image001.jpg

All,

I talked with Pastor Chris about this last night and have looked into it further today.

THIS IS NOT THE ANSWER...

Basically this small piece of hardware and software just produces the roll-up text line super-imposed on the video.

It requires that someone transcribes the service into a digital file format.

The editing station operator has to take that transcription digital file and add it to the video edit, aligning and syncing it with the video footage, etc...

Then this little system puts the text file data onto the video file in the roll-up closed caption format.

So someone still has to transcribe the service into text file and add that data to the video file, sync the edit, etc....

So this is only a small piece of the puzzle... Not a Silver Bullet...

Franklin

From: fgibhardt@fumc-highpoint.org [mailto:fgibhardt@fumc-highpoint.org]

Sent: Thursday, May 17, 2012 9:18 AM

To: Mark Pierce; Davis Beaston; Josey Franklin; George & Dotty Beaston; Bill Harris

Cc: Chris Fitzgerald

Subject: [FWD: Closed Captioning]

Chris wanted you all to see this attachment - he didn't know if this is a possibility.

Fran Gibhardt

office: 336.889.4429, ext. 225

email: fgibhardt@fumc-highpoint.org

Yr. end financial for 2012



THE UNITED METHODIST CHURCH

CHARGE CONFERENCE

Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability of funds can be found in the 2013-2016 United Methodist Church Financial Records Handbook and in Guidelines for Leading Your Congregation: FINANCE available at <http://www.cokesbury.com>, and The Local Church Audit Guide*, available at <http://www.qcfa.org>.

THIS REPORT IS TO BE COMPLETED AS OF YEAR END 2012

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance

FIRST United Methodist Church _____ Charge _____
 District _____ Western North Carolina Annual Conference

For the period beginning JANUARY 1, 2012, and ending December 31, 2012

1. Receipts, Disbursements, and Balances (Round to the nearest dollar)

LOCAL CHURCH FUNDS (Use those applicable to your church.)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	* (c) Total Disburse- ments for Period (-)	* (d) Transfers + (-)	(e) Balance End Of Period
General Fund					
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund					
United Methodist Women					
United Methodist Youth Fellowship					
United Methodist Men					
Church School					
Other Organizations or Funds (enter name):					
Name:					
Total amount of cash in all treasuries of the church					

SEE ATTACHED

2. The Auditors Auditing Committee (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current Book of Discipline; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below (attach additional pages as needed):

Holding account 10201 VERSE detail accounts 22101-22252 ARE out of balance. #10201 AGREES with BANK balance.

3. Recommendations for changes in financial policies and practices (attach additional pages as needed):

Trustees need to REVIEW property donated to the church for future needs.

Signatures of the Church Audit Committee, (if applicable)

_____	Chairperson		_____	Member
Printed Name: _____		Printed Name: <u>Jim Newman</u>		
Date: _____		Date: <u>9/27/13</u>		

*The Local Church Audit guide is currently being revised and will be available at www.qcfa.org when prepared

Fiscal Year Beginning 1/1/2012
Designated Fund Summary for Period 12 December(*)
001 Operating Fund

	<u>Opening Balance</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers & Adjusts</u>	<u>YTD Beginning</u>	<u>YTD Receipts</u>	<u>YTD Disbursements</u>	<u>YTD Trans & Adjusts</u>	<u>Ending Balance</u>
Other Holding Accounts										
ASP Mission	7,801.37	7,176.43	28.00	.00	.00	7,801.37	5,448.75	6,045.69	.00	7,204.43
Youth Choir Fund	1,735.01	1,746.58	653.00	1,270.59	.00	1,735.01	11,282.87	11,838.89	50.00	1,128.99
Youth Mission Fund	10,465.86	7,437.47	1,183.00	.00	.00	10,465.86	11,183.26	13,078.65	-50.00	8,620.47
Debt Retirement	.00	.00	410.00	410.00	.00	.00	68,837.60	68,837.60	.00	.00
Columbarium	9,881.71	11,181.11	.00	.00	.00	9,881.71	2,819.71	1,520.31	.00	11,181.11
Property Memorials	11,725.31	2,929.32	.00	38.45	.00	11,725.31	2,598.38	11,432.82	.00	2,890.87
Joseph F. Bland Sunday School Class	532.59	818.87	600.00	220.29	.00	532.59	2,265.00	1,699.01	-100.00	1,198.58
TV Ministry	17,765.79	12,268.31	5,219.00	2,857.91	.00	17,765.79	33,158.35	36,194.74	100.00	14,629.40
Worship Memorials	1,225.29	741.29	390.00	.00	.00	1,225.29	660.00	754.00	.00	1,131.29
Dowdy's Sale of House	.00	.00	.00	.00	.00	.00	9,253.57	9,253.57	.00	.00
Sales Tax Reunds	.00	1,344.74	.00	1,344.74	.00	.00	2,182.16	2,182.16	.00	.00
Parson Table Donation	.00	.00	.00	.00	.00	.00	4,800.00	4,800.00	.00	.00
Faith First/Sanctuary Fund	2,201.68	.00	.00	.00	.00	2,201.68	140.05	2,341.73	.00	.00
Parsonage Renovation Fund	1,125.00	.00	.00	.00	.00	1,125.00	.00	1,125.00	.00	.00
Adult Music Fund	329.96	1,374.96	.00	50.00	.00	329.96	3,220.00	2,225.00	.00	1,324.96
Senior Adult Activities	2,046.80	.00	.00	.00	.00	2,046.80	.00	2,046.80	.00	.00
Habitat House	207.66	.00	.00	.00	.00	207.66	.00	207.66	.00	.00
Church Renovations	.00	1,459.95	72.25	.00	.00	.00	3,072.25	1,540.05	.00	1,532.20
Organist/Organ Fund	810.00	1,760.60	.00	.00	.00	810.00	1,500.00	549.40	.00	1,760.60
Talent Money	4,068.48	72.25	.00	72.25	.00	4,068.48	176.00	4,244.48	.00	.00
Mission Fund from Talent Money	3,231.44	1,739.10	.00	.00	.00	3,231.44	207.66	1,700.00	.00	1,739.10
Children's Ministry	1,856.28	2,489.40	.00	172.50	.00	1,856.28	1,961.01	1,500.39	.00	2,316.90
Capital Expendatures	.00	988.00	.00	.00	.00	.00	1,748.61	760.61	.00	988.00
BOA - CD Interest	8,182.07	.00	.00	.00	.00	8,182.07	2.33	8,184.40	.00	.00
Pastor Fitzgerald - Brace Fund	2,474.34	3,363.89	250.00	.00	.00	2,474.34	1,500.00	360.45	.00	3,613.89
Fund Balance Excess 2011	.00	18,000.00	.00	.00	.00	.00	36,000.00	18,000.00	.00	18,000.00
Med. Reimb. - Fitzgerald	.00	5,958.26	541.86	6,500.12	.00	.00	6,500.12	6,500.12	.00	.00
Med. Reimb. - Fran Moran	.00	400.00	400.00	800.00	.00	.00	4,800.00	4,800.00	.00	.00
Special Projects	825.13	345.00	1,700.00	1,629.94	.00	825.13	2,416.88	2,826.95	.00	415.06
Maint. on Columbarium	986.27	.00	.00	.00	.00	986.27	.00	986.27	.00	.00
Clergy Life Ins. - Fran Moran	-276.87	74.88	91.50	218.25	.00	-276.87	1,316.25	1,091.25	.00	-51.87
Remodeling of Bathroom Handicapped	237.03	5,000.00	15,000.00	.00	.00	237.03	24,756.84	4,993.87	.00	20,000.00
Wesley Class - Sound Fund	42.10	.00	.00	.00	.00	42.10	.00	42.10	.00	.00
College Scholarship Fund	.00	.00	.00	.00	.00	.00	500.00	500.00	.00	.00
Callie Golden Fund	3,623.99	733.19	.00	.00	.00	3,623.99	1,350.00	4,240.80	.00	733.19
Praise & Worship Fund	.00	285.00	200.00	.00	.00	.00	485.00	.00	.00	485.00
PREPAID 2012	9,388.00	818.00	.00	818.00	.00	9,388.00	9,913.00	19,301.00	.00	.00

Fiscal Year Beginning 1/1/2012
Designated Fund Summary for Period 12 December(*)
001 Operating Fund

	Opening <u>Balance</u>	Beginning <u>Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	Transfers & <u>Adjusts</u>	YTD <u>Beginning</u>	YTD <u>Receipts</u>	YTD <u>Disbursements</u>	YTD Trans & <u>Adjusts</u>	Ending <u>Balance</u>
Funds for Agnes Owen	2,400.00	.00	.00	.00	.00	2,400.00	.00	2,400.00	.00	.00
Parsonage Renovation Fund	.00	13,419.94	.00	.00	.00	.00	27,788.54	14,368.60	.00	13,419.94
PREPAIDS 2013	.00	.00	16,751.00	.00	.00	.00	16,751.00	.00	.00	16,751.00
Total Other Holding Funds	104,892.29	103,926.54	43,489.61	16,403.04	.00	104,892.29	300,595.19	274,474.37	.00	131,013.11
Total Savings Holding Funds	104,892.29	103,926.54	43,489.61	16,403.04	.00	104,892.29	300,595.19	274,474.37	.00	131,013.11
Total Payables/holding Funds	104,892.29	103,926.54	43,489.61	16,403.04	.00	104,892.29	300,595.19	274,474.37	.00	131,013.11
Total Liabilities/fund Balances	104,892.29	103,926.54	43,489.61	16,403.04	.00	104,892.29	300,595.19	274,474.37	.00	131,013.11

REPORT OF THE ANNUAL AUDIT CONTINUED

2. The Auditors Auditing Committee _____ (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current *Book of Discipline*; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below. (Attach additional pages as needed.)

Post bank adjustment in same month of
Reconciliation period.

3. RECOMMENDATIONS for changes in financial policies and practices. (Attach additional pages as needed.)

Increase insurance deductions to \$1000 per claim.
Voucher system needs more detail of expenses.

Signatures of the Church Audit Committee (if applicable)

[Signature] Chairperson

_____ Member

Date: Sept 6, 2012

Date: _____

Over view and recommendations

1. January 2009, the Finance Committee borrowed from the church \$300k to be repaid with 2% interest.
Recommend: Since no action has been made to reduce this loan, either; a workable plan be installed or write off loan amount.
2. No listing of church furniture or equipment for insurance listing.
Recommend: A video shall be taken at least once a year but not beyond every two years of rooms, offices, equipment areas, and sanctuary, chapel, and praise areas for insurance replacement purpose.
3. Organist/Organ Fund should transfer to General Fund \$220.00 for repairs paid out of General Fund.
Recommend: All repair expenses paid out of general funds should be reimburse from the Organ Fund at year end.
4. Property insurance has a deduction of \$100 per claim.
Recommend: Deduction should be \$1000 per claim which should reduce premiums.
5. Cokesbury booklets for Teachers and Adults are a standard order each quarter.
Recommend: Have classroom submit actual needs twice a year.
6. Bank reconciliation posted several months after the fact.
Recommend: All bank adjustment post in the same month of reconciliation period.
7. Bank charges for photo checks issued.
Recommend: Reconcile on line and eliminate paper bank statements.
8. Voucher system is too general in the description comment.
Recommend: More detail needed for reason of request of funds, should be reviewed by the financial chairperson.

Fiscal Year Beginning 1/1/2011
 Designated Fund Summary for Period 12 December
 001 Operating Fund

	<u>Opening Balance</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>YTD Receipts</u>	<u>Disbursements</u>	<u>YTD Disbursements</u>	<u>Ending Balance</u>
Other Holding Accounts							
SP Mission	10,119.03	7,700.49	100.88	8,036.64	.00	10,354.30	7,801.37
Youth Choir Fund	2,875.49	1,052.29	814.38	8,492.60	131.66	9,633.08	1,735.01
Youth Mission Fund	4,841.65	9,541.86	924.00	18,438.68	.00	12,814.47	10,465.86
Fund Balance Fund	.00	140.00	500.00	1,022.00	640.00	1,022.00	.00
Columbarium	4,126.04	10,291.91	.00	6,562.99	410.20	807.32	9,881.71
Overdraft Protection	.00	.00	.00	11,757.66	.00	11,757.66	.00
Property Memorials	2,327.74	12,612.85	240.00	14,448.37	1,127.54	5,050.80	11,725.31
Joseph F. Bland Sunday School	1,094.06	707.68	225.00	2,110.00	400.09	2,671.47	532.59
TV Ministry	18,912.77	14,022.00	6,573.00	38,128.91	2,829.21	39,275.89	17,765.79
Worship Memorials	3,219.72	225.29	1,000.00	1,060.00	.00	3,054.43	1,225.29
Office/computers	-80.52	-80.52	80.52	1,311.52	.00	1,231.00	.00
Sales Tax Reunds	1,444.56	2,635.21	.00	3,546.64	2,635.21	4,991.20	.00
Faith First/Sanctuary Fund	7,451.87	2,101.68	100.00	2,427.69	.00	7,677.88	2,201.68
Parsonage Renovation Fund	.00	1,125.00	.00	1,125.00	.00	.00	1,125.00
Adult Music Fund	2,425.00	309.96	20.00	155.00	.00	2,250.04	329.96
Senior Adult Activities	2,046.80	2,046.80	.00	.00	.00	.00	2,046.80
Habitat House	207.66	207.66	.00	.00	.00	.00	207.66
Church Renovations	.00	.00	.00	25.00	.00	25.00	.00
Organist/Organ Fund	.00	810.00	.00	1,160.00	.00	350.00	810.00
Talent Money	26,128.30	4,068.48	.00	3,242.06	.00	25,301.88	4,068.48
Mission Fund from Talent Money	.00	3,706.44	25.00	9,309.94	500.00	6,078.50	3,231.44
Children's Ministry	1,077.16	1,366.28	490.00	6,262.77	.00	5,483.65	1,856.28
Sales Tax Refund	.00	.00	.00	2,020.25	.00	2,020.25	.00
BOA - CD Interest	8,174.38	8,181.73	.34	7.69	.00	.00	8,182.07
Pastor Fitzgerald - Brace Fund	2,816.42	2,174.34	300.00	2,305.58	.00	2,647.66	2,474.34
Prepaid Pledges 2011	8,850.00	8,850.00	.00	300.00	8,850.00	9,150.00	.00
Med. Reimb. - Fitzgerald	-284.47	5,944.62	555.38	6,861.47	6,500.00	6,577.00	.00
Med. Reimb. - Fran Moran	-200.00	600.00	600.00	7,562.00	1,200.00	7,362.00	.00
Special Projects	2,324.94	845.54	2,200.00	7,820.60	2,220.41	9,320.41	825.13
Maint. on Columbarium	986.27	986.27	.00	.00	.00	.00	986.27
Clergy Life Ins. - Fran Moran	83.13	-112.62	54.00	837.00	218.25	1,197.00	-276.87
Bathroom Repairs - FH	2,000.00	237.03	.00	.00	.00	1,762.97	237.03
Wesley Class - Sound Fund	42.10	42.10	.00	.00	.00	.00	42.10
Seed Money for Pay off Garcia	11,041.69	.00	.00	2,667.33	.00	13,709.02	.00
Modern Impression Pay off Copi	4,068.32	.00	.00	550.19	.00	4,618.51	.00
Callie Golden Fund	7,454.48	2,533.99	1,840.00	5,118.34	750.00	8,948.83	3,623.99
Praise & Worship Fund	.00	.00	.00	500.00	.00	500.00	.00
Prepaid 2012	.00	2,200.00	8,200.00	10,400.00	1,012.00	1,012.00	9,388.00
Funds for Agnes Owen	.00	2,400.00	.00	3,000.00	.00	600.00	2,400.00

Fiscal Year Beginning 1/1/2011
Designated Fund Summary for Period 12 December
001 Operating Fund

	<u>Opening Balance</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>YTD Receipts</u>	<u>Disbursements</u>	<u>YTD Disbursements</u>	<u>Ending Balance</u>
Total Other Holding Funds	135,574.59	109,474.36	24,842.50	188,573.92	29,424.57	219,256.22	104,892.29
Total Savings Holding Funds	135,574.59	109,474.36	24,842.50	188,573.92	29,424.57	219,256.22	104,892.29

Current
Financial
Assets/Liabilities

Run Date 10/11/2013
Time 10:50:59

001 First United Methodist Church
Fiscal Year Beginning 1/1/2013
Balance Sheet for Period 9 - September(*)
001 Operating Fund

	<u>Current Year</u>
Current Assets	
10101 Nationsbank Checking	-1,860.10
10201 Bank of America Holding Acct	133,812.12

Total Current Assets	131,952.02
	=====
Liabilities	
Payables	
20101 Fica W/h	2,104.26
20102 Medicare W/h	492.14
20103 Federal Tax W/h	972.30
20104 State Tax W/h	767.00
20109 Employee Dental Family	.01

Total Payables	4,335.71
Holding Accounts	
21105 Misc. Holding - Parkview/CE Sch	101.40
21205 Medical Reimb. for Pastors	1,468.20
21210 Drafts from BOA	210.00

Total Misc. Holding Funds	1,779.60
Misc In/out	

Total Misc Holdings	.00

Total Operating Liab/payables	6,115.31
Other Holding Accounts	
22101 ASP Mission	8,216.75
22102 Youth Choir Fund	666.97
22103 Youth Mission Fund	6,305.38
22203 Columbarium	12,150.47
22205 Property Memorials	1,040.87
22206 Joseph F. Bland Sunday School C	1,106.82
22207 TV Ministry	11,636.42
22209 Worship Memorials	2,977.79
22213 Sales Tax Reunds	443.96
22214 Funds for Trustees - PT	-1,172.10
22220 Adult Music Fund	2,074.96
22224 Church Renovations	16,520.00
22231 Conference Askings	16,067.25
22232 Children's Ministry	3,112.35
22233 Capital Expendatures	1,063.00
22236 Pastor Fitzgerald - Brace Fund	1,823.37
22238 Med. Reimb. - Fitzgerald	1,249.92
22240 Med. Reimb. - Fran Moran	-809.72
22241 Special Projects	525.06
22243 Clergy Life Ins. - Fran Moran	-270.06
22244 Remodeling of Bathroom Handicap	20,000.00

Current
Financial
Assets/Liabilities

Run Date 10/11/2013
Time 10:50:59

001 First United Methodist Church
Fiscal Year Beginning 1/1/2013
Balance Sheet for Period 9 - September(*)
001 Operating Fund

Page 1

	<u>Current Year</u>
Current Assets	
10101 Nationsbank Checking	-1,860.10
10201 Bank of America Holding Acct	133,812.12

Total Current Assets	131,952.02
	=====
Liabilities	
Payables	
20101 Fica W/h	2,104.26
20102 Medicare W/h	492.14
20103 Federal Tax W/h	972.30
20104 State Tax W/h	767.00
20109 Employee Dental Family	.01

Total Payables	4,335.71
Holding Accounts	
21105 Misc. Holding - Parkview/CE Sch	101.40
21205 Medical Reimb. for Pastors	1,468.20
21210 Drafts from BOA	210.00

Total Misc. Holding Funds	1,779.60
Misc In/out	

Total Misc Holdings	.00

Total Operating Liab/payables	6,115.31
Other Holding Accounts	
22101 ASP Mission	8,216.75
22102 Youth Choir Fund	666.97
22103 Youth Mission Fund	6,305.38
22203 Columbarium	12,150.47
22205 Property Memorials	1,040.87
22206 Joseph F. Bland Sunday School C.	1,106.82
22207 TV Ministry	11,636.42
22209 Worship Memorials	2,977.79
22213 Sales Tax Reunds	443.96
22214 Funds for Trustees - PT	-1,172.10
22220 Adult Music Fund	2,074.96
22224 Church Renovations	16,520.00
22231 Conference Askings	16,067.25
22232 Children's Ministry	3,112.35
22233 Capital Expenditures	1,063.00
22236 Pastor Fitzgerald - Brace Fund	1,823.37
22238 Med. Reimb. - Fitzgerald	1,249.92
22240 Med. Reimb. - Fran Moran	-809.72
22241 Special Projects	525.06
22243 Clergy Life Ins - Fran Moran	-270.06

001 First United Methodist Church
Fiscal Year Beginning 1/1/2013
Balance Sheet for Period 9 - September(*)
001 Operating Fund

	<u>Current Year</u>
22248 Callie Golden Fund	733.19
22249 Praise & Worship Fund	1,615.83
22251 DP - Moving Expenses	200.00
22252 Parsonage Renovation Fund	82.40
22254 Fund Balance for 2012	15,031.19
22255 Gift to Church	23,969.03

Total Other Holding Funds	146,361.10

Total Savings Holding Funds	146,361.10

Total Payables/holding Funds	152,476.41

Fund Balance	
30101 Budget Fund Balance-current Yr	-12,183.83
Budget Fund Balance-current Yr-Current Y	-8,340.56

Budget Fund Balance-current Yr-Total	-20,524.39

Total Budget Fund Accounts	-20,524.39

Total Liabilities/fund	131,952.02
	=====