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GENERAL INFORMATION



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®

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Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®





Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®

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July 1, 2025

Delegates to the Potomac Conference Corporation
Fourth Quinquennial Constituency Meeting

Dear Constituency Meeting Delegate:

Thank you for your willingness to serve as a delegate to the Fourth Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists Meeting to be held at the **Sligo Seventh-day Adventist Church, 7700 Carroll Ave., Takoma Park, Maryland, on Sunday, September 28, 2025, at 10:00 a.m.** Registration will begin at 8:00 a.m.

In preparation for this event, we have scheduled delegate orientation meetings throughout the Conference to share with you important information about the agenda items to be voted on September 28 and to answer any questions you may have regarding the delegate material. Below you will find the dates and locations of these meetings. Please make plans to attend the meeting closest to your home.

Delegate Materials will be available on the Potomac Conference website (www.pcsda.org) beginning July 28, 2025. Please download this information to your electronic device. If you do not have access to a computer or Internet, please solicit help from your church pastor. He or she should be able to help you get a printed copy of this material. **You will need access to this material at the delegate orientation meeting.** If you have trouble accessing any of this information, please contact us immediately at (540) 886-0771, Ext. 207, or email us at DeniseH@pcsda.org. We will be happy to assist you.

Thank you again for being an important part of this event. Please join me in praying for the leading of the Holy Spirit as we reflect on the blessings over the past five years and sense God's leading in the years to come. I look forward meeting with you at the Delegate Orientation meeting nearest you and on September 28.

Thankful for Your Service,

Jose L. Vazquez
Vice President for Administration



Delegate Orientation Meetings

August 4, 2025 7 pm	Delegate Orientation Meeting-Northern VA	Manassas SDA Church 9858 Fairmont Ave Manassas, VA 2019
August 5, 2025 7 pm	Delegate Orientation Meeting-DC Maryland	Sligo SDA Church 7700 Carroll Ave Takoma Park, MD 20912
August 9, 2025 7 pm	Delegate Orientation Meeting-Metro DC Hispanic	Takoma Park Spanish 8400 Carroll Ave Takoma Park, MD
August 10, 2025 10 am	Delegate Orientation Meeting-VA Southwest	Wytheville SDA church 1600 Chapman Rd. Wytheville, VA 24382
August 10, 2025 6 pm	Delegate Orientation Meeting-VA South Central	Lynchburg SDA Church 19 George St Lynchburg, VA 24502
August 11, 2025 7 pm	Delegate Orientation Meeting-VA Tidewater	Tidewater Christian School 1136 Centerville Tpke N Chesapeake, VA 23320
August 12, 2025 7 pm	Delegate Orientation Meeting-VA Capital	Meadowbridge SDA Church 7400 Antique Lane Mechanicsville, VA 23116
August 16, 2025 7 pm	Delegate Orientation Meeting-VA Valley	New Market SDA Church 62 W Lee Hwy New Market, VA 22844



Duty of Delegates

“Delegates to a conference session are not chosen to represent merely the church or conference. They should view the work as a whole, remembering their responsibility for the welfare of the worldwide work of the church. It is not permissible for church or conference delegations to organize or attempt to direct their votes as a unit. Nor is it permissible for the delegates from a large church or the conference to claim preeminence in directing affairs in the conference session. Each delegate should be susceptible to the direction of the Holy Spirit and vote according to personal convictions. Any church or conference officer or leader attempting to control the votes of a group of delegates would be consider disqualified for holding office.”

Seventh-day Adventist Church Manual
Page 121

NAD Working Policy 2023-2024

B 45 10 Churches and Conference/Mission/Field Sessions—Churches belong to a sisterhood of churches that forms the constituency of a local conference/mission/field/ sessions. The churches ap-point delegates who are duly authorized to represent them at constituency sessions of the local conference/mission/field sessions. The constituency in session, in units with conference status, elects officers, grants credentials and licenses, adopts or changes the constitution and bylaws, and transacts other business. One of its most important acts is the election of the executive committee, whose duty it is to function for the constituency during the interim between sessions. The executive committee is thus vested with the delegated authority of all the churches within the conference/mission/field sessions. The constituency meeting of a unit with mission status does not elect officers. (See B 45 12.) Further, such constituency sessions are conducted under a set of operating policies rather than under a constitution and bylaws.

B 45 15 Local Conferences and Union Conference Sessions—A union conference session is made up of delegates duly appointed by the various local conferences/missions /fields within its territory to represent them in the session. The delegates are vested by the conferences/missions/fields with delegated authority to participate in, and vote on, all questions coming before the union session, to elect officers and the executive committee, and to have voice and vote in all the affairs of the union session. The united authority of the various conferences is thus combined in the union organization, which is administered during the interim between sessions by the union conference executive committee in harmony with the union conference constitution.

Important Dates

1. **Survey of Churches:** March 2025, contacted churches to receive comments and/or suggestions for the meeting agenda.
2. **Selection of Delegates:** February – June, 2025
3. **Approval of Meeting Agenda: May 20, 2025,** Approved by the Executive Committee
4. **Delegate Material:** Available on the Potomac Conference website on July 28, 2025
5. **Organizing Committee:** August 17, 2025
6. **Nominating Committee:** September 7, 2025
7. **Legal Notice: Visitor – May/June 2025; July/August 2025**

Potomac Conference Corporation Fourth Quinquennial Meeting – May/June 2025, July/August 2025

Legal notice is hereby given, that the Fourth Quinquennial Meeting of the Potomac Conference Corporation of Seventh-day Adventists will convene at 10 a.m. on Sunday, September 28, 2025, at Sligo Seventh-day Adventist Church, 7700 Carroll Ave., Takoma Park, MD.

The purpose of this meeting is to receive the corporation's 2020-2024 report, elect executive officers, vice presidents, and members of the Executive Committee and other board and committee members; consider recommendations for amendments and revisions to the Constitution and Bylaws of the Potomac Conference Corporation of Seventh-day Adventists as well as Board of Education, Shenandoah Valley Academy and Takoma Academy Bylaws; and to transact such other business as may come before the delegates.

The Organizing Committee will meet on Sunday, August 17, 2025 at 10:00 am at the Richmond Evangelistic Center located at 5300 Walmsley Blvd, Richmond, VA 23224. The Nominating Committee will meet on Sunday, September 7, 2025 at 10:00 am at the Fredericksburg SDA Church located at 6052 Plank Rd, Fredericksburg, VA 22407.

Charles A. Tapp, *President*
Jose L. Vazquez, *Secretary*

Together

C O N S T I T U E N C Y 2 0 2 5

General Conference Rules of Order



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



General Conference

Rules of Order



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Silver Spring, Maryland, USA

Sixth Edition

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GENERAL CONFERENCE

RULES OF ORDER

Procedural Rules for General Conference Business Sessions and Executive Committee Meetings

At the 1985 General Conference Session in New Orleans, a number of delegates expressed the desire for more precise and written rules of order for General Conference Sessions. In harmony with the wishes of the Session, the General Conference Executive Committee subsequently appointed a subcommittee to study the matter and draw up such rules of procedure.

In its work, this committee was guided by the desire to prepare rules of order for the Church which are in harmony with the Spirit of Prophecy instruction and Seventh-day Adventist policy and reflect a sensible approach to session and committee efficiency based on tried and true working methods.

The General Conference Executive Committee ratified the work of the subcommittee and the **General Conference Rules of Order** were approved. The current edition has been updated for the 2015 General Conference Session to assure consistency within the rules and for clarity.

A fundamental aim of these rules is to facilitate the participation by delegates and committee members in discussions and debates, and in the decision-making process. Rules of procedure are set up to facilitate free participation and are not set in theological concrete.

It was felt that it was not necessary to go into great detail. Specific provision has been made for most eventualities. Neither the Bible nor the writings of Ellen G. White

are textbooks of ecclesiastical parliamentary law. Ellen G. White asks for harmony and simplicity in the business meetings of the Church and recommends the avoidance of unnecessary machinery which could sap the physical and mental energies of those called to participate in council and committee meetings (Ms 3, 1890, p. 9).

The purpose of this short compendium of rules of order is to guide church leaders and other participants so that the work of church sessions and committees can move along smoothly, expeditiously, and fairly. These procedures should serve church business sessions like the clear signalization which enables traffic to move smoothly, safely, and rapidly without confusion and delay.

The Church is a voluntary society of those who have accepted Jesus Christ as their Lord and Savior. She is the body of Christ. She is not a parliamentary body, a political forum, a service club, or a business corporation. When Seventh-day Adventists meet to transact the business of the Church, they are meeting with God. In the final analysis, it is the Holy Spirit who leads and guides. "If your committee meetings and council meetings," wrote Ellen G. White, "are not under the direct supervision of the Spirit of God, your conclusions will be earth-born, and worthy of no more consideration than are any man's expressions" (Letter 81, 1896, pp. 8, 9).

The delegates at church sessions and especially the General Conference Session are legislating, not to satisfy personal or

party interests, not to cater to nationalistic or regional ambitions, but to work “for time and eternity” and participate in the divine mission for the salvation of the world—7T 258, 259. Delegates and committee members are warned against a spirit of selfishness, self-exaltation, and pomposity in council and committee meetings (see Ms 29, 1895, p. 8).

The overarching concern of church sessions and committees is to discover and understand God’s will regarding the issues, plans, and appointments to be considered. In the light of this purpose, the object of rules of order is to facilitate accomplishing the will of God. In this sense, the delegated sessions of the Church are *sui generis* (unique), different from any other human organization.

These rules of order are intended to be used with a sense of reverence for the divine purpose. They are not intended to provide for quick or dilatory parliamentary maneuvers to gain a point, gain undeserved attention, gain advantage by suppressing the wishes of others, or to confuse the chair, fellow delegates, or committee members. These rules, furthermore, should not be used in such a way as to become an excuse

for procedural wrangling which could keep sessions or committees from moving forward with dispatch. Ellen G. White counsels that there should be “constant effort for brevity in business meetings” (Ms 3, 1890, p. 9).

It must never be forgotten that the letter of procedural rules can kill; it is the spirit that gives life to church order and government. The chair, with the support of the delegates, must use good judgment and not let the machinery get in the way of the advancement of God’s work.

Where procedural issues arise which are not specifically covered by the **General Conference Rules of Order**, the chair shall rule according to his best judgment. However, any delegate has the right to appeal the ruling. In that case, if the appeal is seconded, the chair shall put the issue to the delegates for a decision by simple majority vote.

May these rules of order help church delegates and committee members in their appointed work of “legislating for God” (Letter 81, 1896, p. 8).

—General Conference Executive Committee

Relationship of General Conference Rules of Order to the Church Manual and General Conference Working Policy

The **Church Manual** and General Conference Constitution, Bylaws, and **Working Policy** take precedence over the rules of order, should there be any conflict.

DUTIES OF CHAIR

1. The chair shall preside over sessions and committee meetings in harmony with the rules of order.
2. The chair shall take up the various committee reports and items of business on the approved agenda.
3. The chair shall work for consensus in decision making by treating each side of an issue with fairness.
4. The chair may vote
 - If the vote is by ballot, or
 - To make a tie or break a tie (if he has not already voted by ballot).
5. It is the duty of the chair to hold speakers to their allotted time and help move business along as expeditiously and fairly as possible.
6. The chair shall decide points of order (though the decision may be appealed by any delegate).
7. While it is necessary for the chair to give leadership, in order to be impartial and give evidence that justice is done, the chair should not personally become closely involved in session floor debate while in the chair. Should he wish to express his views at length and take sides in the debate, he should step down from the chair calling

upon another officer to take the chair temporarily. It is understood, however, that in committee meetings the president, even while occupying the chair, will be free to fully participate in the discussions and present his views.

DUTIES OF DELEGATES AND COMMITTEE MEMBERS

1. In view of the privilege of serving as delegates at church sessions or as committee members, those acting in these capacities should conduct themselves with Christian decorum, realizing they are doing the Lord's business, not making frivolous, irrelevant, unnecessarily time-consuming, or obstructionist speeches or motions. In such cases the chair has every right to rule out of order.
2. Delegates or committee members, for reasons of fairness and respect for fellow delegates or members, should not expect to speak to a motion a second (or additional) time until others wishing to speak have had the opportunity to do so (as far as this is feasible). However, the chair may give a person who has already spoken the opportunity to answer a question or clarify previous remarks.
3. Delegates or committee members have the right to speak in their own language, subject to the availability of translators.

QUORUM

The quorum for sessions or committee meetings shall be fixed by the bylaws of the respective church organizations.

VOTING

1. Voting normally shall be by voice vote (viva voce).
2. If there is no objection, the chair can declare a vote by general consent.
3. By ruling of the chair or by majority vote of the delegates present and voting, voting can be by raising of hands, standing, secret ballot, or use of electronic device. If there appears to be a reasonable doubt regarding the result of a vote, either the chair or any member may call for the votes to be counted/recounted (a division of the assembly).
4. The chair may ask the secretary for assistance in counting the vote and/or appoint tellers.
5. A simple majority, or absolute majority, means more than half of the total number of valid votes cast by eligible voters.
5. Election shall be by simple majority vote.
6. If there is objection to a part or the whole of the Nominating Committee report, the objector(s) may request that the report (not an individual name) be referred back to the Nominating Committee for further consideration. It is the usual procedure for the chair to accept the referral; however, if the request becomes a motion, it is nondebatable and is decided by simple majority vote.
7. A request or motion to refer should be based on information which the objector(s) may have and which could be helpful to the Nominating Committee. When referral is granted, all objections must then be made known to the Nominating Committee chair and secretary. In counsel with the chair and secretary, the Nominating Committee shall determine the procedure for hearing the objection(s) to the report.
8. Persistent referrals back, particularly from the same source, are inconsistent with fairness and good procedure. In this case, there is every right to refuse referral and the Nominating Committee report can then be voted upon without further delay.

ELECTIONS

1. Elections shall be in harmony with the General Conference Constitution, Bylaws, and Working Policy.
2. All nominations for elective office or executive committee membership shall be made by the Nominating Committee. This precludes nominations from the floor or by any other body or person.
3. Only one name shall be presented to the floor by the Nominating Committee for each position to be filled. The Nominating Committee may choose to present successive partial reports when there are a large number of positions to be filled.
4. The Nominating Committee shall meet in closed session. This does not mean that officers of higher church organizations cannot be invited to sit as counselors with the committee.

DEALING WITH MOTIONS

There are basically four types of motions:

1. Main motions
2. Privileged motions
3. Subsidiary motions
4. Incidental motions

Each category has its own purposes, characteristics, and order of precedence.

1. MAIN QUESTION OR MOTION

The purpose of a main motion is to introduce and propose the action regarding an item of business. Only delegates or members

with the right to vote may make motions or speak to motions.

1a. Requires a second.

1b. A simple majority vote is required for the motion to pass unless the Bylaws or these rules specify a different requirement.

1c. It may be amended by a majority vote.

1d. Another motion is not in order when a main motion is being considered, except

- ▶ Privileged motions (fixing time of future meeting, adjournment, and question of privilege), and
- ▶ Subsidiary motions (tabling, previous questions, refer to committee, amendments, postpone indefinitely, and limit time of debate), and
- ▶ Incidental motions (appeals regarding points of order, division of a question, and withdrawing or modifying a motion).

1e. In case of a tie vote, the motion is lost.

This provision respects the right of the chair, if the chair has not already voted, to do so in order to make or break a tie vote.

2. PRIVILEGED MOTIONS

This category of motions deals with the rights of delegates or committee members as a whole and the rights of individual delegates or members in regard to the session or meeting. No debate is allowed on privileged motions, and they cannot be tabled (except a question of privilege), postponed, or referred to a committee (committed).

These rules recognize three kinds of privileged motions: Fixing the time of a further meeting, calling for adjournment or recess, and questions of privilege.

2a. Fixing the time of a further meeting.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated.
- ▶ Is the highest motion in rank.
- ▶ Can be amended in regard only to time and place.
- ▶ Cannot interrupt a person speaking.
- ▶ Requires a simple majority.
- ▶ Can be reconsidered.

2b. Calling for adjournment or recess.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated, though the chair or secretary may provide information regarding business requiring attention.
- ▶ Adjournment cannot be amended, recess may be amended.
- ▶ Requires a simple majority.
- ▶ Cannot interrupt a person speaking.
- ▶ Cannot be reconsidered.

2c. Questions of privilege.

A question of privilege is used to get the attention of the chair and meeting regarding a matter of business or procedure that cannot wait.

Questions of privilege refer to

- ▶ Organization of session or meeting.
- ▶ Comfort of delegates or members.
- ▶ Conduct of delegates, members or of others present.

Procedure for questions of privilege

- ▶ Do not require a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Can interrupt a person speaking.
- ▶ Are usually decided by determination of the chair (though two delegates can appeal from the decision).
- ▶ Can be reconsidered.

3. SUBSIDIARY MOTIONS

Subsidiary motions apply to a main motion and take precedence over the main motion because they need to be decided before the main motion can proceed. Privileged motions have precedence over subsidiary motions.

These rules of order recognize six kinds of subsidiary motions: motion to table, calling previous question, refer to committee (commit), amendments, postpone indefinitely, and limit time of debate.

3a. Motion to Table.

A motion to table should be used when delegates or committee members wish to postpone to a later time consideration of an item that has been moved. It is not used to “drop” or suppress a motion; the correct motion for this is “postpone indefinitely.” A motion to take from the table business previously tabled, is treated in the same way as a motion to table, though it can be renewed if it fails to pass.

A motion to table

- ▶ Requires a second.
- ▶ Cannot be debated.

- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Cannot be reconsidered.
- ▶ Does not apply to committee reports or unfinished business but only to a pending motion.

3b. Motion to Call the Previous Question.

The purpose of this motion is to stop and close debate immediately and vote on a main motion or amendment under consideration. If previous question is ordered regarding an amendment, debate can continue on the main motion after the previous question on the amendment is voted. Privileged motions, motion to table, and incidental motions take precedence over previous question. Simply calling out “question” is not formally moving “previous question,” but indicates to the chair that a delegate or committee member feels it is time to vote.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Requires a two-thirds vote.
- ▶ Cannot interrupt a person speaking.
- ▶ Can be reconsidered.

3c. Refer to Committee (Commit).

The purpose of the motion to commit is to refer an item of business to a committee.

The motion to commit

- ▶ Requires a second.
- ▶ Can be debated.

- ▶ Can be amended.
- ▶ Requires a simple majority.
- ▶ Takes precedence, except the motion to postpone indefinitely and the main question.
- ▶ Can be reconsidered if the committee has not already begun its work.

3d. Amendments.

The purpose of the motion to amend is to change or modify a main motion, and thus it must be germane to the business matter to be amended. A motion to amend (first level) may itself be amended (second level), but there can be no amendment (third level) to an amendment to an amendment. A “substitute motion” is really an amendment.

The motion to amend

- ▶ Requires a second.
- ▶ Can be debated with discussion limited to the amendment itself.
- ▶ Requires a simple majority.
- ▶ Only one amendment can be considered at a time. As each is voted, other amendments offered are considered in succession.
- ▶ Amendments are usually done by inserting, striking out or substituting, or a combination of these.
- ▶ Can be reconsidered.

3e. Postpone Indefinitely.

The purpose of this motion is to suppress a motion. Subsidiary motions do not apply, except previous question and limit (or extend) time of debate.

The motion to postpone indefinitely

- ▶ Requires a second.

▶ Is fully debatable, including both the main question and the propriety of postponing indefinitely.

▶ Cannot be amended.

▶ Requires a simple majority.

▶ Applies essentially only to main motions, though it can be applied to “Questions of Privilege.”

▶ Can be reconsidered if the vote was affirmative.

3f. Set Time of Debate.

The purpose of this motion is to establish limits regarding the length of individual speeches in a discussion or to limit the time period provided for discussion before voting.

The motion to set time of debate

- ▶ Requires a second.
- ▶ Can be debated.
- ▶ Can be amended.
- ▶ Requires a two-thirds vote.
- ▶ Can be reconsidered by moving to extend time of debate (two thirds majority required).

4. INCIDENTAL MOTIONS

These motions deal with incidents concerning main motions and must be decided before the main motion. These rules of order recognize as incidental motions only appeals regarding points of order, division of a question, and withdrawing or modifying a motion.

4a. Appeal regarding points of order.

The purpose is to object to a decision or ruling of the chair at the time it is made regarding a point of order or to relieve the chair from

having to make a decision by placing responsibility on the delegates or members.

The appeal

- ▶ Requires a second.
- ▶ Generally is debatable, but not when the decorum of the session or meeting is in question or when an undebatable question is pending.
- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Motions to “table” and “privileged motions” take precedence, as does “previous question” when the appeal is debatable.
- ▶ Can be reconsidered.
- ▶ In a question of appeal a delegate or member may speak only once, except by special permission of the chair, and the chair has the right to present the arguments in favor of the chair’s decision or ruling.

4b. Division of a question.

The purpose of this motion is to divide a question having several propositions or sections (e.g. document with several pages or paragraphs) into separate parts which are to be considered and voted on as distinct questions. When divided, each part is voted on separately as if it had been offered alone. For practical purposes, it is better to divide a question when it is introduced, though the motion can be made any time while the question is pending.

The formality of a vote on division of a question can be dispensed with, the chair ruling by common consent regarding the method of division. If this procedure is objected to, then a formal motion to divide becomes necessary, specifying how the question is to be divided.

The motion to divide

- ▶ Applies only to main questions and amendments.
 - a) Requires a second.
 - b) Requires a simple majority.
- ▶ Yields to all privileged and subsidiary motions and to the incidental motion to appeal from a decision of the chair, except the motions to amend and to postpone indefinitely over which it has precedence.
- ▶ Can be amended, but the other five kinds of subsidiary motions do not apply to the motion to divide.
- ▶ Cannot be debated.
- ▶ Can be reconsidered.

4c. Withdrawing or Modifying a Motion.

Before a motion has been stated by the chair, it is the property of the mover, who can withdraw it or modify it without asking for consent. After the motion has been stated by the chair, the maker must ask the assembly’s permission to withdraw or modify the motion. If there is no objection, the chair shall treat the request as a unanimous-consent request. If there is an objection, the chair shall put the request to a majority decision vote.

A motion to modify or withdraw

- ▶ Does not require a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Cannot be reconsidered.

After a motion has been withdrawn, the situation is as if the motion had never been made.

4d. Reconsideration of Motions.

When these rules of order permit it, a motion already voted on can be reconsidered. The purpose of reconsideration is to permit correction of an erroneous action, especially when added information has become available or a changed situation has developed since the vote was taken. In order to protect against possible abuse, the motion to reconsider must be made by one who voted with the prevailing side. The motion to reconsider is appropriate when made during the same meeting or council. (After adjournment, the motion to rescind is the appropriate motion to be used at a subsequent meeting.)

- Requires a second.
- Is debatable, except when the motion proposed for reconsideration is undebatable.
- Cannot be amended.
- Requires a simple majority.
- Cannot be reconsidered, except by unanimous consent.

4e. Rescinding or Amending Previous Actions.

The purpose of the motion to rescind is to repeal or annul an action previously voted. The motion to amend a previous action aims at changing only a part of the text previously voted.

- Requires a second.
- Can be amended.
- Is debatable, except when the motion proposed for repeal is undebatable.
- Can be reconsidered only if vote was in the negative.

- Needs two-thirds majority, unless prior notice has been given that consideration will be given to rescind a previous action.

SUSPENDING GENERAL CONFERENCE RULES OF ORDER

Under special circumstances, and for the purpose of facilitating the business of the Church, these rules of order may be suspended by a two-thirds vote of the delegates or members.

OFFICIAL LANGUAGES OF THE GENERAL CONFERENCE RULES OF ORDER

For the benefit of the delegates and the world Church, these Rules of Order may be translated into other languages. The English version of these Rules of Order remains the official version and any other translations are only for the convenience of the delegates and not the official version of these rules.

CHANGING GENERAL CONFERENCE RULES OF ORDER

These rules of order may be changed by a two-thirds vote of the General Conference Executive Committee.

RULES OF ORDER FOR GENERAL CONFERENCE

These rules of order shall apply to both the General Conference Sessions and Executive Committee meetings.

Adapting GENERAL CONFERENCE RULES OF ORDER to Union or Conference Sessions and Executive Committee Meetings

These General Conference rules of order apply in principle to the world Church. Division committees may adapt, where necessary, these rules of order for use at

sessions and executive committee meetings within their territory. Any adaptation by a division for use in its territory shall be done by way of supplemental rules or addendum and not by modifying this document.

**Use of *GENERAL CONFERENCE
RULES OF ORDER* by Other Church
Organizations**

Other church organizations, such as local churches, boards, and faculty meetings, may use these rules of order.

MOTIONS SUMMARY TABLE

Rank	Motions	Interrupt	Second	Debate	Amend	Vote	Reconsider	Notes*
10	Fix Time of Further Meeting (P)	No	Yes	No	Yes*	Majority	Yes	As to time and place
9	Adjourn/Recess (P)	No	Yes	No	No	Majority	No	
8	Question of Privilege (P)	Yes	No	No	No	Chair*	Yes	Chair's decision can be appealed by two members
7	Table (S)	No	Yes	No	No	Majority	No	
6	Previous Question (S)	No	Yes	No	No	2/3	Yes	
5	Limit/ Extend Debate (S)	No	Yes	Yes	Yes	2/3	Yes*	To extend debate only
4	Refer to Committee (S)	No	Yes	Yes	Yes	Majority	Yes*	If committee has not begun consideration
3	Amendment (S)	No	Yes	Yes	Yes	Majority	Yes	
2	Postpone Indefinitely (S)	No	Yes	Yes	No	Majority	Yes*	Affirmative vote only
1	MAIN MOTION	No	Yes	Yes	Yes	Majority	Yes	
-	Appeal Points of Order (I)	Yes	Yes	Yes	No	Majority	Yes	
-	Division of Question (I)	No	Yes	No	Yes	Majority	Yes	
-	Reconsider (I)	No	Yes	Yes	No	Majority	No	
-	Motion to Rescind	No	Yes	Yes ¹	Yes	Majority ²	Yes	
-	Refer Back to Nominating Committee (I)	No	Yes	No	No	Majority	No	Usually accepted
-	Take from the Table (I)							
-	Withdraw Motion (I)							

2/3 Two-thirds Vote; P—Privileged Motion;

S—Subsidiary Motion; I—Incidental Motion

¹ Except when motion proposed for repeal is undebatable.

² If notice of motion to rescind was previously given, otherwise requires a two-thirds majority.

Asamblea General

Derecho parlamentario



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DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Normas de procedimiento para la Asamblea General Sesiones de negocios y Reuniones del Comité ejecutivo

En la sesión de 1985 de la Asamblea General de Nueva Orleans, un número de delegados expresaron el deseo de tener unas normas más precisas y por escrito para las sesiones de la Asamblea General. De acuerdo con la voluntad de la sesión, el Comité ejecutivo de la Asamblea General posteriormente nombró un subcomité para estudiar el asunto y elaborar tales normas de procedimiento.

Durante su trabajo, este comité fue guiado por el deseo de preparar unas normas de derecho parlamentario para la Iglesia que fuesen de acuerdo con las instrucciones del Espíritu de Profecía y con las políticas de la la Iglesia Adventista del Séptimo Día para conferir un enfoque prudente a la sesión y eficiencia al comité basándose en métodos verdaderos y probados de trabajo.

El Comité ejecutivo de la Asamblea General ratificó el trabajo del subcomité y aprobó el ***Derecho Parlamentario de la Asamblea General***. La presente edición ha actualizado la Sesión de la Asamblea General de 2015 para asegurar la coherencia dentro de las normas y para una mayor claridad.

Un objetivo fundamental de estas normas es el de facilitar la participación de los delegados y de los miembros del comité en las discusiones y debates además de en el proceso de toma de decisiones. Se establecieron unas normas de procedimiento para facilitar la participación libre y no solo en el plano teológico.

Se consideró que no era necesario entrar en detalles. Para la mayoría de los imprevisos se han establecido disposiciones específicas. Ni la Biblia ni los escritos de Elena G. de White son manuales de la ley parlamentaria eclesiástica. Ellen G. White pide armonía y sencillez en las reuniones de trabajo de la Iglesia y recomienda evitar la maquinaria innecesaria que podría minar las energías físicas y mentales de los llamados a participar en las reuniones del consejo y del comité (Ms 3, 1890, p. 9).

El objetivo de este breve compendio de derecho parlamentario es guiar a los líderes de la iglesia y a otros participantes para que el trabajo de las sesiones de la iglesia y los comités puedan avanzar sin problemas, rápida y justamente. Estos procedimientos deben servir tanto para las sesiones de negocios de la iglesia como para una señalización clara que permita que el tráfico se mueva suavemente, de manera segura, rápida, sin confusiones ni retrasos.

La Iglesia es una sociedad voluntaria de los que han aceptado a Jesucristo como su Señor y Salvador. Ella es el cuerpo de Cristo. No es un órgano parlamentario, un foro político, un club de servicios o una sociedad mercantil. Cuando los adventistas del Séptimo Día se reúnen para tratar los asuntos de la Iglesia, están cumpliendo con Dios. En el análisis final, es el Espíritu Santo el que conduce y guía. “Si vuestras reuniones del comité y del consejo”, escribió Ellen G. White, “no están bajo la supervisión directa del Espíritu de Dios, vuestras conclu-

siones serán terrenales y merecedoras de no más consideración que las expresiones de cualquier hombre” (Carta 81, 1896, p. 8, 9).

Los delegados presentes en las sesiones de la iglesia y, en especial, en la Sesión de la Asamblea General, están legislando no para satisfacer intereses personales o de partido, ni tampoco para servir a las ambiciones nacionalistas o regionales, sino para trabajar “para el tiempo y la eternidad” y participar en la misión divina para la salvación del mundo-7T 258, 259. Se ha advertido a los delegados y a los miembros del comité acerca del espíritu del egoísmo, la auto-exaltación y la pomposidad en las reuniones del consejo y del comité (véase Ms 29, 1895, p. 8).

La preocupación general de las sesiones de la iglesia y de los comités es la de descubrir y entender la voluntad de Dios en cuanto a los temas, los planes y los nombramientos que se van a considerar. Para este fin, el objeto del derecho parlamentario es el de facilitar el cumplimiento de la voluntad de Dios. En este sentido, las sesiones de los delegados de la Iglesia son *sui generis* (únicas), diferentes a las de cualquier otra organización humana.

Este derecho parlamentario está destinado a ser utilizado con un sentido de reverencia hacia el propósito divino. No está destinado a proporcionar maniobras parlamentarias rápidas o dilatorias para ganar puntos o una atención inmerecida, obtener ventajas mediante la supresión

de los deseos de los demás o confundir al presidente, a los compañeros delegados o a los miembros del comité. Estas normas, además, no deben ser utilizadas de manera que se conviertan en una excusa para crear disputas procesales que pudiesen evitar que las sesiones o los comités avanzasen con celeridad. Ellen G. White aconseja que exista “un esfuerzo constante en la brevedad de las reuniones de negocios” (Ms 3, 1890, p. 9).

Nunca hay que olvidar que la carta de los derechos parlamentarios puede matar, y que el espíritu es quien da vida al orden y al gobierno de la iglesia. El presidente, con el apoyo de los delegados, debe utilizar el sentido común y no dejar que la maquinaria se interponga en el camino del avance de la obra de Dios.

Allí donde surjan cuestiones de procedimiento que no estén cubiertas específicamente por el Derecho Parlamentario de la Asamblea General, el Presidente decidirá de acuerdo con su mejor criterio. Sin embargo, cualquier delegado tiene el derecho de apelar la resolución. En ese caso, si la apelación es secundada, el presidente planteará el asunto a los delegados para obtener una decisión por mayoría simple de votos.

Este derecho parlamentario podría ayudar a los delegados de la iglesia y al comité en su tarea asignada de “legislar para Dios” (Carta 81, 1896, p. 8).

—Comité ejecutivo de la Asamblea General

Relación del Derecho Parlamentario de la Asamblea General con el Manual de la Iglesia y la Política de Trabajo de la Asamblea General

El **Manual de la Iglesia** y la Constitución, la legislación y la **Política de Trabajo** de la Asamblea General tiene prioridad sobre el derecho parlamentario, en caso en que se produzca algún conflicto.

OBLIGACIONES DEL PRESIDENTE

1. El presidente presidirá las sesiones y reuniones del comité de acuerdo con el derecho parlamentario.
2. El presidente deberá asumir los diversos informes de las comisiones y los asuntos de negocios de la agenda aprobada.
3. El presidente se esforzará por lograr un consenso en la toma de decisiones tratando a cada una de las partes del problema justamente.
4. El presidente podrá votar
 - Si el voto es por votación o
 - Para conseguir un empate o deshacerlo (si no se ha sometido a votación).
5. Es deber del presidente hacer que los locutores hagan uso de su tiempo asignado y ayudar a que los negocios avancen rápido y de la forma más justa posible.
6. El presidente decidirá los puntos del día (aunque la decisión puede ser apelada por cualquiera de los delegados).
7. Si bien es necesario para el presidente mostrar liderazgo, con el fin de ser imparcial y dar pruebas de que se haga justicia, este no puede verse involucrado personalmente en una sesión de debate de la cámara mientras que sea presidente. En

caso de que desee expresar sus puntos de vista largo y tendido y tomar partido en el debate, debe dejar la presidencia llamando a otro oficial a que la asuma temporalmente. Se entiende, sin embargo, que en las reuniones del comité, el presidente, incluso mientras ocupe la presidencia, será libre de participar en los debates y presentar sus puntos de vista.

OBLIGACIONES DE LOS DELEGADOS Y DE LOS MIEMBROS DEL COMITÉ

1. Teniendo en cuenta el privilegio de servir como delegados en las sesiones de la iglesia o como miembros del comité, quienes actúen desempeñando estas capacidades deben atenerse al decoro cristiano, dándose cuenta de que están llevando a cabo la obra del Señor, sin perder el tiempo de manera frívola o irrelevante innecesariamente u obstruyendo discursos o mociones. En tales casos, el presidente tiene todo el derecho de gobernar saltándose las normas.
2. Los delegados o miembros del comité, por razones de equidad y de respeto a los compañeros delegados o miembros, no deben esperar hablar en una moción una segunda vez (o adicional) hasta que otros que deseen hablar hayan tenido la oportunidad de hacerlo (en la medida de lo posible). Sin embargo, el presidente puede dar, a una persona que ya haya hablado, la oportunidad de responder a una pregunta o aclarar las observaciones anteriores.
3. Los delegados o miembros del comité tienen derecho a hablar en su propio idioma, sujeto a la disponibilidad de los traductores.

QUÓRUM

El quórum para las sesiones o las reuniones del comité será fijado por los estatutos de las respectivas organizaciones de la iglesia.

VOTACIÓN

1. La votación normalmente se realizará oralmente (de viva voz).
2. Si no hay objeciones, el presidente puede declarar una votación por consenso general.
3. Por decisión del presidente o por mayoría de votos de los delegados presentes y votantes, la votación puede ser por alzamiento de manos, poniéndose en pie, en votación secreta o por medio del uso de dispositivos electrónicos. Si parece que hay una duda razonable sobre el resultado de la votación, el presidente o cualquier miembro puede pedir que los votos sean contados / o que se vuelvan a contar (una división de la asamblea).
4. El presidente podrá solicitar ayuda a la secretaria en el recuento de los votos y / o nombrar escrutadores.
5. Una mayoría simple o mayoría absoluta significa más de la mitad del número total de votos válidos emitidos por los votantes elegibles.

ELECCIONES

1. Las elecciones deben ir de acuerdo con la constitución, la legislación y la Política de Trabajo de la Asamblea General.
2. Todas las candidaturas para la elección de los miembros oficiales o del comité ejecutivo deberán ser presentadas por el Comité de candidaturas. Esto excluye las candidaturas de la sala o las de cualquier otro organismo o persona.
3. El Comité de candidaturas solo presentará un nombre a la sala por cada uno de los cargos a cubrir. El Comité de candidaturas puede optar por presentar informes parciales sucesivos cuando haya un gran número de puestos a cubrir.
4. El Comité de candidaturas se reunirá en sesión a puerta cerrada. Esto no significa que los funcionarios de las organizaciones eclesiásticas superiores no puedan ser invitados a participar como consejeros del comité.
5. La elección se realizará por mayoría simple de votos.
6. Si no hay objeciones a una parte o a la totalidad del informe del Comité de candidaturas, el (los) objetor(es) podrá(n) solicitar que el informe (no un nombre individual) se devuelva a la Comisión de candidaturas para su consideración. Es procedimiento habitual para el presidente aceptar la remisión; sin embargo, si la solicitud se convierte en una moción, no se podrá debatir y se decidirá por mayoría simple de votos.
7. Una solicitud o una moción deberán basarse en la información que el (los) objetor(es) pueda(n) tener y que podría ser útil para el Comité de candidaturas. Cuando se concede la remisión, a continuación, todas las objeciones deben ser puestas en conocimiento del presidente y del secretario del Comité de candidaturas. En consejo con el presidente y el secretario, el Comité de candidaturas determinará el procedimiento para oír la(s) objeción(es) del informe.
8. La devolución persistente de remisiones, particularmente de la misma fuente, es incompatible con la equidad y el buen procedimiento. En este caso, se tiene todo el derecho a rechazar la remisión y el informe del Comité de candidaturas podrá ser después sometido a votación sin más demora.

RELATIVO A LAS MOCIONES

Existen básicamente cuatro tipos de mociones:

1. Mociones principales
2. Mociones de privilegio
3. Mociones subsidiarias
4. Mociones incidentales

Cada categoría tiene sus propios objetivos, características y orden de prioridad.

1. MOCIÓN O CUESTIÓN PRINCIPAL.

El propósito de una moción principal es el de introducir y proponer la acción con respecto a un elemento de negocio. Sólo los delegados o miembros con derecho a voto pueden hacer mociones o hablar de las mociones.

1a. Requiere que sea secundada.

1b. Para que la moción se apruebe requiere una mayoría simple de votos a menos que la legislación o este Derecho especifique otra cosa.

1c. Podrá ser enmendada por una mayoría de votos.

1d. No será correcta otra moción cuando se esté considerando una moción principal, excepto

- Mociones de privilegio (Fijación de hora de la futura reunión, aplazamiento y cuestión de privilegio), y
- Mociones subsidiarias (someter a debate, cuestiones previas, consultar al comité, enmiendas, posponer indefinidamente y limitar la duración del debate), y
- Mociones incidentales (apelaciones relativas a los puntos del día, división de una pregunta, y la retirada o modificación de una moción).

1e. En caso de empate en las votaciones, la moción se pierde.

Esta disposición respeta el derecho del presidente, si este no ha votado, a hacerlo con el fin de obtener o deshacer un empate en la votación.

2. MOCIONES DE PRIVILEGIO.

Esta categoría de mociones se ocupa de los derechos de los delegados o de los miembros del comité en su conjunto y los derechos de los delegados o miembros individuales en lo que se refiere a la sesión o reunión. No se permite el debate sobre las mociones de privilegio y no se pueden poner sobre la mesa (a excepción de una cuestión de privilegio), aplazar o remitir al comité (comprometido).

Este Derecho reconoce tres tipos de mociones de privilegio: La fijación de la hora de una futura reunión, petición del aplazamiento o del receso y las cuestiones de privilegio.

2a. La fijación de la hora de una nueva reunión.

Esta moción

- Requiere que sea secundada.
- No se puede debatir.
- Es la moción más elevada en rango.
- Puede ser enmendada solo teniendo en cuenta la hora y el lugar.
- No se puede interrumpir a la persona que esté hablando.
- Requiere una mayoría simple.
- Puede ser reconsiderada.

2b. Se puede solicitar un aplazamiento o un receso.

Esta moción

- ▶ Requiere que sea secundada.
- ▶ No puede ser objeto de debate, aunque el presidente o secretario pueden proporcionar información sobre los negocios que requieran atención.
- ▶ El aplazamiento no puede ser enmendado, el receso sí.
- ▶ Requiere una mayoría simple.
- ▶ No se puede interrumpir a la persona que esté hablando.
- ▶ No puede ser reconsiderada.

2c. Cuestiones de privilegio.

Se utiliza una cuestión de privilegio para llamar la atención del presidente y de la reunión con respecto a un asunto de negocios o procedimiento que no puede esperar.

Las cuestiones de privilegio se refieren a

- ▶ Organización de la sesión o de la reunión.
- ▶ Confort de los delegados y de los miembros.
- ▶ Conducta de los delegados, de los miembros o de otras personas presentes.

Procedimiento de las cuestiones de privilegio

- ▶ No requiere ser secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Se puede interrumpir a la persona que esté hablando.

▶ Normalmente se deciden por determinación del presidente (aunque dos delegados pueden apelar de la decisión).

▶ Puede ser reconsiderada.

3. MOCIONES SUBSIDIARIAS.

Las mociones subsidiarias se aplican a una moción principal y tienen prioridad sobre estas ya que necesitan decidirse antes de que la moción principal pueda continuar. Las mociones de privilegio tienen prioridad sobre las mociones subsidiarias.

Este derecho parlamentario reconoce seis tipos de mociones subsidiarias: presentar una propuesta, citar la cuestión previa, referirse al comité (compromiso), enmendar, posponer indefinidamente y limitar la duración del debate.

3a. Posponer una propuesta.

Deberá posponer una propuesta cuando los delegados o los miembros del comité deseen posponer un elemento que se haya designado para una consideración posterior. No se utiliza para “soltar” o suprimir una moción; la moción correcta para esto es “posponer indefinidamente”. Una moción para presentar propuestas pospuestas con anterioridad se trata de la misma manera que una moción para posponer propuestas, a pesar de que puede ser renovada si no logra pasar.

Posponer una propuesta

- ▶ Requiere que sea secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Requiere una mayoría simple.
- ▶ No puede ser reconsiderada.
- ▶ No se aplica a los informes del comité o

a negocios inacabados sino que solo están pendientes de moción.

3B. MOCIÓN PARA CITAR LA CUESTIÓN PREVIA.

El objetivo de esta moción es el de detener y cerrar los debates inmediatamente y votar una moción principal o enmienda sometidas a examen. Si se ordena la cuestión previa sobre una enmienda, el debate puede continuar en la moción principal después de que se vote la cuestión previa sobre la enmienda. Las mociones de privilegio, las mociones para presentar propuestas y las mociones incidentales tienen prioridad sobre la cuestión previa. Simplemente diciendo en voz alta “cuestión” no se está moviendo formalmente a la “cuestión previa”, pero indica al presidente que un delegado miembro del comité siente que es el momento de votar.

Esta moción

- ▶ Requiere que sea secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Requiere los dos tercios de los votos.
- ▶ No se puede interrumpir a la persona que esté hablando.
- ▶ Puede ser reconsiderada.

3c. Se refiere al Comité (Compromiso).

El objetivo de esta moción de compromiso es el de referir un asunto de negocios al comité.

La moción de compromiso

- ▶ Requiere que sea secundada.
- ▶ Se puede debatir.
- ▶ Se puede enmendar.

- ▶ Requiere una mayoría simple.

- ▶ Tiene prioridad, excepto la moción para posponer indefinidamente y la cuestión principal.

- ▶ Puede ser reconsiderada si el comité no ha comenzado ya su trabajo.

3d. Enmiendas.

El objetivo de la moción de enmienda es cambiar o modificar una moción principal y, por lo tanto, debe ser pertinente a la materia de negocios que se va a enmendar. Una moción de enmienda (primer nivel) puede ser modificada en sí misma (segundo nivel), pero no puede haber ninguna enmienda (tercer nivel) con una enmienda. Una “moción de sustitución” es realmente una enmienda.

La moción de enmienda

- ▶ Requiere que sea secundada.
- ▶ Puede debatirse limitando la discusión a la propia enmienda.
- ▶ Requiere una mayoría simple.
- ▶ Solo se puede considerar una enmienda a la vez. Como se ha votado cada una, las demás enmiendas ofrecidas están consideradas como sucesivas.
- ▶ Las enmiendas se realizan generalmente mediante la inserción, la eliminación o la sustitución o una combinación de estas.
- ▶ Puede ser reconsiderada.

3e. Posponer indefinidamente.

El objetivo de esta moción es el de suprimir otra moción. Las mociones subsidiarias no se aplican, excepto la cuestión previa y el límite (o ampliación) de la hora del debate.

La moción para posponer indefinidamente

- Requiere que sea secundada.
- Es totalmente discutible, incluyendo tanto la cuestión principal como la conveniencia de posponer indefinidamente.
- No se puede enmendar.
- Requiere una mayoría simple.
- Se aplica esencialmente a las mociones principales, a pesar de que se puede aplicar a "Cuestiones de privilegio."
- Puede ser reconsiderada si el voto fue afirmativo.

3f. Establecer la hora del debate.

El objetivo de esta moción es el de establecer límites en cuanto a la duración de los discursos individuales en una discusión o para limitar la hora prevista para su discusión antes de votar.

La moción para establecer la hora del debate

- Requiere que sea secundada.
- Se puede debatir.
- Se puede enmendar.
- Requiere los dos tercios de los votos.
- Puede ser reconsiderada ampliando la hora del debate (se necesitan dos tercios de la mayoría).

4. MOCIONES INCIDENTALES.

Estas mociones tratan incidentes relacionados con las mociones principales y deben decidirse antes de la moción principal. Este derecho parlamentario reconoce como mociones incidentales solo las apelaciones que tengan que ver con los puntos del día,

la división de una pregunta y la eliminación o modificación de una moción.

4a. Apelación teniendo en cuenta los puntos del día.

El propósito es oponerse a una decisión o fallo de la silla en el momento en que se hace con respecto a una cuestión de orden o para aliviar la silla de tener que tomar una decisión al responsabilizar a los delegados o miembros.

El recurso

- Requiere que sea secundada.
- Generalmente es discutible, pero no cuando el decoro de la sesión o de la reunión se cuestiona o cuando una cuestión no debatible esté pendiente.
- No se puede enmendar.
- Requiere una mayoría simple.
- Las mociones de presentación de propuestas y las "mociones de privilegio" tienen prioridad, al igual que la "cuestión previa" cuando el recurso es discutible.
- Puede ser reconsiderada.
- En una cuestión de apelación, un delegado o miembro puede hablar una sola vez, salvo con permiso especial del presidente que tiene el derecho de presentar los argumentos a favor de la decisión o el fallo tomado.

4b. División de una cuestión.

El objetivo de esta moción es el de dividir una cuestión que tenga varias propuestas o secciones (por ejemplo, un documento con varias páginas o párrafos) en partes separadas que han de ser consideradas y votadas como diferentes cuestiones. Cuando se han dividido, cada parte se vota por separado, como si se hubiera propuesto

sola. Para propósitos prácticos, es mejor dividir una cuestión cuando se presente, aunque la moción puede ser realizada en cualquier momento mientras la cuestión esté pendiente.

Se puede prescindir de la formalidad de una votación para la división de una cuestión con el fallo del presidente de común acuerdo sobre el método de división. Si este procedimiento se opuso a, entonces es necesaria una moción formal de división, que especifique cómo se dividirá la cuestión.

La moción de división

► Se aplica solo a cuestiones y a enmiendas principales.

a) Requiere que sea secundada.

b) Requiere una mayoría simple.

► Los rendimientos de todas las mociones privilegiadas, las mociones subsidiarias y las mociones incidentales para apelar una decisión del presidente, excepto las mociones de enmienda y posponer indefinidamente sobre la que tiene prioridad.

► Puede enmendarse pero los otros cinco tipos de mociones subsidiarias no se aplican a la moción de división.

► No se puede debatir.

► Puede ser reconsiderada.

4c. Retirada o modificación de una moción.

Antes de que una moción haya sido declarada por el presidente, es propiedad del que la consiga, el que pueda retirarla o modificarla sin pedir consentimiento. Después de que la moción haya sido declarada por el presidente, el que la haya hecho tiene que pedir permiso a la asamblea para retirar o modificar la moción. Si no hay objeciones, el presidente deberá tratar la solicitud como una solicitud unánime y consentida. Si hay una objeción,

el presidente tendrá que someter la solicitud a votación por decisión de la mayoría.

Una moción para modificar o rectificar

► No requiere ser secundada.

► No se puede debatir.

► No se puede enmendar.

► Requiere una mayoría simple.

► No puede ser reconsiderada.

► Después de que una moción haya sido retirada, la situación es como si la moción nunca se hubiera realizado.

4d. Reconsideración de las mociones.

Cuando este Derecho lo permita, se podría reconsiderar una moción ya votada. El propósito de la reconsideración consiste en permitir la corrección de una acción errónea, especialmente cuando la información agregada se ha convertido en disponible o se ha desarrollado una situación que ha cambiado desde que se realizó la votación. Con el fin de evitar posibles abusos, la moción de reconsideración debe ser realizada por aquel que votó en la parte predominante. La moción de reconsideración es apropiada cuando se hace durante la misma reunión o consejo. (Después de aplazamiento, la moción de rescisión es la moción adecuada para su uso en una reunión posterior.)

► Requiere que sea secundada.

► Es debatible, excepto cuando la moción propuesta para reconsiderar no se pueda debatir.

► No se puede enmendar.

► Requiere una mayoría simple.

► No puede ser reconsiderada, excepto por consentimiento unánime.

4e. Rescisión o enmienda de las acciones previas.

El objetivo de la moción de rescisión es el de derogar o anular una acción que se votó previamente. La moción para enmendar una acción previa tiene como objetivo cambiar solo una parte del texto que se votó previamente.

- Requiere que sea secundada.
- Se puede enmendar.
- Es debatible, excepto cuando la moción propuesta para derogar no se pueda debatir.
- Se puede reconsiderar solo si la votación fue negativa.
- Necesita una mayoría de dos tercios, a menos que antes se haya dado aviso de que se estudiará la posibilidad de rescindir una acción previa.

SUSPENSIÓN DEL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

En circunstancias especiales y, con el propósito de facilitar la actividad de la Iglesia, este derecho parlamentario puede ser suspendido con una votación de dos tercios de los delegados o los miembros.

IDIOMAS OFICIALES DEL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Para el beneficio de los delegados y de la Iglesia mundial, este Derecho Parlamentario puede ser traducido a otros idiomas. La versión en inglés de este Derecho Parlamentario sigue siendo la versión oficial y cualquier otra traducción es solo para

comodidad de los delegados y no la versión oficial de este Derecho.

CAMBIOS EN EL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Este Derecho podría cambiarse por medio del voto de dos tercios del Comité ejecutivo de la Asamblea General.

DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Este Derecho se aplicará tanto a las Sesiones de la Asamblea General como a las reuniones del Comité Ejecutivo.

Adaptación del DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL a la Unión o a las Sesiones de la Asamblea y las reuniones del Comité ejecutivo

Este Derecho Parlamentario de la Asamblea General se aplica, en principio, a la Iglesia mundial. Los Comités de división pueden adaptar este Derecho, donde sea necesario, para su uso en las sesiones y reuniones del comité ejecutivo dentro de su territorio. Cualquier adaptación por una división de uso en su territorio se llevará a cabo mediante normas complementarias o por una adenda y no mediante la modificación de este documento.

Uso del DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL por parte de otras organizaciones eclesíásticas

Otras organizaciones de la iglesia, como las iglesias locales, juntas y reuniones de profesores, pueden utilizar este derecho parlamentario.

TABLA RESUMEN DE MOCIONES

Clasif.	Moção	Interromper	Secundar	Debater	Emendar	Votar	Reconsiderar	Notas *
10	Fijar la hora de una nueva reunión (P)	No	Sí	No	Sí*	Mayoría	Sí	Tener en cuenta hora y lugar
9	Aplaz/ Receso (P)	No	Sí	No	No	Mayoría	No	
8	Cuestión de privilegio (P)	Sí	No	No	No	Presidente*	Sí	La decisión del presidente puede ser recurrida por dos miembros
7	Propuesta (S)	No	Sí	No	No	Mayoría	No	
6	Cuestión previa (S)	No	Sí	No	No	2/3	Sí	
5	Límite/Ampliac. Debate (S)	No	Sí	Sí	Sí	2/3	Sí*	Solo ampliar debate
4	Referir al Comité (S)	No	Sí	Sí	Sí	Mayoría	Sí*	Si el Comité no ha comenzado a deliberar
3	Enmendar (S)	No	Sí	Sí	Sí	Mayoría	Sí	
2	Posponer indefinidamente (S)	No	Sí	Sí	No	Mayoría	Sí*	Solo votos afirmativos
1	MOCIÓN PRINCIPAL	No	Sí	Sí	Sí	Mayoría	Sí	
-	Apelar los puntos del día (I)	Sí	Sí	Sí	No	Mayoría	Sí	
-	División de una cuestión (I)	No	Sí	No	Sí	Mayoría	Sí	
-	Reconsiderar (I)	No	Sí	Sí	No	Mayoría	No	
-	Moción de rescisión	No	Sí	Sí ¹	Sí	Mayoría ²	Sí	
-	Referirse al Comité de candidaturas (I)	No	Sí	No	No	Mayoría	No	Habitualmente aceptada
-	Tomar de la presentación de propuestas (I)	No	Sí	No	No	Mayoría	No	
-	Retirar moción (I)	No	No	No	No	Mayoría	No	

2/3 Voto por dos tercios; P—Moción de privilegio; S—Moción subsidiaria; I—Moción incidental
*Excepto cuando la moción propuesta para derogación no sea debatible.
¹Si la notificación de moción de rescisión fue dada previamente, de lo contrario se requiere una mayoría de dos tercios.

Règles de procédure **Conférence Générale**



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RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Règles de procédure destinées aux Sessions de Conférence et des réunions du Comité exécutif

À l'occasion de la Session de la Conférence générale qui s'est tenue à la Nouvelle-Orléans, un certain nombre de délégués ont exprimé le souhait que soient incorporées des règles de procédure plus précises et écrites pour les Sessions de la Conférence générale. En harmonie avec les souhaits de la Session, le Comité exécutif de la Conférence générale a ensuite désigné un sous-comité pour étudier la question et établir de telles règles de procédure.

Dans son travail, ce comité a été guidé par le désir de préparer pour l'Église des règles de procédure qui soient en harmonie avec l'enseignement de l'Esprit de Prophétie et la politique des Adventistes du Septième jour et reflètent une approche raisonnable de l'efficacité des sessions et des comités, fondée sur des méthodes de travail éprouvées et authentiques.

Le Comité exécutif de la Conférence générale a ratifié le travail du sous-comité et les **Règles de procédure de la Conférence générale** ont été approuvées. L'édition présente a été actualisée pour la Session de la Conférence générale 2015 afin d'assurer l'homogénéité au sein des règles et pour des motifs de clarté.

L'un des buts fondamentaux de ces règles est de faciliter la participation des délégués et des membres du comité aux discussions et aux débats ainsi qu'au processus de prise de décision. Les règles de procédure sont établies pour faciliter la libre participation et ne sont pas rigidifiées

dans une armature théologique.

Le sentiment était qu'il n'était pas nécessaire de trop entrer dans les détails. Une disposition spécifique a été introduite pour la plupart des éventualités. Ni la Bible ni les écrits d'Ellen G. White ne sont des manuels de droit parlementaire ecclésiastique. Ellen G. White demande à ce qu'il y ait de l'harmonie et de la simplicité dans les réunions de travail de l'Église, et recommande d'éviter les rouages inutiles qui pourraient éteindre l'énergie physique et mentale des personnes appelées à participer aux réunions de conseils et de comités (Ms 3, 1890, p. 9).

L'objet de ce court recueil de règles de procédure est de guider les dirigeants de l'Église et d'autres participants afin que le travail des sessions et des comités ecclésiastiques puisse avancer harmonieusement, promptement et dans l'équité. Dans le cadre des séances de travail ecclésiastiques, ces procédures doivent en quelque sorte servir de dispositif clair de signalisation permettant aux flux de travail d'avancer harmonieusement, sûrement et rapidement, sans confusion ni retards.

L'Église est une société constituée de personnes ayant volontairement accepté dans leur vie Jésus-Christ comme leur Seigneur et leur Sauveur. Elle est le corps du Christ. Elle n'est pas un organe parlementaire, un forum politique, un club de services ou une société commerciale. Lorsque les Adventistes du Septième jour se réunissent

pour débattre des affaires de l'Église, ils se réunissent en présence de Dieu. En dernière analyse, c'est le Saint-Esprit qui dirige et guide. « Si vos réunions de comité et réunions de conseil ne se placent pas sous la supervision directe de l'Esprit de Dieu, » a écrit Ellen G. White, « vos conclusions ressortiront de l'humain, et ne mériteront pas plus de considération que les conclusions exprimées par tout un chacun. » (Lettre 81, 1896, pages 8, 9).

Les délégués des sessions ecclésiastiques et en particulier la Session de la Conférence générale légifèrent, non pour satisfaire des intérêts personnels ou partisans, ni pour répondre à des ambitions nationalistes ou régionales, mais pour travailler « pour le temps et l'éternité » et pour participer à la mission divine pour le salut du monde — 7T 258, 259. Les délégués et membres du comité sont mis en garde contre un esprit d'égoïsme, d'auto-exaltation et de grandiloquence dans les réunions de conseil et de comité (voir Ms 29, 1895, p. 8).

La préoccupation primordiale des sessions et comités ecclésiastiques est de découvrir et de comprendre la volonté de Dieu concernant les enjeux, plans et candidatures à examiner. À la lumière de cette finalité, l'objet des règles de procédure est de faciliter l'accomplissement de la volonté de Dieu. En ce sens, les sessions déléguées de l'Église sont *sui generis* (uniques), différentes de toute autre forme d'organisation humaine.

Ces règles de procédure sont destinées à être utilisées avec un sentiment de révérence à l'égard de la finalité divine. Elles ne sont pas destinées à constituer

des manœuvres parlementaires rapides ou dilatoires pour marquer un point, attirer une attention, un profit ou un avantage immérité en empêchant l'expression des souhaits d'autrui, ou en déconcertant le président, les collègues délégués ou les membres des comités. En outre, ces règles ne doivent pas être utilisées de telle manière à devenir un prétexte à des querelles de procédure qui pourraient empêcher les sessions ou les comités d'aller diligemment de l'avant. Ellen G. White recommande qu'il y ait « un effort constant de brièveté dans les réunions de travail » (Ms 3, 1890, p. 9).

Il ne faut jamais oublier que la lettre des règles de procédure peut avoir un effet paralysant ; c'est l'esprit qui donne vie à l'ordre et au gouvernement ecclésiastiques. Le président, avec l'appui des délégués, doit faire preuve de perspicacité et ne pas laisser les rouages entraver la progression de l'œuvre de Dieu.

Lorsque surviennent des questions de procédure qui ne sont pas spécifiquement couvertes par les **Règles de procédure de la Conférence générale**, le président statue en exerçant au mieux son jugement. Toutefois, tout délégué a le droit de faire appel de la décision. Dans ce cas, si l'appel est recevable, le président soumet la question aux délégués qui prennent alors une décision par un vote à la majorité simple.

Puissent ces règles de procédure aider les délégués et les membres des comités ecclésiastiques à accomplir la tâche pour laquelle ils ont été désignés, celle de « légiférer pour Dieu » (Lettre 81, 1896, p. 8).

—Comité exécutif de la Conférence générale

Relation entre les Règles de procédure de la Conférence générale et le Manuel de l'Église et les Orientations de travail de la Conférence générale

Le **Manuel de l'Église** et la Constitution, les Statuts et les **Orientations de travail** de la Conférence générale priment sur les règles de procédure, en cas de conflit.

OBLIGATIONS DU PRÉSIDENT

1. Le président préside les sessions et les réunions de comité conformément aux règles de procédure.
2. Le président examine les divers rapports des comités et points de procédure figurant à l'ordre du jour approuvé.
3. Le président s'efforce de parvenir à un consensus dans la prise de décision en traitant équitablement chaque point de vue sur toute question examinée.
4. Le président peut voter
 - Si le vote se déroule sous la forme d'un scrutin, ou
 - afin d'aboutir à l'égalité des voix ou bien de les départager (s'il n'a pas déjà voté en participant au scrutin).
5. Le président a l'obligation de faire en sorte que les intervenants s'en tiennent au temps qui leur est imparti et qu'il soit procédé à l'ordre du jour le plus promptement et équitablement possible.
6. Le président décide des motions de procédure (bien que tout délégué puisse faire appel de la décision).
7. Il est nécessaire que le président exerce son autorité. Toutefois, afin qu'il soit impartial et

qu'il puisse attester du juste traitement des questions soulevées, le président ne doit pas devenir personnellement impliqué dans les débats d'une session en même temps qu'il exerce sa fonction de président. Dans les cas où il souhaite exprimer ses vues de manière extensive et prendre position dans le débat, il doit quitter son siège et faire appel à un autre responsable chargé d'exercer temporairement la fonction de président. Il est entendu, toutefois, que dans les réunions de comité, le président, tout en siégeant à son poste, est libre de participer pleinement aux discussions et de présenter ses vues.

OBLIGATIONS DES DÉLÉGUÉS ET DES MEMBRES DE COMITÉ

1. Compte tenu du privilège que représente la fonction de délégué lors des sessions ecclésiastiques ou à titre de membres de comité, ceux qui exercent ces fonctions doivent se conduire avec bienséance chrétienne, en prenant conscience du fait qu'ils accomplissent l'œuvre du Seigneur, sans faire d'interventions ni présenter de motions frivoles, dépourvues de pertinence, faisant inutilement perdre du temps ou obstructionnistes. Dans de tels cas, le président est entièrement habilité à déclarer irrecevable une telle intervention ou motion.
2. Les délégués ou les membres de comité, pour des raisons d'équité et de respect des collègues délégués ou membres, ne doivent pas compter intervenir au sujet d'une motion une seconde fois (ou davantage) avant que d'autres souhaitant s'exprimer aient eu l'opportunité de le faire

(dans la mesure du possible). Toutefois, le président peut donner à une personne qui est déjà intervenue l'occasion de répondre à une question ou de clarifier des remarques préalables.

3. Les délégués ou les membres de comité ont le droit de s'exprimer dans leur propre langue, sous réserve de la disponibilité de traducteurs.

QUORUM

Le quorum pour les sessions ou les réunions de comité est fixé par les statuts des organisations ecclésiastiques respectives.

DROIT DE VOTE

1. Habituellement, il est procédé à un vote oral (*viva voce*).
 2. S'il n'y a pas d'objection, le président peut déclarer un vote par consentement général.
 3. Par décision du président ou par un vote de la majorité des délégués présents et participant au vote, le vote peut se faire à main levée, debout, au scrutin secret, ou au moyen d'un dispositif électronique. S'il apparaît qu'il existe un doute raisonnable quant au résultat d'un vote, le président ou tout autre membre peut demander un décompte des votes, ou à ce que les votes soient recomptés (en cas de division de l'assemblée).
 4. Le président peut demander l'assistance du secrétaire pour le décompte des votes et/ou pour nommer des scrutateurs.
 5. Une majorité simple, ou une majorité absolue, signifie plus de la moitié du nombre total des votes valides exprimés par les participants admissibles au vote.
2. Toutes les candidatures à une fonction élective ou à un siège au comité exécutif sont présentées par le Comité de nomination. Ceci exclut des présentations de candidatures par les personnes présentes ou tout autre organe ou personne.
 3. Un seul nom est présenté à l'assemblée par le Comité de nomination pour chaque poste à pourvoir. Le Comité de nomination peut choisir de présenter des rapports partiels successifs lorsqu'il y a un grand nombre de postes à pourvoir.
 4. Le Comité de nomination se réunit à huis clos. Ceci ne signifie pas que les responsables d'organisations ecclésiastiques de rang plus élevé ne peuvent pas être invités à siéger à titre de conseillers auprès du comité.
 5. Il est procédé à l'élection par un vote à la majorité simple.
 6. En cas de contestation, en tout ou en partie, du rapport du Comité de nomination, l'/les objecteur(s) peut/peuvent demander que le rapport (et non un nom individuel) soit renvoyé au Comité de nomination pour examen complémentaire. La procédure habituelle prévoit que le président accepte le renvoi ; toutefois, si la demande devient une motion, elle n'est pas débattue et elle est décidée par un vote à la majorité simple.
 7. Une demande ou une motion de renvoi doit être fondée sur des informations que l'/les objecteur(s) peut/peuvent détenir et qui pourraient être utiles au Comité de nomination. Lorsque le renvoi est accordé, toutes les objections doivent ensuite être portées à la connaissance du président et du secrétaire du Comité de nomination. En concertation avec le président et le secrétaire, le Comité de nomination détermine la procédure à appliquer pour entendre l'/les objection(s) au rapport.
 8. Le recours à des renvois persistants, en particulier à partir de la même source, est

ÉLECTIONS

1. Les élections sont organisées conformément à la Constitution, aux Statuts et aux *Orientations de travail* de la Conférence générale.

incompatible avec l'équité et une procédure harmonieuse. Dans ce cas, il est tout à fait légitime de refuser le renvoi et le rapport du Comité de nomination peut alors faire l'objet d'un vote sans délai supplémentaire.

PRISE EN COMPTE DES MOTIONS

Il y a essentiellement quatre types de motions

1. Motions principales
2. Motions privilégiées
3. Motions auxiliaires
4. Motions accessoires

Chaque catégorie a ses propres finalités, caractéristiques et son ordre de préséance.

1. QUESTION OU MOTION PRINCIPALE.

Une motion principale a pour but d'introduire et de proposer l'action concernant un point de procédure. Seuls les délégués ou les membres ayant le droit de vote peuvent présenter des motions ou intervenir sur des motions.

1a. Elle requiert un appui.

1b. Un vote à la majorité simple est requis pour que la motion soit acceptée, sauf si les Statuts ou ces règles précisent une exigence différente.

1c. Elle peut être modifiée par un vote à la majorité.

1d. Une autre motion n'est pas recevable lorsqu'une motion principale est examinée, sauf

- les motions privilégiées (fixer la date d'une réunion future, ajournement, et question de privilège), et
- les motions auxiliaires (dépôt, questions

préalables, renvoi en comité, avenants, report indéfini, et limitation du temps imparti au débat), et

- les motions accessoires (recours concernant des motions de procédure, division d'une question, et retrait ou modification d'une motion).

1e. Dans le cas d'égalité des voix, la motion est rejetée.

Cette disposition respecte le droit du président, si le président n'a pas encore voté, de le faire afin d'aboutir à l'égalité des voix ou bien de les départager.

2. MOTIONS PRIVILÉGIÉES

Cette catégorie de motions traite des droits des délégués ou de membres de comités globalement, ainsi que des droits des délégués ou membres individuels concernant la session ou la réunion. Aucun débat n'est autorisé sur les motions privilégiées, et elles ne peuvent pas être reportées à une date ultérieure (à l'exception d'une question de privilège), différées ou renvoyées à un comité (renvoyées).

Ces règles reconnaissent trois sortes de motions privilégiées : Fixer la date d'une réunion ultérieure, appeler à un ajournement ou une suspension, et les questions de privilège.

2a. Fixer la date d'une réunion ultérieure.

Cette motion

- Requirer un appui.
- Ne peut pas être débattue.
- Est la motion de rang le plus élevé.
- Peut être modifiée uniquement en ce qui concerne la date et le lieu.
- Ne peut pas interrompre un(e) intervenant(e).

- Requiert une majorité simple.
- Peut être réexaminée.

2b. Calling for adjournment or recess.

This motion

- Requiert un appui.
- Ne peut pas être débattue, bien que le président ou le secrétaire puisse fournir des informations concernant un point exigeant une attention particulière.
- L'ajournement ne peut pas être modifié, la suspension peut être modifiée.
- Requiert une majorité simple.
- Ne peut pas interrompre un(e) intervenant(e).
- Ne peut pas être réexaminée.

2c. Questions de privilège.

Une question de privilège est utilisée pour attirer l'attention du président et de la réunion concernant une affaire ou une question de procédure nécessitant une attention particulière.

Les questions de privilège renvoient à

- l'organisation d'une session ou d'une réunion.
- des prérogatives de délégués ou de membres.
- la conduite des délégués, des membres ou d'autres personnes présentes.

Procédures pour les questions de privilège

- Ne requièrent pas d'appui.
- Ne peuvent pas être débattues.

- Ne peuvent pas être modifiées.

- Peuvent interrompre un(e) intervenant(e).

- Sont habituellement établies par décision du président (bien que deux délégués puissent faire appel d'une décision).

- Peuvent être réexaminées.

3. MOTIONS AUXILIAIRES

Les motions auxiliaires s'appliquent à une motion principale et ont la priorité sur la motion principale parce qu'il est nécessaire d'en décider avant de pouvoir procéder à la motion principale. Les motions privilégiées ont la priorité sur les motions auxiliaires.

Ces règles de procédure reconnaissent six catégories de motions auxiliaires : motion de reporter à une date ultérieure, motion de soumettre à un vote une question préalable, motion de renvoyer à en comité (renvoyer), avenants, motion de reporter indéfiniment, et motion de limiter le temps imparti à un débat.

3a. Motion de reporter à une date ultérieure.

Une motion de reporter à une date ultérieure doit être utilisée lorsque les délégués ou les membres de comités souhaitent reporter à une date ultérieure l'examen d'un point qui a été présenté. Elle n'est pas utilisée pour « abandonner » ou supprimer une motion ; la motion correcte pour ceci est « reporter indéfiniment ». Une motion à présenter, à partir des motions préalablement reportées à une date ultérieure, est traitée de la même manière qu'une motion de reporter à une date ultérieure, bien qu'elle puisse être renouvelée si elle ne parvient pas à être approuvée.

Une motion de reporter à une date ultérieure

- Requiert un appui.
- Ne peut pas être débattue.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- Ne peut pas être réexaminée.
- Ne s'applique pas aux rapports de comité ou à des questions en suspens mais seulement à une motion en instance.

3b. Motion de mettre au vote la question préalable.

Cette motion a pour but de clore le débat immédiatement et de voter sur une motion principale ou un avenant à l'étude. Si la question préalable est ordonnée concernant un avenant, le débat peut continuer sur la motion principale après le vote sur la question préalable portant sur l'avenant. Les motions privilégiées, les motions de reporter à une date ultérieure et les motions accessoires ont priorité sur la question préalable. Le fait de simplement appeler à voter sur une « question » ne revient pas à formellement passer à la « question préalable », mais indique au président qu'un délégué ou un membre d'un comité estime qu'il est temps de passer au vote.

Cette motion

- Requiert un appui.
- Ne peut pas être débattue.
- Ne peut pas être modifiée.
- Requiert un vote à la majorité des deux tiers.
- Ne peut pas interrompre un(e) intervenant(e).
- Peut être réexaminée.

3c. Renvoie à un comité (Renvoyer).

Cette motion a pour but de renvoyer un point de procédure à un comité.

La motion de renvoyer

- Requiert un appui.
- Peut être débattue.
- Peut être modifiée.
- Requiert une majorité simple.
- Est prioritaire, sauf la motion de reporter indéfiniment et la question principale.
- Peut être réexaminée si le comité n'a pas déjà commencé son travail.

3d. Avenants.

La finalité de la motion de modifier est de changer ou de modifier une motion principale, et par conséquent elle doit être pertinente à la question à modifier. Une motion de modifier (premier niveau) peut elle-même être modifiée (deuxième niveau), mais il ne peut pas y avoir d'avenant (troisième niveau) à un avenant. Une « motion de remplacement » est en réalité un avenant.

La motion de modifier

- Requiert un appui.
- Peut être débattue avec une discussion limitée à l'avenant même.
- Requiert une majorité simple.
- Seul un avenant à la fois peut être examiné. À mesure que chaque avenant fait l'objet d'un vote, d'autres avenants offerts sont successivement examinés.
- Les avenants sont habituellement formulés au moyen d'une insertion, d'une suppression ou d'un remplacement, ou d'une combinaison de ces actions.

- Peut être réexaminée.

3e. Reporter indéfiniment.

Cette motion a pour but de supprimer une motion. Les motions auxiliaires ne s'appliquent pas, à l'exception de la question préalable et de la limitation (ou prolongation) du temps imparti au débat.

La motion de reporter indéfiniment

- Requier un appui.
- Peut être pleinement débattue, y compris à la fois la question principale et la faculté d'être reportée indéfiniment.
- Ne peut pas être modifiée.
- Requier une majorité simple.
- S'applique essentiellement uniquement aux motions principales, bien qu'elle puisse s'appliquer à des « Questions de privilège ».
- Peut être réexaminée en cas de vote affirmatif.

3f. Fixation du temps imparti au débat.

Cette motion a pour but d'établir des limites concernant la longueur des interventions individuelles dans une discussion ou de limiter la période de temps prévue pour la discussion avant le vote.

La motion de fixer le temps imparti au débat

- Requier un appui.
- Peut être débattue.
- Peut être modifiée.
- Requier un vote à la majorité des deux tiers.
- Peut être réexaminée en proposant de prolonger le temps de débat (majorité de deux tiers requise).

4. MOTIONS ACCESSOIRES.

Ces motions traitent d'incidents concernant les motions principales et doivent faire l'objet d'une décision avant la motion principale. Ces règles de procédure ne reconnaissent comme étant des motions accessoires que les recours concernant des points de procédure, la division d'une question et le retrait ou la modification d'une motion.

4a. Recours concernant des points de procédure.

Le but est de contester une décision ou une ordonnance du président concernant un point de procédure, au moment où cette décision est prononcée, ou de dispenser le président de devoir prendre une décision en en confiant la responsabilité aux délégués ou aux membres.

Le recours

- Requier un appui.
- Fait généralement l'objet d'une discussion, mais pas quand la bienséance de la session ou de la réunion est en question ou quand une question ne pouvant pas faire l'objet d'un débat est en instance.
- Ne peut pas être modifiée.
- Requier une majorité simple.
- Les motions de « reporter à une date ultérieure » et les « motions privilégiées » ont la priorité, comme c'est le cas pour une « question préalable » lorsque le recours peut faire l'objet d'un débat.
- Peut être réexaminée.
- Dans le cadre d'une question de recours, un délégué ou un membre ne peut intervenir qu'une fois, sauf par permission spéciale du président, et le président a le droit de présenter les arguments en faveur de la décision ou de l'ordonnance du président.

4b. Division d'une question.

Cette motion a pour but de scinder une question comportant plusieurs propositions ou sections (par ex., un document comportant plusieurs pages ou paragraphes) en des parties séparées qui sont examinées et soumises à un vote en tant que questions distinctes. Lorsque ces parties sont divisées, chacune d'entre elles fait séparément l'objet d'un vote, comme si elles avaient été proposées de façon autonome. Pour des raisons pratiques, il est préférable de diviser une question lorsqu'elle est introduite, bien que la motion puisse être présentée à tout moment alors que la question est en instance.

Il est possible de faire l'économie de la formalité d'un vote sur la division d'une question, le président prenant alors sa décision par consentement général concernant la méthode utilisée pour la division. Si cette procédure est contestée, alors une motion formelle de diviser devient nécessaire, en spécifiant la façon dont la question doit être divisée.

La motion de diviser

► S'applique uniquement aux questions et avenants principaux.

a) Requier un appui.

b) Requier une majorité simple.

► Elle cède le pas à toutes les motions privilégiées et auxiliaires et à la motion accessoire de faire appel d'une décision du président, à l'exception des motions de modifier et de reporter indéfiniment, sur lesquelles elle a priorité.

► Peut être modifiée, mais les cinq autres catégories de motions auxiliaires ne s'appliquent pas à la motion de diviser.

► Ne peut pas être débattue.

► Peut être réexaminée.

4c. Retirer ou modifier une motion.

Avant que le président n'ait statué sur une motion, elle est la propriété de l'auteur de la motion, qui peut la retirer ou la modifier sans demander un consentement à cet effet. Après que le président a statué sur une motion, l'auteur de la motion doit demander la permission de l'assemblée pour retirer ou modifier la motion. S'il n'y a pas d'objection, le président traite la demande comme une demande de consentement unanime. En cas d'objection, le président soumet la demande à un vote de la majorité des voix.

Une motion de modifier ou de retrait

► Ne requiert pas d'appui.

► Ne peut pas être débattue.

► Ne peut pas être modifiée.

► Requier une majorité simple.

► Ne peut pas être réexaminée.

Après qu'une motion a été retirée, cela revient à ce que la motion n'ait jamais été présentée.

4d. Réexamen de motions.

Lorsque les présentes règles de procédure l'autorisent, une motion déjà soumise à un vote ne peut pas être réexaminée. Le but du réexamen est de permettre la rectification d'une action erronée, en particulier lorsque les informations ajoutées sont devenues disponibles ou que la situation a évolué depuis le vote. Afin de se protéger contre un abus possible, la motion de réexaminer doit être présentée par un participant qui a voté avec la partie dont l'avis a prévalu. La motion de réexaminer est appropriée lorsqu'elle est présentée durant la même réunion ou le même conseil. (Après l'ajournement, la motion pour annuler est la motion appropriée à utiliser lors d'une réunion ultérieure.)

► Requier un appui.

- Peut être débattue, sauf lorsque la motion de réexaminer proposée ne peut pas faire l'objet d'un débat.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- Ne peut pas être réexaminée, sauf par consentement unanime.

4e. Annuler ou modifier des actions préalables.

La motion pour annuler a pour but d'abroger ou d'annuler une action ayant fait au préalable l'objet d'un vote. La motion de modifier une action préalable vise à changer uniquement une partie d'un texte ayant fait au préalable l'objet d'un vote.

- Requiert un appui.
- Peut être modifiée.
- Peut être débattue, sauf lorsque la motion proposée pour l'abrogation ne peut pas être débattue.
- Peut être réexaminée seulement si le vote a eu un résultat négatif.
- Doit avoir une majorité des deux tiers, sauf si a été donné un préavis stipulant que l'annulation d'une action préalable sera examinée.

SUSPENSION DES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Dans des circonstances spéciales, et aux fins de faciliter le travail de l'Église, ces règles de procédure peuvent être suspendues, par un vote à la majorité des deux tiers des délégués ou des membres.

LANGUES OFFICIELLES DES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

À l'intention des délégués et de l'Église mondiale, les présentes Règles de procédure de la Conférence générale peuvent être traduites

dans d'autres langues. La version anglaise des présentes Règles de procédure demeure la version officielle et toutes les autres traductions sont uniquement destinées à faciliter le travail des délégués et ne constituent pas la version officielle de ces règles.

CHANGER LES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Les présentes règles de procédure peuvent être changées par un vote à la majorité des deux tiers du Comité exécutif de la Conférence générale.

RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Les présentes règles de procédure s'appliquent à la fois aux Sessions de la Conférence générale et aux réunions du Comité exécutif.

Adapter les RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE à des Sessions d'Union ou des Sessions de Conférence et des réunions du Comité exécutif

Les présentes règles de procédure de la Conférence générale s'appliquent en principe à l'Église mondiale. Les comités de division peuvent adapter, le cas échéant, ces règles de procédure, pour les utiliser dans les sessions et les réunions de comité exécutif dans le cadre de leur territoire. Toute adaptation par une division pour être utilisée dans son territoire doit être réalisée au moyen de règles supplémentaires ou d'un appendice et non en modifiant le présent document.

Utilisation des RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE par d'autres organisations de l'Église

D'autres organisations de l'Église, telles que des églises locales, des conseils de direction et des réunions du corps enseignant, peuvent utiliser ces règles de procédure.

TABLEAU RÉCAPITULATIF DES MOTIONS

Rang	Motions	Interruption	Appui	Débat	Avenant	Le vote	Réexamen	Notes*
10	Fixer la date l'une réunion complémentaire (P)	Non	Oui	Non	Oui*	Majorité	Oui	Concernant la date et le lieu
9	Ajournement/ Suspension (P)	Non	Oui	Non	Non	Majorité	Non	
8	Question de privilège (P)	Oui	Non	Non	Non	Président*	Oui	Il peut également être fait appel d'une décision du président, par deux membres
7	Reporter à une date ultérieure (S)	Non	Oui	Non	Non	Majorité	Non	
6	Question préalable (S)	Non	Oui	Non	Non	2/3	Oui	
5	Limite/prolongation du débat (S)	Non	Oui	Oui	Oui	2/3	Oui*	Uniquement pour la prolongation du débat
4	Renvoi devant le Comité (S)	Non	Oui	Oui	Oui	Majorité	Oui*	Si le comité n'a pas commencé l'examen
3	Avenant (S)	Non	Oui	Oui	Oui	Majorité	Oui	
2	Reporter indéfiniment (S)	Non	Oui	Oui	Non	Majorité	Oui*	Uniquement en cas de vote affirmatif
1	MOTION PRINCIPALE	Non	Oui	Oui	Oui	Majorité	Oui	
-	Recours contre des points de procédure (I)	Oui	Oui	Oui	Non	Majorité	Oui	
-	Division de la question (I)	Non	Oui	Non	Oui	Majorité	Oui	
-	Réexamen (I)	Non	Oui	Oui	Non	Majorité	Non	
-	Motion pour annuler	Non	Oui	Oui ¹	Oui	Majorité ²	Oui	
-	Renvoi devant le Comité de nomination (I)	Non	Oui	Non	Non	Majorité	Non	Habituellement acceptée
-	Présentée à partir des motions de reporter à une date ultérieure (I)	Non	Oui	Non	Non	Majorité	Non	
-	Retrait de la motion (I)	Non	Non	Non	Non	Majorité	Non	

2/3 Vote à la majorité des deux tiers ; P—Motion privilégiée ; S—Motion auxiliaire ; I—Motion accessoire

¹Sauf lorsque la motion dont l'abrogation est proposée ne peut pas faire l'objet d'un débat.

²Si l'avis d'une motion pour annuler a été précédemment transmis ; autrement, requiert une majorité des deux tiers.

Conferência Geral

Regras de Ordem



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REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Regras Processuais para Sessões Administrativas e Reuniões do Comitê Executivo da Conferência Geral

Na Sessão da Conferência Geral de 1985 em Nova Orleans, vários delegados expressaram o anseio de que as regras de ordem para as Sessões de Conferência Geral fossem mais minuciosas e registradas por escrito. Em consonância com os anseios da Sessão, o Comitê Executivo da Conferência Geral nomeou, subsequentemente, uma subcomissão para estudar o assunto e elaborar as regras.

O trabalho do comitê foi orientado pelo desejo de redigir regras que estivessem de acordo com a instrução do Espírito de Profecia e política da Igreja Adventista do Sétimo Dia e refletissem uma abordagem sensata do conceito de eficiência em trabalhos de comitês e sessões, baseada em métodos de trabalho legítimos e testados.

O Comitê Executivo da Conferência Geral ratificou os trabalhos do subcomitê e as **Regras de Ordem da Conferência Geral** foram aprovadas. A edição corrente foi atualizada para a Sessão da Conferência Geral de 2015 para garantir uniformidade entre as regras e proporcionar maior clareza.

Uma das finalidades fundamentais destas regras é organizar a participação de delegados e membros de comitês durante discussões, debates e o processo de tomada de decisão. Regras processuais existem para promover a participação livre e não são teologicamente inalteráveis.

Deliberou-se que não era necessário entrar em minúcias. O comitê estabeleceu disposições específicas para a maioria das eventualidades. Nem a Bíblia nem os

escritos de Ellen G. White são manuais de direito parlamentar eclesiástico. Ellen G. White advoca harmonia e simplicidade em reuniões administrativas da Igreja e recomenda evitar o uso de recursos mecânicos desnecessários que possam minar as energias físicas e mentais dos convocados a participar de reuniões de conselhos e comitês (MS 3, 1890, p. 9).

A finalidade deste breve compêndio de regras de ordem é guiar líderes de igrejas e outros participantes para que os trabalhos de sessões e comitês possam fluir de maneira fácil, ágil e justa. Estes procedimentos devem servir às sessões administrativas das igrejas da mesma maneira com que uma sinalização clara serve para fazer fluir o trânsito de uma cidade com facilidade, segurança e rapidez, sem confusões nem atrasos.

A igreja é uma sociedade voluntária composta por aqueles que aceitaram Jesus Cristo como seu senhor e salvador. Ela é o corpo de Cristo. Não é um órgão parlamentar, fórum político, clube de serviços ou empresa com fins comerciais. Quando os adventistas do sétimo dia se reúnem para por em prática os trabalhos da Igreja, eles o fazem em um encontro com Deus. Em síntese, é o Espírito Santo quem os conduz e orienta. “Se as reuniões dos comitês ou conselhos”, escreveu Ellen G. White, “não estiverem sob a supervisão direta do Espírito de Deus, suas conclusões serão meramente terrestres e não dignas de mais consideração do que as expressões dos

homens” (Carta 81, 1896, págs 8, 9).

Os delegados de sessões das diferentes organizações e, especialmente, a Sessão da Conferência Geral elaboram as leis não para satisfazer interesses pessoais ou partidários ou ambições nacionalistas ou regionais, mas sim para trabalhar “para o tempo e a eternidade” e participar da missão divina em busca da salvação do mundo—7T 258, 259. Os delegados e membros do comitê são advertidos contra o espírito de egoísmo, auto-exaltação e pomposidade durante reuniões de conselhos e comitês (veja Ms 29, 1895, p. 8).

O objetivo primordial das sessões e comitês da igreja é desvendar e compreender os desejos de Deus em relação aos assuntos, planos e compromissos a serem abordados. À luz desse propósito, a finalidade das regras de ordem é facilitar o cumprimento da vontade de Deus. Desta forma, as sessões delegadas da igreja são **sui generis** e, portanto, diferentes de qualquer outra organização humana.

As regras de ordem devem ser utilizadas com um senso de reverência para com o propósito divino. A finalidade não é facilitar manobras parlamentares rápidas ou dilatórias para poder ganhar argumentos ou obter atenção imerecida, tirar vantagem suprimindo os desejos de outros ou confundir o presidente, colegas delegados ou membros

da comissão. Além disso, não se deve utilizar as regras de modo que as mesmas funcionem como desculpas em disputas processuais que possam comprometer o andamento das sessões ou comitês. Ellen G. White recomenda “um esforço constante em prol da brevidade em reuniões de trabalho” (Ms 3, 1890, p. 9).

Nunca se deve esquecer que o significado literal de regras processuais pode matar; é o espírito que dá vida à ordem e governança da igreja. O presidente, com o apoio dos delegados, deve usar o bom senso e não deixar que a mecânica dos trabalhos comprometa o avanço da obra de Deus.

Ao surgirem questões processuais não especificamente abrangidas pelas **Regras de Ordem para as Atividades da Conferência Geral**, o presidente deverá usar seu melhor julgamento. No entanto, qualquer delegado tem o direito de apresentar recurso contra qualquer decisão. Nesse caso, se o recurso receber apoio, o presidente deverá encaminhar a questão aos delegados para uma decisão por maioria simples.

Que estas regras de ordem ajudem os delegados de igrejas e membros de comitês em sua tarefa designada de “legislar para Deus” (Carta 81, 1896, p. 8).

—Comitê Executivo da Conferência Geral

Regras de Ordem para as Atividades da Conferência Geral e sua relação com o Manual da Igreja e a Política de Trabalho da Conferência Geral

O **Manual da Igreja** e a Constituição, Regimentos e **Política de Trabalho** da Conferência Geral prevalecerão sobre as regras de ordem, em caso de conflito.

DEVERES DA PRESIDÊNCIA

1. O presidente deve conduzir as sessões e reuniões de comitês de acordo com as regras de ordem.
2. O presidente deve incluir os diversos relatórios de comitês e assuntos de pauta de trabalhos na agenda aprovada.
3. O presidente deve trabalhar em favor do consenso na tomada de decisões, respeitando todas as opiniões com senso de justiça.
4. O presidente pode votar:
 - Se a eleição for por cédula, ou
 - Se houver necessidade de empatar ou desempatar a votação (caso já não tenha votado por cédula).
5. É obrigação do presidente disciplinar os palestrantes para obedecer o tempo determinado para falar e ajudar a conduzir as reuniões da forma mais ágil e justa possível.
6. O presidente terá poder de decisão sobre pontos de ordem (embora a decisão possa ser objeto de recurso por qualquer delegado).
7. Apesar da necessidade de exercer liderança, o presidente, para ser imparcial e demonstrar a administração de justiça, não deverá envolver-se de perto nos debates da

sessão enquanto estiver presidindo. Caso deseje expressar seus pontos de vista com mais detalhes e tomar partido nos debates, ele(a) deverá cessar sua função e convidar outro dirigente a assumir o presidente temporariamente. Entretanto, fica estabelecido que o presidente, mesmo no exercício de sua função, estará livre para participar plenamente das discussões e apresentar seus pontos de vista durante reuniões dos comitês.

DEVERES DOS DELEGADOS E MEMBROS DE COMITÊS

1. Em virtude do privilégio de servir como delegados em sessões de igrejas ou membros de comitês, os indivíduos que exercem estas funções deverão se comportar com decoro cristão, dando-se conta de que realizam a obra do Senhor e evitando discursos e moções frívolos, irrelevantes, desnecessariamente demorados ou obstrucionistas. Nesses casos, o presidente tem todo o direito de intervir.
2. Por razões de equidade e respeito aos colegas, os delegados e membros de comitês devem evitar a expectativa de uma segunda ou mais oportunidades de falar até que os outros que desejem falar tenham a oportunidade de fazê-lo (na medida do viável). No entanto, o presidente pode permitir que uma pessoa que já tenha falado responda a uma pergunta ou esclareça algo que tenha dito.
3. Delegados e membros de comitês têm o direito de falar em suas próprias línguas, sujeitos à disponibilidade de tradutores.

QUÓRUM

O quórum para sessões ou reuniões de comitês é estabelecido pelos estatutos das respectivas organizações.

VOTAÇÃO

1. A votação normalmente deve ser pelo voto de viva voz.
2. Se não houver objeção, o presidente pode declarar votação por consenso geral.
3. Por decisão do presidente ou maioria de votos dos delegados presentes e votantes, a votação pode ser realizada levantando-se as mãos, permanecendo de pé, através de voto secreto ou com o uso de dispositivo eletrônico. Em caso de dúvida fundamentada quanto ao resultado de uma votação, tanto o presidente quanto qualquer membro pode solicitar a contagem/recontagem dos votos (divisão da assembleia).
4. O presidente pode solicitar ao Secretário(a) auxílio para contar votos e/ou nomear escrutinadores.
5. Maioria simples ou maioria absoluta significa mais da metade do número total de votos válidos dados por votantes elegíveis.

ELEIÇÕES

1. As eleições devem ser realizadas em harmonia com a Constituição, Estatutos e Política de Trabalho da Conferência Geral.
2. Todas as nomeações para cargos eletivos ou membros de comitês executivos devem ser feitas pelo Comitê de Indicação, eliminando nomeações por plenário ou por qualquer outro órgão ou pessoa.
3. Apenas um nome deve ser apresentado ao plenário pelo Comitê de Indicação para cada cargo a ser preenchido. O Comitê de Indicação poderá optar por apresentar

sucessivos relatórios parciais quando houver um grande número de cargos a serem preenchidos.

4. O Comitê de Indicação se reunirá em sessão fechada. Isso não significa que os responsáveis pelas organizações eclesásticas superiores não possam ser convidados a participar do comitê como conselheiros.
5. A eleição será por maioria simples.
6. Se houver objeção a uma parte ou à totalidade do relatório do Comitê de Indicação, o objetor(es) pode solicitar que o relatório (não um nome específico) seja devolvido ao Comitê de Indicação para uma análise mais aprofundada. O procedimento usual é o presidente aceitar a indicação; no entanto, se o pedido se tornar moção, ele passar a ser inquestionável e deve, então, ser decidido por maioria simples.
7. Pedidos ou moções de devolução devem se fundamentar em informações que o objetor(es) tenha e que possam ser úteis para o Comitê de Indicação. Quando a devolução é deferida, todas as objeções devem ser levadas ao conhecimento do presidente e do secretário do Comitê de Indicação. Em deliberação com o presidente e secretário, o Comitê de Indicação deve determinar o procedimento para ouvir a objeção ou objeções ao relatório.
8. Pedidos persistentes de devolução, especialmente quando emanados da mesma fonte, destoam do senso de justiça e da boa prática. Neste caso, há todo o direito de se recusar o pedido e o relatório do Comitê de Indicação pode então ser votado sem mais atrasos.

COMO LIDAR COM MOÇÕES

Existem quatro tipos básicos de moções:

1. Moções principais
2. Moções privilegiadas
3. Moções subsidiárias
4. Moções incidentais

Cada categoria tem suas próprias finalidades, características e ordens de precedência.

1. ASSUNTO OU MOÇÃO PRINCIPAL.

O propósito de uma moção principal é introduzir e propor ação sobre um assunto da pauta de trabalhos. Apenas delegados ou membros com direito a voto podem propor moções ou falar sobre elas.

1a. Requer secundante.

1b. A aprovação da moção exige apenas uma votação por maioria, a menos que os estatutos ou estas regras especifiquem requisitos diferentes.

1c. Pode ser emendada por voto majoritário.

1d. Não pode ser contemplada nenhuma outra moção enquanto a moção principal estiver sendo considerada, exceto:

- ▶ Moções privilegiadas (agendamento de reunião futura, encerramento e questões de privilégio), e
- ▶ Moções subsidiárias (adiamento para data posterior, perguntas prévias, submeter a comitê, emendas, adiar indefinidamente e limitar o tempo de debate), e
- ▶ Moções incidentais (recursos sobre pontos de ordem, divisão de um assunto e remoção ou emenda em moção).

1e. Em caso de empate na votação, a moção será perdida.

Esta disposição observa o direito do presidente, caso não tenha votado, de votar para causar empate ou para evitar empate.

2. MOÇÕES PRIVILEGIADAS.

Esta categoria de moção trata dos direitos dos delegados ou membros do comitê como um todo e dos direitos individuais dos delegados ou membros em relação à sessão ou reunião. Não é permitido debate sobre moções privilegiadas e elas não podem ser apresentadas (exceto em questões de privilégio), adiadas nem encaminhadas a comitê (comprometidas).

Essas regras reconhecem três tipos de moções privilegiadas: agendamento da próxima reunião, solicitação de encerramento ou recesso e questões de privilégio.

2a. Agendamento de nova reunião.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ É a mais elevada na classificação.
- ▶ Só pode ser alterada em caso de mudança de hora ou local.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Requer maioria simples.
- ▶ Pode ser reconsiderada.

2b. Proposta de encerramento ou recesso.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida, embora o

presidente ou secretário possam fornecer informações sobre questões que exijam atenção.

- ▶ O encerramento não pode ser alterado; recesso, sim.
- ▶ Requer maioria simples.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Não pode ser reconsiderada.

2c. Questões de privilégio.

A questão de privilégio é usada para chamar a atenção do presidente e dos membros em reunião sobre uma questão de trabalho ou procedimento que não possa esperar.

As questões de privilégio referem-se a:

- ▶ Organização de sessão ou reunião.
- ▶ Nível de conforto de delegados ou membros.
- ▶ Conduta de delegados, membros e outros presentes.

Procedimento para questões de privilégio:

- ▶ Não requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser alterada.
- ▶ Pode interromper a fala de uma pessoa.
- ▶ Geralmente são decididas por determinação do presidente (embora dois delegados possam apresentar recurso).
- ▶ Pode ser reconsiderada.

3. MOÇÕES SUBSIDIÁRIAS.

Moções subsidiárias se aplicam a uma moção principal e têm precedência sobre a moção principal porque precisam ser decididas antes que a mesma possa prosseguir. Moções privilegiadas têm precedência sobre moções subsidiárias.

Estas regras de ordem reconhecem seis tipos de moções subsidiárias: moção para adiar para data posterior, convocar pergunta prévia, enviar para comitê (comprometer), emendae, adiar indefinidamente e limitar o tempo do debate.

3a. Moção para Adiar para Data Posterior.

Esta moção deve ser usada quando os delegados ou membros de comitês desejam adiar a consideração de uma questão que tenha sido movida. Não é usada para “abandonar” ou suprimir moções; a ação correta nesse caso é “adiar indefinidamente”. A moção para trazer de volta uma moção previamente adiada para data posterior se processa da mesma forma que a moção para adiar para data posterior, embora possa ser renovada se não obtiver aprovação.

A moção para adiar para data posterior :

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser emendada.
- ▶ Requer maioria simples.
- ▶ Não pode ser reconsiderada.
- ▶ Não se aplica a relatórios de comitê ou questões inacabadas, mas apenas a moções pendentes.

3b. Moção para Convocar Pergunta Prévia.

O objetivo desta moção é cessar e encerrar

imediatamente o debate e votar em moção principal ou emenda em consideração. Se for ordenada pergunta prévia a respeito de uma emenda, o debate pode continuar na moção principal após a votação de pergunta prévia sobre a emenda. Moções privilegiadas, moções para adiar para data posterior e moções incidentais têm precedência sobre pergunta prévia. A simples exclamação “pergunta” não constitui moção formal de “pergunta prévia”, mas indica ao presidente que um membro de comitê ou delegado julga ser hora de votar.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser emendada.
- ▶ Requer um mínimo de dois terços dos votos.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Pode ser reconsiderada.

3c. Enviar a Comitê (comprometer).

A finalidade da moção para comprometer é remeter um assunto de trabalho a um comitê.

Este tipo de moção:

- ▶ Requer secundante.
- ▶ Pode ser debatida.
- ▶ Pode ser emendada.
- ▶ Requer maioria simples.
- ▶ Ganha precedência, exceto a moção para adiar indefinidamente e a questão principal.

- ▶ Pode ser reconsiderada se o comitê não tiver iniciado seus trabalhos.

3d. Emendas.

O objetivo da moção de emenda é alterar ou modificar uma moção principal e deve, portanto, ser pertinente ao assunto de trabalho a ser alterado. A proposta de emenda (primeiro nível) pode ser ela mesma emendada (segundo nível), mas não pode haver emenda (terceiro nível) de uma emenda a uma emenda. Na verdade, a “moção substituta” constitui ela mesma uma emenda.

A moção de emenda:

- ▶ Requer secundante.
- ▶ Pode ser debatida com discussão limitada à própria emenda.
- ▶ Requer maioria simples.
- ▶ Só poderá ser considerada uma emenda de cada vez. As propostas vão sendo apresentadas em sucessão para serem votadas.
- ▶ As emendas são geralmente feitas através de inserção, eliminação, substituição ou combinação destas ações.
- ▶ Pode ser reconsiderada.

3e. Adiar indefinidamente.

A finalidade desta moção é suprimir uma moção. Moções subsidiárias não se aplicam, exceto em caso de pergunta prévia e limitação (ou extensão) do tempo de debate.

A moção para adiar indefinidamente:

- ▶ Requer secundante.
- ▶ É plenamente discutível quanto à questão principal e quanto à adequação do adiamento indefinido.

- ▶ Não pode ser alterada.
- ▶ Requer maioria simples.
- ▶ Aplica-se essencialmente às moções principais apenas, embora possa ser aplicada a “Questões de Privilégio.”
- ▶ Pode ser reconsiderada, em caso de voto afirmativo.

3f. Definir o tempo de debate.

O objetivo deste movimento é estabelecer limites quanto à duração dos discursos individuais durante discussões ou limitar o período de tempo previsto para a discussão antes da votação.

A moção para definir o tempo de debate:

- ▶ Requer secundante.
- ▶ Pode ser debatida.
- ▶ Pode ser emendada.
- ▶ Requer um mínimo de dois terços dos votos.
- ▶ Pode ser reconsiderada mediante proposta para estender o tempo de debate (com maioria de dois terços).

4. MOÇÕES INCIDENTAIS.

Estas moções lidam com incidentes relativos a moções principais e devem ser decididas antes da moção principal. Estas regras de ordem reconhecem como moções incidentais apenas os apelos relativos a movimentos a pontos de ordem, divisão de assuntos e retirada ou alteração de moções.

4a. Apelo relativo a pontos de ordem.

O objetivo é se opor a uma decisão ou sentença do presidente sobre um ponto de ordem no momento em que a mesma é estipulada ou eximir o presidente da

obrigação de tomar uma decisão através de outorga da responsabilidade para os delegados ou membros.

O apelo:

- ▶ Requer secundante.
- ▶ Geralmente é discutível, mas não quando o decoro da sessão ou reunião estiverem em questão ou enquanto estiver pendente alguma questão indiscutível.
- ▶ Não pode ser emendada.
- ▶ Requer maioria simples.
- ▶ “Moções para adiar para data posterior” e “moções privilegiadas” têm precedência, assim como “pergunta prévia” quando o apelo é discutível.
- ▶ Pode ser reconsiderada.
- ▶ Em caso de apelo, o delegado ou membro só pode falar uma vez, exceto com permissão especial do presidente, o qual tem o direito de apresentar argumentos em favor de sua decisão ou parecer oficial.

4b. Divisão de assunto.

O objetivo desta moção é dividir assuntos que tenham várias proposições ou seções (por exemplo, documento com várias páginas ou parágrafos) em partes separadas que devem ser consideradas e votadas como casos distintos. Quando divididas, cada parte é votada em separado, como se tivesse sido proposta individualmente. Para efeitos práticos, é melhor dividir um assunto assim que ele seja introduzido, embora a moção possa ser realizada a qualquer momento enquanto a questão estiver pendente.

A formalidade do voto sobre a divisão de um assunto é dispensável e o presidente pode decidir por consenso quanto ao modo de divisão. Se o procedimento for contestado, justifica-se uma moção formal para

dividir, especificando-se como o assunto será dividido.

A moção para dividir:

► Aplica-se apenas a questões principais e emendas.

a) Requer secundante.

b) Requer maioria simples.

► Perde precedência para todas as moções privilegiadas e subsidiárias e à moção incidental de apelação de decisão do presidente, exceto as moções de emendas e moções de adiamento indefinido, sobre as quais tem precedência.

► Pode ser emendada, mas os outros cinco tipos de moções subsidiárias não se aplicam à moção para dividir.

► Não pode ser debatida.

► Pode ser reconsiderada.

4c. Retirada ou Modificação de Moção.

Antes do pronunciamento de uma moção pelo presidente, ela é propriedade do proponente, que pode retirá-la ou modificá-la sem pedir consentimento. Após o pronunciamento pelo presidente, o proponente deverá pedir permissão à assembleia para retirar ou modificar a moção. Não havendo objeções, o presidente deve tratar o pedido como uma solicitação de consentimento unânime. Se houver objeções, o presidente encaminha o pedido a votação por maioria simples.

A moção para emendar ou retirar:

► Não requer secundante.

► Não pode ser debatida.

► Não pode ser emendada.

► Requer maioria simples.

► Não pode ser reconsiderada.

Uma vez retirada, a moção é tratada como se jamais tivesse sido proposta.

4d. Reconsideração de Moções.

Se assim previsto nessas regras de ordem, uma moção já votada pode ser reconsiderada. O objetivo da reconsideração é permitir a correção de uma ação errônea, especialmente quando surgem informações adicionais ou quando alguma situação tenha sido alterada desde a ocasião da votação. Para evitar potenciais abusos, a moção de reconsideração deve ser proposta por alguém que tenha votado com a maioria. A moção de reconsideração é indicada quando proposta durante a mesma reunião ou assembleia. (Após o encerramento, a moção para rescisão é a moção apropriada para ser usada em reunião subsequente.)

► Requer secundante.

► É discutível, exceto quando a moção proposta para reconsideração for indiscutível.

► Não pode ser emendada.

► Requer maioria simples.

► Não pode ser reconsiderada, exceto mediante consentimento unânime.

4e. Rescisão ou Alteração de Ações Anteriores.

A finalidade da moção para rescindir ou alterar é revogar ou anular uma ação previamente votada. A moção para emendar ação anterior tem como objetivo alterar apenas uma parte do texto anteriormente votado.

► Requer secundante.

► Pode ser emendada.

► É discutível, exceto quando a moção

proposta para revogação for indiscutível.

► Só pode ser reconsiderada se o voto tenha sido negativo.

Requer maioria de dois terços, exceto quando tenha sido enviado aviso prévio indicado que será considerada recisão de ação anterior.

SUSPENSÃO DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Em circunstâncias especiais e com a finalidade de organizar os trabalhos da Igreja, essas regras de ordem pode ser suspensa por votação com dois terços dos delegados ou membros.

IDIOMAS OFICIAIS DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Em benefício dos delegados e da Igreja mundial, estas Regras de Ordem podem ser traduzidas para outros idiomas. A versão em inglês destas Regras de Ordem permanece como versão oficial e quaisquer versões em outros idiomas serão apenas para comodidade dos delegados.

ALTERAÇÕES DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Estas regras de ordem podem ser alteradas por votação aprovada por pelo menos dois

terços dos votos do Comitê Executivo da Conferência Geral.

REGRAS DE ORDEM PARA A CONFERÊNCIA GERAL

Estas regras de ordem se aplicam tanto às Sessões da Conferência Geral quanto às reuniões do Comitê Executivo.

Adaptação das REGRAS DE ORDEM DA CONFERÊNCIA GERAL para Sessões da União ou Conferência e Reuniões do Comitê Executivo

Estas regras para as Atividades da Conferência se aplicam em princípio à Igreja mundial. Os comitês de divisão podem adaptar estas regras de ordem, se necessário, para uso em sessões e reuniões do comitê executivo no âmbito de seus respectivos territórios. Qualquer adaptação realizada por uma divisão para uso em seu território deve ser feita em formato de regras suplementares ou adendos e não através de alterações deste documento.

Utilização das REGRAS DE ORDEM DA CONFERÊNCIA GERAL por outras Organizações

Outras organizações como igrejas locais, conselhos e reuniões de corpos docentes podem utilizar estas regras de ordem.

TABELA SUMÁRIO DE MOÇÕES

Classif.	Moção	Interromper	Secundar	Debater	Emendar	Votar	Reconsiderar	Notas *
10	Agendar próxima reunião (P)	Não	Sim	Não	Sim*	Maioria	Sim	Quanto ao horário e o local
9	Encerrar/ Recesso (P)	Não	Sim	Não	Não	Maioria	Não	
8	Questão de privilégio (P)	Sim	Não	Não	Não	Presidente*	Sim	Dois membros podem apelar decisão do presidente
7	Adiar para Data Posterior (S)	Não	Sim	Não	Não	Maioria	Não	
6	Pergunta Prévia (S)	Não	Sim	Não	Não	2/3	Sim	
5	Limitar/estender debate (S)	Não	Sim	Sim	Sim	2/3	Sim*	Apenas para estender o debate
4	Consultar o comitê (S)		Sim	Sim	Sim	Maioria	Sim*	Se comitê não tiver iniciado consideração
3	Emenda (S)	Não	Sim	Sim	Sim	Maioria	Sim	
2	Adiar indefinidamente (S)	Não	Sim	Sim	Não	Maioria	Sim*	Apenas voto afirmativo
1	MOÇÃO PRINCIPAL		Sim	Sim	Yes	Maioria	Sim	
-	Apelar ponto de ordem (I)	Sim	Sim	Sim	Não	Maioria	Sim	
-	Divisão do assunto (I)	Não	Sim	Não	Sim	Maioria	Sim	
-	Reconsiderar (I)	Não	Sim	Sim	Não	Maioria	Não	
-	Rescindir	Não	Sim	Sim ¹	Sim	Maioria ²	Sim	
-	Devolver ao Comitê de Indicação (I)	Não	Sim	Não	Não	Maioria	Não	Normalmente aceito
-	Voltar a moção adiada para data posterior (I)	Não	Sim	Não	Não	Maioria	Não	
-	Retirar moção (I)	Não	Não	Não	Não	Maioria	Não	

2/3 Dois terços dos votos; P—Moção privilegiada; S—Moção subsidiária; I—Moção incidental
¹Exceto quando a moção proposta para revogação for indiscutível.
²Se o aviso da moção a rescindir tiver sido feito previamente; caso contrário, maioria de dois terços.

Together

C O N S T I T U E N C Y 2 0 2 5

Agenda



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Fourth Quinquennial Constituency Meeting Agenda
Sligo SDA Church
Sunday, September 28, 2025

8:00 a.m. Registration

9:50 a.m. Special Music

10:00 a.m. Meeting begins

1. Welcome – Charles Tapp
2. Devotional - Mark Finley
3. Session Organization
 - a) Official Call
 - b) Review of quorum
 - c) Seating of delegates
 - d) Official opening of meeting (agenda)
 - e) Seating of Parliamentarian (procedures to follow)
 - f) Presentation of new congregations
 - g) Dissolving & Merging of congregations
4. Report of the Organizing Committee
5. President's Report
6. First Report of the Nominating Committee
7. Vice President for Administration's Report
8. Vice President for Finance's Report
9. Second Report of the Nominating Committee
10. Articles & Bylaws Committee Recommendations
 - a) Potomac Conference Corporation Articles and Bylaws
 - b) Board of Education Constitution and Bylaws
 - c) Shenandoah Valley Academy Constitution and Bylaws
 - d) Takoma Academy Constitution and Bylaws
11. Third Report of the Nominating Committee (as needed)
12. Any Additional Agenda Items
13. Challenge
14. Adjournment

Together

C O N S T I T U E N C Y 2 0 2 5

Delegates



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Regular Delegates by Church

	Last Name	First Name	Delegate Type	Org Com
Agape Spanish				
	Benitez	Rosy	Regular	☐
	Chopin	Kimberly	Regular	☐
	Lainez	Manuel	Regular	☐
	Ochoa	Adan	Regular	☒
	Ramirez	Eliel	Regular	☐
	Ulin	Yohana	Regular	☐
Alexandria Central Spanish				
	Gomez	Elsy	Regular	☐
	Gomez	Fredy	Regular	☒
	Lopez	Rudy	Regular	☐
Alexandria Spanish				
	Canales	Cristian	Regular	☐
	Castellon	Manuel	Regular	☐
	Gomez	Luis	Regular	☐
	Hernandez	Ruth	Regular	☐
	Hernandez	Victor	Regular	☐
	Lopez	Samuel	Regular	☐
	Marin	Maria	Regular	☐
	Orellana	Jose	Regular	☒
	Palma	Norma	Regular	☐
	Rodriguez	Abraham	Regular	☐
	Villalobos	Oscar	Regular	☐
Amicus				
	Lopez	Armando	Regular	☒
	Maya	Edwardo	Regular	☐
Annandale Spanish				
	De Leon	Daniel	Regular	☐
	Flores	Nataneal	Regular	☐
	Gomez	Jayro	Regular	☐
	Gomez	Kenia	Regular	☐
	Perez	Elias	Regular	☐
	Pinel	Dustin	Regular	☐
	Ralda Reyes	Jonatan	Regular	☐
	Reyes	Jennifer	Regular	☐
	Yepez	Eduardo	Regular	☒
Appomattox				
	Derringer	Charles	Regular	☒
	Derringer	Virginia	Regular	☐
Arlington Spanish				
	Contreras	Irsan	Regular	☒

Hernandez	Uriel	Regular	☐
Maltez	Ruderis	Regular	☐
Perez	Otto	Regular	☐

Aspen Hill Spanish

Euceda	José Elmer	Regular	☐
Galdamez	Erika	Regular	☒
Galdamez	Roney	Regular	☐
Salvador	Brenda	Regular	☐
Salvador	Napoleón	Regular	☐

Bealeton Spanish

Arevalo	Aleski	Regular	☒
Bonilla	Ruth	Regular	☐
Flores	Celso	Regular	☐

Belove

Argueta	Iris	Regular	☐
Martinez	Victor	Regular	☐
Rodriguez	Juan Carlos	Regular	☒

Beltsville

Ashman	Andrea	Regular	☒
Ashman	Christopher	Regular	☐
Cooley	Holly	Regular	☐
Davidson	Judith	Regular	☐
Edwards	Eulalee	Regular	☐
Eide	Trudy	Regular	☐
Gardner	Omar	Regular	☐
Gnanakkan	Dionysius	Regular	☐
Habtemariam	Yonas	Regular	☐
Hall	Yilmarie	Regular	☐
Lettsome Jr.	Nesco	Regular	☐
Machado	David	Regular	☐
Murdick	Dewey	Regular	☒
Pabon	Daniel	Regular	☐
Palmer	Anthony	Regular	☐
Pega	Wendy	Regular	☐
Pettit	John	Regular	☐
Tait	Yvonne	Regular	☐
Walker	Doug	Regular	☐
Wa-Mbaleka	Safary	Regular	☐
Wellington	Rohann	Regular	☐
Zackrison	James	Regular	☐

Beltsville Spanish

Espino	Kevin	Regular	☒
Espino	Mardoqueo	Regular	☐
Menjivar	Meybelin	Regular	☐

61	Last Name	First Name	Delegate Type	Org Com
	Rosario	Daniluz	Regular	☐
	Trejo	Samuel	Regular	☐
Bethesda Spanish	Carcamo	Arnaldo	Regular	☐
	Jimenez	Alfredo	Regular	☐
	Obando	Josue	Regular	☒
	Zamora	Francisco	Regular	☐
Buena Vista	Hall	David	Regular	☐
	Hevener	Richard	Regular	☐
	Lemon	Patty	Regular	☐
	Squires	Mark	Regular	☒
	Taylor	Teresa	Regular	☐
Burke Spanish	Acosta	Jose	Regular	☐
	Caceres	Nahun	Regular	☐
	Gonzalez	Andres	Regular	☒
Burnt Mills	Amaya	Jeena	Regular	☐
	David	Emerson	Regular	☐
	Fesseha	Tsion	Regular	☐
	Pakkianathan	Joseph	Regular	☒
	Purushothaman	Nathan	Regular	☐
	Spielman	Jessica	Regular	☐
Capital Chinese	Ireland	Paulette Ruth	Regular	☐
	Korompis	John	Regular	☐
	Missah	Ellen	Regular	☐
	Selica	Gordon-Black	Regular	☒
Capital Memorial	Banda	Zeria	Regular	☐
	Basaninyenzi	Uwimani	Regular	☐
	Belcher	Victor	Regular	☐
	Busick	Sue	Regular	☐
	Devaraj	Newbegin	Regular	☒
	Irvine	Kerrie-Ann	Regular	☐
	Mosebay	Marquel	Regular	☐
	Okelo	Phares	Regular	☐
	Retz	Steve	Regular	☐
	Yelverton	Carole	Regular	☐
Capital Spanish	Cruz	Josue	Regular	☐
	Flores	Maritza	Regular	☐
	Gomez	David	Regular	☐

Hernandez	Leandro	Regular	☐
Hernandez	Leydi	Regular	☒
Luna-Castro	Marcela	Regular	☐
Martinez	Jossue	Regular	☐
Orellana	Melissa	Regular	☐
Portillo	Lazaro	Regular	☐
Rosette	Abel	Regular	☐
Rosetti	David	Regular	☐
Ventura	Alex	Regular	☐

Carter Memorial

Branch	Hank	Regular	☒
Inscoe	Kenneth	Regular	☐

Cartersville

Greene	David	Regular	☐
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Central D.C. Spanish

Cruz	Sandra	Regular	☐
Flores	Gilmar	Regular	☐
Flores	Wilfredo	Regular	☒
Masin	Ada	Regular	☐
Montiel	Edwin	Regular	☐
Reyes	Eduardo	Regular	☐

Centreville Spanish

Jaldin	Wilson	Regular	☐
Ruiz	Gerardo	Regular	☐
Ruiz	Leydi	Regular	☐
Zelaya	Erla	Regular	☒
Zelaya	Gustavo	Regular	☐

Charlottesville

Goodwin	Joanne	Regular	☒
Grams	David	Regular	☐
Leiva	Cecilia	Regular	☐
Standish	Nigel	Regular	☐

Charlottesville Spanish

Marroquin	Pedro	Regular	☐
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Chesapeake

Adams	Lisa	Regular	☒
Maldonado Aponte	Mitsa	Regular	☐
Miller	Calvin	Regular	☐
Oana	Mihai	Regular	☐

Chesapeake Spanish

Vazquez	Hermilo	Regular	☐
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Chesterfield Spanish

Morales	Jorge	Regular	☐
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Clarksburg SDA Church

63	Last Name	First Name	Delegate Type	Org Com
	Gage	Robert	Regular	☒
	Jawaratnam	Yahan	Regular	☐
Community of Hope	Pierre	Mirlande	Regular	☒
	Rowe	Larwin	Regular	☐
Community Praise	Allen	Damon	Regular	☐
	Baker	Frank	Regular	☐
	Benjamin	Francis	Regular	☐
	Caban	Betsy	Regular	☐
	Collier	Don	Regular	☐
	Davis	Rosemarie	Regular	☐
	Garnes	Theresa	Regular	☐
	Griffith	Carlsen	Regular	☒
	Lewis	Gerard	Regular	☒
	Malcolm	Rodney	Regular	☐
	Martin	Honey-Sue	Regular	☐
	McKenzie	L. Roo	Regular	☐
	McPherson	Leonard	Regular	☐
	Moore	Jamar	Regular	☐
	Mould	Marc	Regular	☐
	Onyeije	Uzoma	Regular	☐
	Prince	Ronla	Regular	☐
	Robinson	Twilah	Regular	☐
	Rolle	Tomeka	Regular	☐
	Samuel	Theo	Regular	☐
	Scott	Donna	Regular	☐
	Warfield	Eunice	Regular	☒
	Williams	Jennifer	Regular	☐
	Williams	Wayne	Regular	☐
Courthouse Road	Anderson	Beverly	Regular	☐
	Goodermuth	Becky	Regular	☐
	Hilsmann	Rache'l	Regular	☒
	Johnson	Joanne	Regular	☐
	Massey	James	Regular	☐
	Morris	Jim	Regular	☐
	Poston	Rodney	Regular	☐
	Sagini	Charles	Regular	☐
Culpeper	Holmstock	Dan	Regular	☒
	Perry	Rachel	Regular	☐
	Reichard	Richard	Regular	☐
Culpeper Spanish				

Flores	Erick	Regular	☐
Ucedo	Antonio	Regular	☐
Villatoro	Fredy	Regular	☐
Villatoro	Jose	Regular	☒

Dale City Spanish

Campos	Celina	Regular	☐
Marquez	Manuel	Regular	☐
Ramirez	Edvin	Regular	☐
Salvador	Edwin	Regular	☒
Salvador	Margarita	Regular	☐
Villanueva	Eduardo	Regular	☐

Damascus Grace

Housen	Yvette	Regular	☐
Martinez	Robert	Regular	☒
Nokkeo	Amy	Regular	☐
Tavares	Karen	Regular	☐

Damascus Spanish

Bernal	Douglas	Regular	☐
Cedillos	Eduardo	Regular	☐
Cedillos	Pablo	Regular	☐
Guzman	Enma	Regular	☐
Pineda	Iris	Regular	☒

DC Spanish

Aguilar	Juventino	Regular	☒
Garcia	Luis	Regular	☐
Valderrama	Abraham	Regular	☐
Ventura	Francisco	Regular	☐

Dumfries Spanish

ESPINOZA	ALIPIO	Regular	☐
Pomales	Kristan	Regular	☐
Veizaga	Jenifer	Regular	☒

Ebenezer Spanish

Jacinto	Irvin	Regular	☒
Pinto	Mario	Regular	☐
Sandoval	Franklin	Regular	☐

Elkton

Klein	Charles	Regular	☐
Meadows	Chris	Regular	☐
Shetler	Loren	Regular	☒

Fairfax Spanish

Jose	Ibanez	Regular	☐
Jose Orlando	Zorro	Regular	☐
Rosa	Ibanez	Regular	☐

Falls Church Spanish

65	Last Name	First Name	Delegate Type	Org Com
	Berrios	Rafael	Regular	☐
	Gutierrez	Jose	Regular	☐
	Guzman	Dayana	Regular	☐
	Pereyra	Estela	Regular	☐
	Pereyra	Roberto	Regular	☐
	Perez	Madai	Regular	☐
	Salvador	Jessica	Regular	☒
Far West End				
	Arboleda	Zoraida	Regular	☐
	Duarte	Sofia	Regular	☐
	Glass	Debbie	Regular	☒
	Kolinek	Tomas	Regular	☐
	Matias	William	Regular	☐
	Pagunsan	Jan Mikhail	Regular	☐
Farmville				
	King	Kenesha	Regular	☐
	Mabry	Loretta	Regular	☐
	Matheson	Dale	Regular	☒
Filipino-American Capital				
	Baldovino	Ramon	Regular	☐
	Castro	Jericho	Regular	☐
	Jimenez	Teresita	Regular	☐
	Lacson	Roylan	Regular	☒
	Lisay	Noel	Regular	☐
	Lozano	Marilou	Regular	☐
	Wirt	Marlene	Regular	☐
1st Northern Virginia Ghanaian				
	Agyemang	Fred	Regular	☐
	Appiah	Kelvin	Regular	☐
	Manly Spain	Mercy	Regular	☐
	Offei	Elijah	Regular	☒
	Wilson	Kobina	Regular	☐
Ford				
	Grizzle	James	Regular	☒
	Grizzle	Miriam	Regular	☐
Fredericksburg				
	Abel	Brenda	Regular	☐
	Bell	Javed	Regular	☐
	Geter	Sharon	Regular	☐
	Johnson	James	Regular	☐
	Jones	William	Regular	☐
	Kerkhoff	John	Regular	☐
	Maloney	Jinsil	Regular	☐
	Scipio	Randolph	Regular	☐

Steward	Valerie	Regular	☐
Vardiman	Daniel	Regular	☒
Ware	Paul	Regular	☐
Wright	Kevin	Regular	☐

Fredericksburg Spanish

Amaya	Bladimir	Regular	☐
Granados	Daniel	Regular	☐
Granados	Sulma	Regular	☐
Monterrosa	Arturo	Regular	☐
Renderos	Mario	Regular	☒
Ruiz	Nelida	Regular	☐

Front Royal

Ates	Kathleen	Regular	☒
Toffler	Velma	Regular	☐

Gaithersburg Spanish

Alfaro	Fidel	Regular	☒
Arevalo	Nury	Regular	☐
Flores	Mirna	Regular	☐
Gomez	Uriel	Regular	☐
Menjia	Walter	Regular	☐
Montoya	Javier	Regular	☐
Vasquez	Blanca	Regular	☐

Galax

Durkin	Martin	Regular	☐
Marshall	Sterling	Regular	☐
Patton	Aaron	Regular	☐
Raible	Jeff	Regular	☒

Germantown Spanish

Agudelo	Johneiver	Regular	☒
Bendavid	Ana	Regular	☐
Caceres	Carlos F.	Regular	☐
Salazar	Ines	Regular	☐
Suescun	Gloria	Regular	☐
Vanegas	Juan Pablo	Regular	☐

Glenmont Spanish

Almaraz	Josefina	Regular	☐
Benitez	Fernando	Regular	☒
Hernandez	Estela	Regular	☐

Gloucester

Stewart	Linda	Regular	☐
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Goshen Spanish

Munoz	Jose	Regular	☐
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Greater Than I

Gatewood Porter	Alison	Regular	☒
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67	Last Name	First Name	Delegate Type	Org Com
	Kapetanakis	Elaine	Regular	☐
	Salinas	Adonay	Regular	☐
	Salinas	Kellie	Regular	☐
	Washington	Richard	Regular	☐
Greenbelt Spanish	Castillo	Pedro	Regular	☒
	Escobar	Gonzalo	Regular	☐
	Menjívar	Neftaly	Regular	☐
Hampton Roads	Bob	Howard	Regular	☐
	Dave	Richards	Regular	☐
	Jeannie	Howard	Regular	☐
	Sandra	Richards	Regular	☐
	Ware	Sarah	Regular	☒
Harrisonburg	Aquino	Andrea	Regular	☐
	Aquino	Isamuel	Regular	☒
	Cox	Cherith	Regular	☐
	Cox	Frank	Regular	☐
Harrisonburg Spanish	Sanchez	Carlos	Regular	☐
	Sanchez	Jacobo	Regular	☐
	Soto	Jonathan	Regular	☒
Herndon Spanish	Maradiaga	Katia	Regular	☒
	Reyes	Moises	Regular	☐
	Salinas	Karla	Regular	☐
	Vanegas	Mario	Regular	☐
	Velado	Sydney	Regular	☐
Hopewell Spanish	Aguilar	Gladys	Regular	☐
	Alvarez	Drema Ives	Regular	☐
	De La Rosa	Karinny	Regular	☒
	Perez	Jaime	Regular	☐
Hyattsville	Adams	Lystra	Regular	☐
	Lundberg	Linda	Regular	☐
	Mufuh	Judith	Regular	☐
	Ngoboka	Gideon	Regular	☒
Hyattsville Spanish	Bermudez	Carlos	Regular	☐
	Escalera	Moisés	Regular	☒
	Mazariegos	Alba	Regular	☐
	Mazariegos	Elian	Regular	☐

IASD Roca Eterna de Norfolk

Martinez	Pablo	Regular	☐
Quevedo	Leonor	Regular	☐
Trujillo Berrios	Eva	Regular	☒

Konnarock

Stamper	Crystal	Regular	☒
Williams	Sharon	Regular	☐

Landmark Spanish

Hernandez	Rogelio	Regular	☐
Najera	Anderson	Regular	☒
Thomas	Cindy	Regular	☐

Landover Hills Spanish

Marquez	Oswaldo	Regular	☐
Mendez	Wilfredo	Regular	☐
Torres	Arquimides	Regular	☒

Leesburg

Larsen	Scott	Regular	☒
Marandure	Darlick	Regular	☐
Parkinson	Ryan	Regular	☐

Leesburg Spanish

Carte	Yolanda	Regular	☐
Gálvez	Jenny	Regular	☐
Gálvez	Román	Regular	☐
González	Jefry	Regular	☐
Juarez	José	Regular	☒
Lamarca	Diego	Regular	☐

Light Bearers Mission

Mungin	Maury	Regular	☐
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Living Hope

Francis	Deborah	Regular	☐
Prime	Dion	Regular	☐
Reed	Daniel	Regular	☐
Restrepo	Norbert	Regular	☐
Sorto	Leslie	Regular	☒
Washington	George	Regular	☐
Wright	Ruth	Regular	☐

Living Water

Roper	Alexander	Regular	☐
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Lorton Spanish

Fuentes	Saylis	Regular	☐
Orellana	Jennifer	Regular	☒
Portillo	Rosa	Regular	☐

Luray

Johnson	Steve	Regular	☐
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69	Last Name	First Name	Delegate Type	Org Com
	Moyer	Eddie	Regular	☐
	Wilson-Johnson	Michelle	Regular	☒
Lynchburg	Braye	Douglas	Regular	☒
	Kelly	Luke	Regular	☐
	Kelly	Shannon	Regular	☐
	Little	Mike	Regular	☐
	Roark	Chris	Regular	☐
Manassas Battlefield Spanish	Aceituno	Oscar	Regular	☐
	Patton	Isaias	Regular	☒
	Patton	Moses	Regular	☐
	Rodriguez	Willan	Regular	☐
	Sanchez	Samuel	Regular	☐
	Ventura	Julio	Regular	☐
	Yes Salguero	Dulce	Regular	☐
Manassas	Alvarado	Loli	Regular	☐
	Burton	Wanda	Regular	☐
	Davis	Alina	Regular	☐
	Hill	Frances	Regular	☐
	Hudson	Janine	Regular	☒
	Hudson	Larry	Regular	☐
	Matheson	Richard	Regular	☐
	Payne	Cesar	Regular	☐
	Schurtz	Susie	Regular	☐
	Spady	Don	Regular	☐
	Spady	Tanya	Regular	☐
Manassas Spanish	Acosta	Ronald	Regular	☐
	Amaro	Sandra	Regular	☐
	Arevalo	Freddy	Regular	☐
	Barillas	Herbert	Regular	☐
	Chajon	Tito	Regular	☐
	Hernandez	Manrique	Regular	☒
	Obando	Mario	Regular	☐
Martinsville	Draper	Bonnie	Regular	☐
	Stanaway	Cindy	Regular	☒
Martinsville Spanish	Castro	Francisco	Regular	☐
	Garcia	Gerardo	Regular	☐
	Martinez	Victor	Regular	☐
	Ortega	Elías	Regular	☒

Villareal	Daniel	Regular	☐
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Meadowbridge

Fales	Bill	Regular	☐
Fales	Julie	Regular	☐
Hill	Elaine	Regular	☒
Hill	Ryan	Regular	☐
Howard	Avagay	Regular	☐
Howard	Myron	Regular	☐

Metro No VA Spanish

Basurto	Julio	Regular	☐
Cristobal	Alexander	Regular	☐
Lopez	Kevin	Regular	☐
Nunez	Diana	Regular	☒
Perez	Herber	Regular	☐
Velasquez	Heide	Regular	☐
Yanes	Jeanette	Regular	☐

Metropolitana Spanish

Barrera	Francisco	Regular	☐
Benitez	Sonia	Regular	☐
Garcia	Ovidio	Regular	☐
Leon	Gaspar	Regular	☐
Liriano Ayala	Nirael	Regular	☐
Mejia	Elsy	Regular	☒

Montgomery Village Spanish

Cornejo	Mauricio	Regular	☐
Delgado	Lorena G	Regular	☐
Fuentes	Victor	Regular	☒

Mount Rainier Spanish

Alvares	Mario	Regular	☐
de Leon	Julio	Regular	☐
Diaz	Luis	Regular	☐
Hernandez	Ubaldo	Regular	☐
Lara	Manuel	Regular	☐
Manzanarez	Emerita	Regular	☐
Mendez	Ariel	Regular	☒
Perez	Josue	Regular	☐
Perez	Ulises	Regular	☐
Reyes	Karen	Regular	☐
Sanchez	Esturado	Regular	☐

Mount Vernon Spanish

Castellón	Yessica	Regular	☐
Encarnación	Rogers	Regular	☐
Santiago	Angel	Regular	☒
Vidal	Erika	Regular	☐

71	Last Name	First Name	Delegate Type	Org Com
Mountain View	Nelson	Blake	Regular	☐
New Market	Copaceanu	Val	Regular	☐
	D'Avilar	Courtney	Regular	☐
	DeSpirito	Dave	Regular	☐
	Fernandez	Adriana	Regular	☐
	Good	Rudy	Regular	☐
	Harley	Tim	Regular	☐
	Hasley	Teri	Regular	☐
	Kinney	Clayton	Regular	☐
	Knight	Jaclyn	Regular	☐
	Powell	Andy	Regular	☐
	Trigo	Mauricio	Regular	☐
	Vergara	Jeffry	Regular	☐
	White	Duane	Regular	☐
	White	Gerald	Regular	☐
	White	Ron	Regular	☒
	Wiygul	Mindi	Regular	☐
	Young	Roger	Regular	☒
New River Valley	Gil	Joe	Regular	☐
	Nyajeri	Jacob	Regular	☐
Newport News	Bautista	Christian	Regular	☐
Norfolk	Baysah	Jensen	Regular	☐
	Mensa	Ophelia	Regular	☐
	Tomlinson	Tachelle	Regular	☐
	Walton	Jerome	Regular	☒
	Wilson	Rosa	Regular	☐
Nueva Esperanza Spanish	Alvarez	Zuleyma	Regular	☐
	Calderon	Danissa	Regular	☐
	Calderon	Danny	Regular	☐
	Calderon Jr.	Rony	Regular	☒
	Calderon Sr.	Rony	Regular	☐
	Cardona	Lesly	Regular	☐
	Esteban	Saul	Regular	☐
	Hernandez	Ivette	Regular	☐
	Jacinto	Darwin	Regular	☐
	Rodriguez	Henderson	Regular	☐
	Rodriguez	Lorena	Regular	☐
	Rosette	Suriel	Regular	☐

	Ventura	Jackie	Regular	☐
Olney	Bovo	Inalva	Regular	☐
	Coggeshall	Greg	Regular	☒
	Coggeshall	Lorna	Regular	☐
	Guevara	Veronica	Regular	☐
	Herold	Andrew	Regular	☐
	Pintos	Sergio	Regular	☐
Orange	Bentivegna	Angel	Regular	☐
	Bruno	Mark	Regular	☒
	Fuentes	Tony	Regular	☐
Oxon Hill Spanish	Bracamonte	Fabiola	Regular	☐
	Cuellar	Ingris	Regular	☐
	Garcia	Isai	Regular	☒
	Garcia	wendy	Regular	☐
	Romero	Miguel	Regular	☐
Patterson Avenue	Forbes	David	Regular	☒
	Ornam	W.R (Bob) Van	Regular	☐
	Reynolds	Juanita	Regular	☐
	Reynolds	Laura	Regular	☐
	Reynolds	Richard (Mark)	Regular	☐
	Savoy	Seth	Regular	☐
	Soria	Erni	Regular	☐
	Vakadani Sudhakar	Rao	Regular	☐
	Vakadani Sudhakur	Sam	Regular	☐
Peninsula Spanish	CRUZ	HECTOR	Regular	☐
	FLORES	IRMA	Regular	☐
	LLERANDI	ELIAS	Regular	☒
	Miller	Angela	Regular	☐
	Ramos	Estela	Regular	☐
Pennsylvania Avenue	Boudreaux	Angela	Regular	☐
	Gulston	Jomo	Regular	☐
	Gulston	Kinard	Regular	☐
	Logan	Greg	Regular	☐
	McDowell	Elma	Regular	☐
	McDowell	Michael	Regular	☐
	Peterkin	Allo	Regular	☒
	Roberson	John	Regular	☐
	Watson	Alfonzo	Regular	☐

73	Last Name	First Name	Delegate Type	Org Com
	Witherspoon	Tamaira	Regular	☐
	Yeager	Tina	Regular	☐
Piney Forest	Beltre	Carmen	Regular	☐
	Beltre Sr	Luis	Regular	☐
	Jobe	Wesley	Regular	☒
	Moulder	Russ	Regular	☐
	Moulder	Vanessa	Regular	☐
Pulaski	Kidd	Bill	Regular	☒
	Kidd	Wanda	Regular	☐
Redeeming Grace	Dildy	David	Regular	☐
	French	Lynda	Regular	☐
	Fuller	David	Regular	☐
	Gomez	Amanda	Regular	☒
Renewed	Baird	Rhonda	Regular	☒
	Bent	Barbara	Regular	☐
	Nelson	Lionel	Regular	☐
	Newman	Michael	Regular	☐
	Wanga	Esther	Regular	☐
	Wilkinson	Sixtus	Regular	☐
Reston Spanish	Ayala	Dilsia	Regular	☐
	Ayala	Roque	Regular	☒
	Rosales	Noel	Regular	☐
Restoration Praise	Davis	Dawn	Regular	☐
	Gibbons	Chris	Regular	☐
	Ikpeoha	Ugochi	Regular	☒
	Johnston	Keith	Regular	☐
	Loveday	Jeremiah	Regular	☐
	Mdlongwe	Siziwe	Regular	☐
	Ogburn	Marshall	Regular	☐
	Parsons	Lea	Regular	☐
	Simmons	Felicia	Regular	☐
	Simmons III	Philip	Regular	☐
	Watley	Anika	Regular	☐
Richmond Brazilian	Lima	Ellen	Regular	☐
	Meyer	Mark	Regular	☒
	Rodrigues	Carlos	Regular	☐
	Vasconcellos	Robert	Regular	☐

Richmond Evangelistic

Acuña	Paola	Regular	☐
Alvarez	David	Regular	☐
Alvarez	Dina	Regular	☐
Boror	Anthony	Regular	☐
Boror	Lazaro	Regular	☒
Boror	Maribel	Regular	☐
Castillo	Karen	Regular	☐
Gonzalez	Jonathan	Regular	☐
Lima	Eufrazio	Regular	☐
Lima	William	Regular	☐
Lopez	Mireya	Regular	☐
Morales	Marco	Regular	☐
Navas	Andrea	Regular	☐
Paz	Carlos	Regular	☒
Paz	Jessica	Regular	☐
Pleites	David	Regular	☐
Prado	Benjamin	Regular	☐

Riverdale for Jesus

Castillo	Keysi	Regular	☐
Hernandez	Carlos	Regular	☐
Roque	Mario	Regular	☒

Roanoke

Dodge	Jennifer	Regular	☐
Janetzko	Harry	Regular	☐
McLennan	Chad	Regular	☐
McLennan	Patty	Regular	☒
McLennan	Robert	Regular	☐
McLennan	Ryan	Regular	☐

Roanoke Spanish

Cabrera	Eliseo	Regular	☒
Lopez	Zarael	Regular	☐
Marcio	Rodriguez	Regular	☐
Morales	Luis	Regular	☐
Sanjuan	Lewis	Regular	☐

Rockville

Barrow	Petronella	Regular	☐
Harris	Andrae	Regular	☐
Mwancha	Grace	Regular	☐
Nicholas	Romel	Regular	☐
Sriautharawong	Mailen	Regular	☒
Wiggins	Selvin	Regular	☐

Rockville Spanish

Cortez	Dora	Regular	☐
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75	Last Name	First Name	Delegate Type	Org Com
	Flores	Josue	Regular	☐
	Matos	Miriam	Regular	☐
	Saltos	Carlos	Regular	☒
	Vásquez	Jennifer	Regular	☐
Rocky Mount				
	Smeragulio	Nicholas	Regular	☐
	Smeragulio	Ranice	Regular	☒
Seabrook				
	Allman	Urelida	Regular	☐
	Baptiste	Gabriel	Regular	☐
	Barrow	Virgil	Regular	☐
	Belle	Stuart	Regular	☐
	Bridges	Leslie	Regular	☐
	Bridges	Tessa	Regular	☐
	Buggam	Dorrett	Regular	☐
	Carrington	Carol	Regular	☒
	Chelliah	Crystal	Regular	☐
	Conteh	Philip	Regular	☐
	Cooper	Pearline	Regular	☐
	Corlette	Shirlyn	Regular	☐
	Daniels	Wilma	Regular	☐
	Dorch	Tracey	Regular	☐
	Gentles	Brenda	Regular	☐
	George	Vaughn	Regular	☐
	Haynes	LaVergne	Regular	☐
	Howard	Sherrie	Regular	☐
	Jarrett	Jeanine	Regular	☐
	Johnson	Betty	Regular	☐
	Jones	Rythee	Regular	☐
	Melbourne	Bertram	Regular	☒
	Nisbett	Deana	Regular	☐
	Prince	Roger	Regular	☒
	Ruth Ann	Thomspon	Regular	☐
Seneca Valley Spanish				
	Navas Campos	Mayra	Regular	☐
Silver Spring				
	Lyons	Jacob	Regular	☐
	McIntyre	Judith (Judy)	Regular	☒
	Mentis	Stephanie	Regular	☐
	Noudoda	Jason (Emmanuel)	Regular	☐
Silver Spring Spanish				
	Figueroa	Alicia	Regular	☐
	Flores	Miguel	Regular	☒
	Iraheta	Nahum	Regular	☐

Martinez	Isaac	Regular	☐
Parada	Shirley	Regular	☐
Salmeron	Fausto	Regular	☐
Sorto	Dina	Regular	☐

Sligo

Abel	Elizabeth	Regular	☐
Bailey	Karell	Regular	☒
Balay	Flor	Regular	☒
Bushell	Peter	Regular	☐
Chavez	Steve	Regular	☐
Cox	Jasper	Regular	☐
Cruz	Daniela	Regular	☐
Daley	Michael	Regular	☒
DeClerck	Ron	Regular	☐
Ewoo	Amram	Regular	☐
Griffin	Heather	Regular	☒
Gulley	James	Regular	☐
Hayes	Terri Jo	Regular	☐
Hooker	Carol	Regular	☐
Jamieson	Cosette	Regular	☐
Johnson	Kathy	Regular	☐
Kindo	Victor	Regular	☐
Lawrence	Karl	Regular	☐
Marshall	Archie	Regular	☐
Milam	Darrell	Regular	☒

Smith Mountain Lake

Bartholmae	John	Regular	☒
Bartholmae	Marilyn	Regular	☐

Solid Rock

Admana	Arthur	Regular	☐
Adu-Poku	Emmanuel	Regular	☐
Chester-Inniss	John	Regular	☒
Diaz	Jennifer	Regular	☐
Lavalas	Romana	Regular	☐
Lewis	Chonta	Regular	☐

Southern Asian

Asir	Emy	Regular	☐
Baroya	Juanita	Regular	☐
Bekkam	Goverdhan	Regular	☐
Chacko	Samuel	Regular	☐
Fernando	Lovella	Regular	☒
Isaac	Suvarna	Regular	☐
James	Deepa	Regular	☐
Joseph	Kavitha	Regular	☐
Karimabadi	Mia	Regular	☐

77	Last Name	First Name	Delegate Type	Org Com
	Mesepam	Jolly	Regular	☐
	Nowrangi	Bimal	Regular	☒
	Palivela	Nina	Regular	☐
	Pandian	Samuel	Regular	☐
	Purushotham	Sanjay	Regular	☐
	Rajamonickam	David	Regular	☐
	Suresh	Paul	Regular	☐
	Suresh	Shadrach	Regular	☐
	Thomas	Rajan	Regular	☐
	Vinodh	Ethan	Regular	☐
	Waidande	Rebecca	Regular	☐
Springfield Spanish	Avalos	Mario	Regular	☒
	Castro	Andres	Regular	☐
	Manuel	Orellana	Regular	☐
	Pineda	Rene	Regular	☐
	Quinteros	Mario	Regular	☐
	Reyes	Rudy	Regular	☐
Stafford	Biscombe	Hilary	Regular	☐
	Bowman	Carol	Regular	☒
	Morgan	Mason	Regular	☐
	Sealey	Chris	Regular	☐
Stafford Spanish	Flores	Edwin	Regular	☐
Stanley	Cusack	josh	Regular	☒
	Rios	Julia	Regular	☐
	Schneider	Kim	Regular	☐
	Seeders	Jonathon	Regular	☐
	Seeders	Katie	Regular	☐
Staunton	Freeman	Rodney	Regular	☐
	Hevener	Tammy	Regular	☐
	Leukert	Sharon	Regular	☒
	Peckham	Erin	Regular	☐
	Walsh-Robinson	Celeen	Regular	☐
	Wightman	Todd	Regular	☐
Sterling Spanish	Garcia	Oscar	Regular	☐
	Guzmán	Roberto	Regular	☐
	Oliphant	Daniel	Regular	☒
	Rivera	Rosi	Regular	☐
	Zapata	Tirsa	Regular	☐

Strasburg

Ritenour	Cheryl	Regular	☐
Urum	Shannon	Regular	☒

Stuart

Christopher	Wright	Regular	☐
Morrow	Thomas	Regular	☒

Takoma Park

Arianna	Morrell	Regular	☐
Arteaga	Glaciline	Regular	☐
Barnes	Maurine	Regular	☐
Bedell	Rhonda	Regular	☐
Blackwood	Sonia	Regular	☐
Caesar	Nigel	Regular	☐
Coley	Albertha	Regular	☐
Danticat	Tim	Regular	☐
Dowdie	Ethlyn	Regular	☐
Henry	Lennox	Regular	☐
James	Tarrance	Regular	☐
Jesson-Petersen	Jaslin	Regular	☐
Johnson	Lisa	Regular	☐
Jones	Sherwin	Regular	☐
Kakinda	Noah	Regular	☐
Matthews	Merlyn	Regular	☐
McFarlane	Jackie	Regular	☒
Modeste	Mikhail	Regular	☐
O'Neil	Trevor	Regular	☐
Ottley Adjahoe	Nevilla	Regular	☐
Petersen	Frank	Regular	☐
Pleasants	Lacie	Regular	☒
Santiago	Faith	Regular	☐
Thomas	Sanjay	Regular	☒
Voisin	Romania	Regular	☐

Takoma Park Spanish

Alvarado	Oscar	Regular	☐
Bonilla	Marvin	Regular	☐
Diaz	Jose Obdulio	Regular	☐
Escalante	Bladimir A.	Regular	☐
Fuentes Villareal	Mauricio Manrique	Regular	☐
Gomez	Heladio	Regular	☐
Gonzalez	Noe Escobar	Regular	☐
Hernandez	Edison	Regular	☐
Jeronimo Lopez	Cristian Saul	Regular	☐
Lopez	Zulma	Regular	☐
Mendez Sanchez	Byron Alfonso	Regular	☐
Molina	Felipe	Regular	☐

79	Last Name	First Name	Delegate Type	Org Com
	Perez Rivera	Braulio	Regular	☐
	Quintanilla Martinez	Miguel Angel	Regular	☐
	Ravaric	Ruth	Regular	☐
	Samayoa	Florentin	Regular	☐
	Samayoa	Mariano	Regular	☒
	Sanchez	Werner	Regular	☒
	Serrano	Fredy	Regular	☐
	Sorto	Karen	Regular	☐
	Vasquez	Juan F.	Regular	☐
	Vidal	Cesar Augusto	Regular	☐
	Villanueva Alvarado	Jose Samuel	Regular	☐
Tappahannock				
	Grenier	Kathryn	Regular	☐
	Jimenez	Raymond	Regular	☐
	Mojica	Ruben	Regular	☒
	Tyson	Christopher	Regular	☐
Valley Fellowship				
	Vick	Randy	Regular	☐
Vienna				
	Bowen	Claudia	Regular	☐
	David	Steeve	Regular	☐
	Digamo	Vita	Regular	☐
	Feltman	Donald	Regular	☒
	Job	Anita	Regular	☐
	Kusdarman	Novalina	Regular	☐
	Lynch	Patrick	Regular	☐
	Pelham	Locrecia	Regular	☐
	Pelham	Mark	Regular	☐
	Pubillones	Christopher	Regular	☐
	Quintero	Marvin	Regular	☐
	Rosa	Benito	Regular	☐
	Samuel	Lisa	Regular	☐
	Tumetel	Fanny	Regular	☐
	Zeller	Elisabeth	Regular	☒
	Zeller	Nick	Regular	☐
Vienna Spanish				
	Cajchun	Smirna	Regular	☐
	Chajchun	Ian	Regular	☒
	Tellez	Mariela	Regular	☐
	Zapata Martinez	Ana	Regular	☐
Virginia Beach				
	Belleza	Robert	Regular	☐
	Dragule	Emmanuel	Regular	☐
	Herbert	David	Regular	☒

	Mota	Aldrin	Regular	☐
Virginia Beach Spanish	Arroyo	Zoelia	Regular	☐
	Claudio	Luis	Regular	☐
	Claudio	Madeline	Regular	☒
	Morales	José	Regular	☐
	Powell	Jacqueline	Regular	☐
Washington Brazilian	Augusto	Leni	Regular	☐
	Correia	Silmar	Regular	☐
	Dias	Aparecida	Regular	☐
	Fagundes	Peterson	Regular	☐
	Ladeira	Marta	Regular	☐
	Lessi	Silvano	Regular	☐
	Machado	Robert	Regular	☒
	Menegussi	Lucia	Regular	☐
	Souza	Gledston	Regular	☐
Washington Metropolitan Oromo	Gebremariam	Eganie	Regular	☐
	Tolessa	Edjigu	Regular	☒
	Wakweya	Banja	Regular	☐
Washington Spanish Bilingual	Alas	Saul	Regular	☒
	Calderon	Ivan	Regular	☐
	Covarrubias	Loida	Regular	☐
	Escobar	Gladys	Regular	☐
	Gonzalez	Leydin	Regular	☐
	Lainez	Margarita	Regular	☐
	Pinales	Yemny	Regular	☐
	Reyes	Dina	Regular	☐
	Reyes	Rosangela	Regular	☐
	Reyes	Victor	Regular	☐
	Sanchez	Carlo	Regular	☐
	Sorto	Lorena	Regular	☐
	Thomas	Margeline	Regular	☐
Waynesboro	Bruce	Rona	Regular	☐
	Flynch	Khadine	Regular	☐
	Gordon	Kenneth	Regular	☒
	Hackley	Jennifer	Regular	☐
	Rada	Bobby	Regular	☐
	Sheffer	Doug	Regular	☐
	Smith	Randy	Regular	☐

81	Last Name	First Name	Delegate Type	Org Com
	Arevalo	Azariel	Regular	☐
	Gutierrez	Elder	Regular	☐
	Huarcas	Manuel	Regular	☐
	Lopez	Ruben	Regular	☒
	Ramos	Ricardo	Regular	☐
	Tejada	Albert	Regular	☐
Western Branch	Kania	Wayne	Regular	☐
	Murat	William	Regular	☒
Wheaton Spanish	Cipriano	Nelson	Regular	☒
	Cipriano	Vilma	Regular	☐
	Oxlaj	Janessa	Regular	☐
	Rivera Lopez	Gabriela	Regular	☐
Williamsburg	Berryman	Jay	Regular	☐
	Paulino	Lizanette	Regular	☐
	Puello	Gabriel	Regular	☐
	Rodriguez	Miguel	Regular	☒
Winchester	Galbraith	Aston	Regular	☒
	Galbraith	Ina	Regular	☐
	Tyler	Daniel	Regular	☐
	Tyler	Rina	Regular	☐
Winchester Spanish	Flores Hernandez	Emily	Regular	☐
	Hernandez	Everth	Regular	☐
	Lopez	Rene	Regular	☐
	Vidal	Armando	Regular	☒
Woodbridge Ghanaian	Agyei	Samuel	Regular	☐
	Boakye Acheampong	Enoch	Regular	☐
	Kyei Gyamfi	Kwame	Regular	☒
	Serwaa Acheampong	Yaa	Regular	☐
	Tamakloe	Angelina	Regular	☐
Woodbridge Route 1 Spanish	Alvarado	Enrique	Regular	☐
	Muñoz	Nelson	Regular	☒
	Ortiz	Anderson	Regular	☐
Woodbridge	Johnson	Danielle	Regular	☐
	Legall	Cory	Regular	☒
	Pollard	Jessica	Regular	☐
	Sumpter	Darrell	Regular	☐

Wilkins	Monica	Regular	☐
---------	--------	---------	--------------------------

Woodbridge Spanish

Angel	Kathy	Regular	☐
Marc	Sydney	Regular	☒
Ortega	Edwin	Regular	☐
Vargas	Anthony	Regular	☐
Vela	Jhosselyn	Regular	☐
Zelaya	Icela	Regular	☐

Wytheville

Cleveland	Joya	Regular	☐
Winnard	Evelyn	Regular	☒

Yale

Ivy	Mildred	Regular	☐
Woolridge	Michael	Regular	☒

2025 Delegates At Large

83

Delegate Type	Last Name	First Name	Region
Articles & Bylaws Comm-Lay	Angier	Chuck	Virginia South Central
	Arthur	Jean	DC Maryland
	Gonzalez	Nany	Virginia Tidewater
	Johnson	James	Northern Virginia
	Rodriguez	Victor	Virginia Capital
	Salvador	Milton	DC Metropolitan
Columbia Union Executive	Asiedu	Emmanuel	
	Bailey	Tim	
	Bauer	Celinda	
	Brown	Gina	
	Brown	Marvin	
	Buchanan	Elaine	
	Carlson	Greg	
	Chavers	Cheryl	
	Cundiff	Bob	
	Daniel	Leena	
	Dean	Elethia	
	Dildy	David	
	Emond	Raymond	
	Filipov	Yuliyana	
	Gentry	Michael	
	Gibbs	Gary	
	Haakenson	Scott	
	Hall	Dewain	
	Hood	Stan	
	Isaac	Denise	
	Johns	Wayne	
	Juliana	Marson	
	Kinlock	Trevor	
	Lee	Jane	
	Lee	Stephen	
	Lutz	Jerry	
	Mazani	Vimbai	
	Merino	Jennifer	
	Pastor	Alejandro	
	Richmond	Dave	

Robinson	Marcellus
Rodriguez	Juan Carlos
Ross	Donovan
Ryan Blyden	Celeste
Sackett	John
Sanborn	Michael
Sical	Heroes
Spence	Weymouth
Velasquez	Jose
Walker	Janesta
Williams	Ronald
Zapata-Mendez	Reina

Committee Authorized

Albury	Brendon	Northern Virginia
Alvarenga	Paulo	Virginia Capital
Burrows	Talia	Virginia Valley
Carmona	Keila	DC Maryland
Chelliah	Neil	DC Maryland
Danese	Michael	Virginia Valley
Duncan	Asha-Dane	Northern Virginia
Erich	Stephen	DC Maryland
Esperante	Monica	Virginia Valley
Everett	Quentin	Northern Virginia
Gonzalez	Joel	Virginia Tidewater
King	Melvin	Virginia South Central
Labate	Rick	Virginia Valley
Lavache	Andre	Virginia Southwest
LeSure	Catrina	DC Maryland
Masih	Rajan	Northern Virginia
Moreno	Sam	DC Maryland
Mosebay	Karol	DC Maryland
Moses	Rahul	DC Maryland
Ottley	Anwar	DC Maryland
Oviedo	David	DC Metropolitan
Peno	Grace	Virginia Southwest
Peno	Ilia	Virginia Southwest
Perez	SamanthaLee	DC Maryland
Poff	Danny	Virginia South Central
Rosenzweig	Laura	Virginia Capital
Siologa	Semu	Northern Virginia
Thomas	Krysten	DC Maryland
Thompson	Aundrea	Virginia Capital
Vargas	Edwin	DC Maryland

Wells	Cory	Northern Virginia
Abraham	Paul	DC Maryland
Alexander	Gamel	DC Maryland
Alonso	Geraldo	Virginia South Central
Anderson	Debra	DC Maryland
Antwi-Adarkwah	Kofi	DC Maryland
Ariza	Joana	DC Maryland
Armstrong	Janet	Northern Virginia
Audain	Dana	DC Maryland
Bahadur	Pervaiz	Northern Virginia
Banks	Robert	Virginia Valley
Barbalho	Therezinha	DC Maryland
Barbosa	Douglas-Lira	DC Maryland
Barrera	Cristian	Virginia Capital
Barrientos	Alexander	DC Maryland
Barrozo	David	DC Maryland
Beckett	Keith	DC Maryland
Beckett	Khristahl	DC Maryland
Beltre	Luis	Virginia Valley
Benzaquen	Willy	DC Metropolitan
Bethea	Jocelyn	DC Maryland
Bonet	Emilio	DC Metropolitan
Bonilla	Gerson	DC Metropolitan
Brown	Karen	Virginia Capital
Bryan	Sheldon	Virginia Tidewater
Buckmire	Michelle	Northern Virginia
Buttery	Chris	Virginia Southwest
Cail	Kimberly	DC Maryland
Cak	Loretta	Virginia Tidewater
Campbell	Shemika	DC Maryland
Carriger	Latina	Northern Virginia
Castillo	Kara	DC Maryland
Castillo	Richard	DC Maryland
Christianson	Kimberly	Virginia Capital
Christo	Gerald	DC Maryland
Cortes	Joanna	DC Maryland
Crickenberger	Nancy	Virginia Valley
Cristian	Noemilia	Virginia Valley
Dabney-Stefan	Jacqueline	DC Maryland
Dahlberg	Richard	Virginia South Central
Daniel	John	DC Maryland
Davis	Randy	Northern Virginia

Davis	Ruth	Northern Virginia
Deans	Jennifer	Northern Virginia
Delgado	Jennifer	DC Metropolitan
Dietz	Jason	DC Maryland
Doss	Stephen	Virginia Capital
Duran	Carlo	DC Metropolitan
Durichek	Rebecca	Northern Virginia
Escobar	Gabriela	DC Maryland
Escobar	Gabrielle	DC Maryland
Espana	Degly	DC Metropolitan
Esposito	Paolo	Northern Virginia
Fielder	Pranitha	DC Maryland
Flores-Bonilla	Benilda	Northern Virginia
Folscher	Adriana	Virginia Capital
Fraino-Garcia	JeanneMarie	DC Maryland
Fuentes	Vicky	DC Metropolitan
Gaitan	Pablo	DC Maryland
Gantt	Jonathan	DC Maryland
Goines	Joshua	DC Maryland
Graham	Paul	DC Maryland
Grant	Katherine	Virginia Capital
Green	Larry	DC Maryland
Groschel	Amilcar	Virginia Valley
Habtemariam	Yoel	DC Maryland
Hallman	Renee	Virginia Capital
Hannah	Isaac	Virginia Capital
Harley	Melissa	Virginia Valley
Hartman	Mark	Virginia Valley
Heilman	Ryan	Virginia Valley
Herbert	Regina	Virginia Tidewater
Hevener	Daryl	Virginia Valley
Hevener	Denise	Virginia Valley
Holland	Ebony	Northern Virginia
Holness	Carey	DC Maryland
Hsu	Vernon	Virginia Valley
Jobe	Griselda	Virginia South Central
Johns	Richard	DC Maryland
Johns	William	DC Maryland
Johnson	Damein	DC Maryland
Johnson	Yolanda	DC Maryland
Johnston	Keith	DC Maryland
Joseph	Kosly	Northern Virginia
Kelley	Shawn	DC Maryland

Kelly	Laurie	Virginia South Central
Knight	Ryan	Virginia Valley
Lamarre	Alexander	DC Maryland
Larumbe	Marco	DC Metropolitan
Lawrence-Jeffery	Michaela	DC Maryland
Lazo	Ellen	Virginia South Central
LeBrun	Suzanne	DC Maryland
Leddy	Melissa	DC Maryland
Leddy	Steve	DC Maryland
Leukert	Karl	Virginia Valley
Levterov	Boyan	DC Maryland
Lin	Jian	DC Maryland
MacIsaac	Vincent	Northern Virginia
Madrid	Gabriel	DC Maryland
Malaguit	Jerson	DC Maryland
Marroquin	Hazel	DC Maryland
Martin	Christian	Northern Virginia
Mattox	Nicole	DC Maryland
McCray	Drechelle	DC Maryland
Melendez	Manuel	DC Metropolitan
Mendoza	Milton	DC Metropolitan
Menendez	Jose	DC Metropolitan
Menhardt	Buz	Virginia Valley
Meza	David	DC Metropolitan
Minnick	Julie	Virginia Valley
Moore-Johnston	Lola	DC Maryland
Moran	Roberto	DC Metropolitan
Moreno	Juan David	DC Metropolitan
Nix	Anthony	Virginia Valley
Nixon	April	DC Maryland
Nixon, II	John	DC Maryland
O'Fill	Sherilyn	DC Maryland
Ovalle	Williams	DC Metropolitan
Pagunsan	Junnie	Virginia Capital
Palmer	Anthony	DC Maryland
Patrick	Rebecca	Virginia Valley
Petersen	Kimberly	Virginia Capital
Pierre	Mirelande	DC Maryland
Pitton	Charity	Virginia Valley
Plank	Linda	Virginia Valley
Potauaine	Sifa	DC Maryland
Prins	Susan	DC Maryland
Prudente	Larry	DC Maryland

Queen	Ray	DC Maryland
Quijano	Nelson	DC Metropolitan
Quintiana	Jorge	Virginia Tidewater
Reid	Marlon	DC Maryland
Revollo	Federico	DC Metropolitan
Richardi	Reed	Virginia Valley
Roark	Hollie	Virginia South Central
Roberts	Natalie	DC Maryland
Robinson	Shaun	DC Maryland
Rodriguez	Omar	DC Metropolitan
Rosette	Obed	DC Metropolitan
Roys	Robin	DC Maryland
Santos	Leila	DC Maryland
Sarria	Alejandro	Northern Virginia
Schimpf	Ernesto	DC Metropolitan
Seibert	Candy	Virginia Valley
Senecal	Karen	Virginia Valley
Short	Donald	Virginia Valley
Short	Laura	Virginia Valley
Simons	Christopher	DC Maryland
Simons	Rachel	Virginia Capital
Simuzoshya	Jordan	DC Maryland
Snider	Melody	Virginia Valley
Soto	Elvio	DC Metropolitan
Soto	Rafael	Virginia Capital
Steimer	Annjanette	Northern Virginia
Stoian	Cornel	Virginia Tidewater
Suarez	Desmond	Virginia Capital
Tapp	Charles	DC Maryland
Tarancon	Alfredo	DC Metropolitan
Telfort	Jennifer	DC Maryland
Trexler	Tiffany	Virginia Valley
Tyson	Ginger	Virginia Capital
Vargas	Andrew	Virginia Tidewater
Vazquez	Jose	Northern Virginia
Vigneron	Carlene	Virginia Valley
Villamizar	Olives	Virginia Southwest
Walker	Jami	DC Maryland
Walker	Lauren	Virginia Valley
Ware	Janel	Virginia Valley
Warfield	Fred	DC Maryland
Warfield	Melvyn	Northern Virginia
Watson	Juwel	DC Maryland

Executive Committee-Lay	White	Debbie B	Virginia Valley
	Wiedemann	Kelly	Virginia Valley
	Wilson	Jusiel	Virginia Capital
	Wiygul	Philip	Virginia Valley
	Wright	William	Northern Virginia
	Young	RaShawna	DC Maryland
	Young	Scott	Virginia Capital
	Zimmerman	Nikki	Virginia Valley
Executive Committee-Lay	Beach	Franchelle	Northern Virginia
	Brooks	Melissa	Northern Virginia
	Calliste	Cecil	DC Maryland
	Canales	Gabriela	DC Metropolitan
	Cleveland	Scott	Virginia Southwest
	Hall	Michelle	Virginia Valley
	Lamoreaux	Nancy	DC Maryland
	Prado	Dehuel	DC Metropolitan
	Reyes Vega	Ana	DC Metropolitan
	Rodriguez	Ferdy	DC Metropolitan
	Sloan	Luci	DC Maryland
	Varghese	John	DC Maryland

Together

C O N S T I T U E N C Y 2 0 2 5

Constitution & Bylaws



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Together

C O N S T I T U E N C Y 2 0 2 5

Board of Education Recommendations & Bylaws



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Potomac Conference Corporation of Seventh day Adventists
Articles and Bylaws
Recommendations
Board of Education Bylaws

Potomac Conference Corporation Board of Education – No Recommendations to make.

Potomac Conference Corporation of Seventh-day Adventists

Constitution and Bylaws of the Board of Education

Voted, March 14, 2021
Third Quinquennial Constituency
Meeting, Virtual Event

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CONSTITUTION AND BYLAWS BOARD OF EDUCATION

Article I – Name, Definitions, Identification, Purpose, Objectives

Section 1: Name. This organization will be known as the Potomac Conference Corporation Board of Education, hereinafter "Board of Education".

Section 2: Definitions. Throughout this document, the following terms have the meaning indicated unless otherwise specified:

- A. "Potomac Conference" means the Potomac Conference Corporation of Seventh-day Adventists.
- B. "Union" means the Columbia Union Conference of Seventh-day Adventists.
- C. "NAD" means the North American Division of Seventh-day Adventists

Section 3: Identification. The Potomac Conference administers a school system offering educational opportunities and spiritual mentoring for young people, pre-kindergarten through twelfth grade. This PreK-12 program is overseen by the Potomac Conference Board of Education and directed by the Vice President for Education and Associate Superintendent(s) of Schools.

Section 4: Purpose. The purpose of the Board of Education is to plan for and coordinate the PreK-12 schools system for the Potomac Conference.

Section 5: Objectives. The objectives of this board of education shall be:

- A. Determine the needs of the Potomac Conference PreK-12 school system and develop and carry out effective policies and programs that will address those needs, such as:
 - 1. Establishing, monitoring, and engaging in on-going development of essential school standards for sustainable operations of the schools.
 - 2. Establishing, monitoring and engaging in on-going development of essential school academic standards for student outcomes
 - 3. Establishing, monitoring, and engaging in the development of school regulations and procedures for student safety
 - 4. Establishing, monitoring, and engaging student academic assessments, admissions standards, teacher professional training and assessments and school programing to insure optimal potential for student academic and spiritual development.

- B. Conduct the business of the Potomac Conference school system in harmony with the education policies of the NAD and the Union Board of Education.
- C. Determine the employment, assignment, transfer, or dismissal of all school personnel.
- D. Hear request appeals and grievances in harmony with the *Columbia Union Conference of Seventh-day Adventists Education Code*.
- E. Recommend to the Potomac Conference Executive Committee the opening, closing, suspending, or consolidating of schools.
- F. Approve an annual education budget.
- G. Consider and act upon applications from schools wanting to teach secondary subjects.
- H. Support the Vice President for Education and the Associate Superintendents in administration of the PreK-12 system of education.
- I. Report on a regular basis to the Potomac Conference Executive Committee regarding issues related to education.
- J. Review all school accreditation reports and approve accreditation terms for elementary or junior academy schools as outlined by the Adventist Accrediting Association.

Article II – Delegated Authority, Constituency, Dissolution

Section 1: Delegated Authority. The Potomac Conference Board of Education derives its authority from the Potomac Conference Constituency and the Potomac Conference Corporation Executive Committee. To ensure the effective and orderly operation of the schools within the Potomac Conference, the Potomac Conference Board of Education delegates certain functions to the local school board. The local school board works compliantly with the Potomac Conference Board of Education and the Potomac Conference Office of Education to ensure the operation of each school is based on the policies and practices of the Potomac Conference Board of Education. The Board of Education has authority to act on matters related to the operation of the Potomac Conference PreK-12 system of education.

Section 2: Constituency. The Potomac Conference constituency is the constituency for the Potomac Conference Board of Education.

Section 3: Dissolution. The Board of Education shall continue to function until it officially is voted out of existence by the majority of members at a constituency meeting.

Article III – Membership, Election, Term of Office and Qualifications

Section 1: Membership. The Board of Education membership shall consist of twenty (20) voting members selected for their professional and spiritual qualifications (necessary for long-

term visioning), and for their sustainability decision-making skill (required for on-going success), and seven (7) ex officio members, with the majority being lay members not employed by the Potomac Conference Corporation of Seventh-day Adventists. They shall be:

A. Voting Members-Ex Officio:

1. The Potomac Conference President; chair
2. The Potomac Conference Vice President for Administration, vice-chair
3. The Potomac Conference Vice President for Finance;
4. The Potomac Conference Vice President for Education, secretary
5. The Columbia Union Vice President for Education or his/her designee
6. Shenandoah Valley Academy Principal
7. Takoma Academy Principal

B. Voting Members-Elected:

1. Fourteen (14) lay members representing the various Potomac Conference regions and local school boards.
2. A pastor

C. Voting Members-Appointed:

1. Five (5) representatives from the PreK-12 system with a minimum of two (2) of the representatives being from the small schools (schools with less than four (4) teachers.

D. Non-Voting Members:

1. Potomac Conference Associate Superintendents

Section 2: Election and Term of Office.

- A. The Potomac Conference constituency will elect the members referred to in Section 1-B of this Article at its regular meeting.
- B. Elected Board Members shall serve until their successors are duly elected by the next Potomac Conference Corporation Constituency Meeting.

C. If a member is absent for three (3) unexcused consecutive meetings, the Board of Education may consider the position vacant and ask the Potomac Conference Executive Committee to appoint an individual to complete the remainder of the term.

D. Vacancies incurred between constituency meetings shall be filled by the Potomac Conference Executive Committee.

Section 3: Expectations of Board Members. Members of the Board of Education shall have the following expectations:

A. Be members in regular standing in a Potomac Conference church.

B. Be involved in local church ministry.

C. Have a high level of confidentiality.

D. Be faithful tithe payers.

E. Support Adventist Christian education.

Section 4: Board Member Qualifications. All voting members of the board shall be members of the Seventh-day Adventist Church in regular standing. In selecting board members the following shall be considered:

A. Adventist School Supporter

B. Regions

C. Strategic Planning

D. Small School Experience

E. Local Board Experience

F. Age

G. Strong Business Experienced Background

H. Educational Knowledge and Leadership

I. Ethnicity

J. Financial Management

K. Fund Raising/Development

L. Gender

M. Legal

N. Marketing/Communication

O. Spiritual Leadership

P. Technology

Article IV – Governing Body and Other Committees

Section 1: Governing Body. The governing body of the Board of Education shall be the Potomac Conference Corporation Executive Committee in between constituency meetings.

Section 2: Other Committees. The Board of Education may establish other committees as needed.

- A. Other Committees. The Board of Education may establish other committees and sub-committees as deemed necessary to provide the most efficient discharge of their responsibilities. All sub-committees report to the Board of Education. A charter for the committee is to be established and voted by the board at the time of organizing a sub-committee. The Charter is to outline the sub-committees scope of intent, authorization limitations, membership, reporting responsibilities and term of existence.

Article V – Meetings

Section 1: Meetings. The Board of Education will meet in regular session a minimum of three (3) times a year.

Section 2: Quorum. A quorum will be a simple majority of membership with the number of laity members equal to or greater than conference employee representation.

Section 3: Executive Session. The Board of Education will meet in an executive session when discussing personnel issues.

Section 4: Special Meetings. At times it is necessary to attend to issues before a regularly scheduled meeting. The chair may call special meetings as deemed necessary.

Section 5: Agenda. Proposed agenda items will be submitted to the Office of Education at least three (3) weeks before the regularly scheduled meeting date. The Office of Education will distribute the agenda to members at least one (1) week before the meeting date.

Section 6: Voting. The voting on all matters of business shall be by electronic means (if available) or by viva voce (voice), unless otherwise determined by a majority vote of the committee members present. A simple majority is required for any motion to pass.

Section 7: Electronic Voting. The following procedures must be followed when conducting votes by phone or email for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

- A. Phone Voting: Votes by phone shall be conducted in the following manner:

1. The committee chair must authorize the phone vote.
2. A written email or phone call to alert all membership of the meeting.
3. There must be a quorum of the committee.
4. For an item to pass, there must be a simple majority.

5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.

B. Email Voting: Votes by email shall be conducted in the following manner:

1. The committee chair must authorize the email vote.
2. The committee chair must send an email to the committee members to (a) alert them of the need to vote by email, (b) clearly specify the motion or issue to be voted upon, and (c) provide the committee members with a deadline by which time votes must be cast.
3. A quorum of the committee must vote for the vote.
4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

Article VI – Potomac Conference Schools

Section 1: Potomac Conference Schools. Shenandoah Valley Academy and Takoma Academy are senior academies directed by boards that are elected by the Potomac Conference Corporation constituency. These boards are responsible to the Potomac Conference Board of Education and its policies and practices. All other schools within the Potomac Conference are operated by local school boards elected by local church constituency. The chief administrative officer of the school is the principal/head teacher. The principal is responsible to the school board and the Vice President for Education. Teachers are primarily responsible to the principal/ head teacher while also responsible to the local school board and Vice president for Education.

A. Operating Boards for Local Constituency Schools

1. Duties. Operating boards elected by the constituencies of each school have the duty to support their schools by operating them within the guidelines and policies adopted by the NAD, Union Board of Education, and Potomac Conference Board of Education. Their specific functions include, but are not limited to, the following:
 - a. The approval and fiscal management of the school budget and the capital improvement of school property.

- b. Provision for equipment, supplies, maintenance, and replacement of school properties.
- c. Support of the principal and faculty/staff as they administer the school's policies.
- d. Support the policy and process development for the Management of student conduct, school discipline, dress code, admissions policies, and school publications.
- e. Act in an advisory role assisting the Office of Education in the employment, assignment, transfer or dismissal of education personnel.

B. Operating Boards for Conference Constituency Schools

1. Shenandoah Valley Academy and Takoma Academy

- a. Constituency. The Potomac Conference constituency is the constituency for Shenandoah Valley Academy and Takoma Academy.
- b. Membership and Vacancies. Academy board members will be elected by the Potomac Conference constituency at its regular meeting. If a member fails to attend 75% of regularly scheduled meetings, the Potomac Conference Board of Education may consider the position vacant and ask the Potomac Conference Executive Committee to appoint another individual to complete the remainder of the term. All vacancies shall be filled by the Potomac Conference Executive Committee.
- c. The ex-officio members are: Potomac Conference President, chair, Potomac Conference Vice President for Administration, vice-chair, Academy Principal, secretary, Potomac Conference Vice President for Finance, Potomac Conference Vice President for Education/ Superintendent of Education, and the Columbia Union Vice President for Education or his/her designee.
- d. Member Duties. Members of the academy boards shall be responsible for the operation of their academy within the policies adopted by the Potomac Conference Board of Education and the academy's constitution. The academy boards shall appoint sub-committees to provide the most efficient discharge of their responsibilities. The following committees are suggested: Executive Committee, Finance Committee, Personnel Committee and Strategic Planning Committee.
- e. Meetings. Academy boards will meet at least five (5) times annually at a time and place announced to members in harmony with the

academy's constitution and bylaws.

- f. Academy Constitutions and Bylaws. To the extent the constitutions and bylaws governing Takoma Academy and Shenandoah Valley Academy are inconsistent with this Constitution and Bylaws, those constitutions and bylaws are herewith amended to conform to this Constitution and Bylaws. Conforming language implementing any such amendments shall be approved by the Potomac Conference executive committee.

Article VII – Office of Education

Section 1: Duties. The Office of Education is assigned the following functions:

- A. To represent the Potomac Conference at the Columbia Union Superintendents and Administrators Council (CUSAC), the Columbia Union Board of Education (CUBOE), and before general church and community audiences that may influence Christian education within the Potomac Conference.
- B. Serves as agent(s) of the Potomac Conference Board of Education in the day-by-day administration of the Potomac Conference system of education.
- C. Recruitment of certificated professional personnel.
- D. Supervising, coaching, and evaluating professional educational staff.
- E. Informing the Board of Education about personnel issues and recommending employee status to the Board for its approval.
- F. Creating for recommendation and managing an annual budget for the PreK-12 education system.
- G. Developing a Potomac Conference-wide school calendar for Board of Education approval.
- H. Administering education policies.
- I. Consulting with school and academy operating boards.
- J. Making short-term and long-term plans and goals and recommending them to the Board of Education for approval.
- K. Keeping the Potomac Conference officers and Board of Education aware of the state of the education system through conferences and reports.

1 L. Supervising the assessment program and reporting to the Board of Education.

2
3 M. Maintain official minutes and other records for the school system.

4
5 N. Carrying out other assignments voted by the Board of Education.

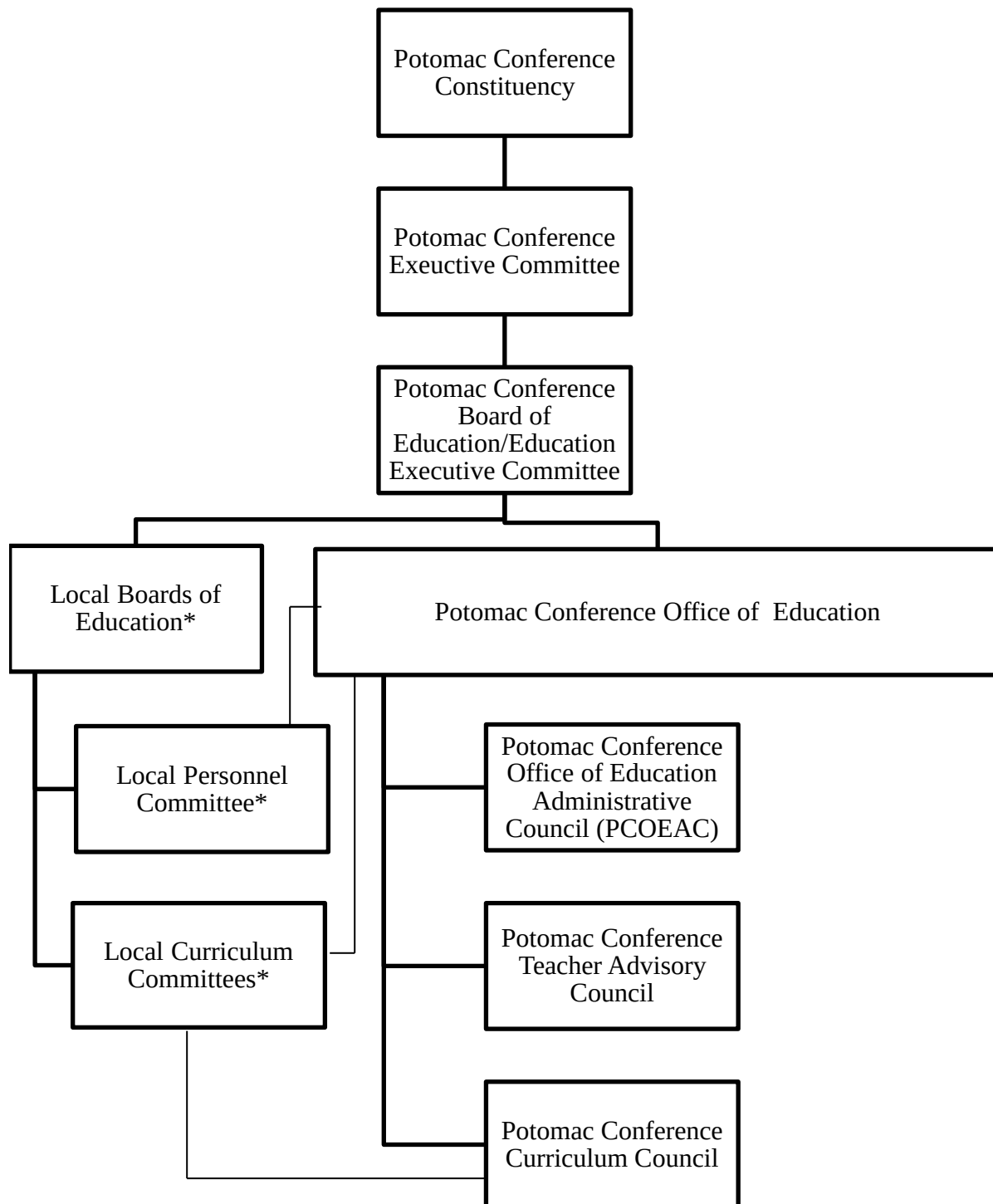
6
7 **Article VIII – Rules of Order and Procedures**

8
9 **Section 1: Rules of Order.** The *General Conference Rules of Order* shall be used for conducting
10 all meetings.

11
12 **Section 2: Procedures.** Special meetings of the Board of Education, academy boards, or any
13 committees may be held upon a two-working-day notice. Any regular or special meeting may be
14 held by telephone conference call or other electronic means by which each member may
15 communicate with all members of the meeting. All actions taken will be summarized in minutes
16 and become a regular part of the minutes of the board or committee.

17
18
19
20 **Article IX – Amendments**

21
22 These Constitution and Bylaws may be amended by a two-thirds (2/3) majority vote of the
23 delegates present and voting at any duly called Potomac Conference constituency meeting.

1
2**ORGANIZATIONAL CHART**

3

Together

C O N S T I T U E N C Y 2 0 2 5

Shenandoah Valley Academy Recommendations & Bylaws



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Potomac Conference Corporation of Seventh day Adventists
Articles and Bylaws
Recommendations
Shenandoah Valley Academy
Bylaws

Shenandoah Valley Academy– No Recommendations to make.

Potomac
Conference
Corporation of
Seventh-day
Adventists

Constitution and
Bylaws of
Shenandoah
Valley Academy

Voted, March 14, 2021
Third Quinquennial Constituency
Meeting, Virtual Event

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**CONSTITUTION AND BYLAWS
SHENANDOAH VALLEY ACADEMY**

ARTICLE I – NAME, IDENTIFICATION, OBJECTIVES

Section 1: Name. The name of this institution is Shenandoah Valley Academy.

Section 2: Identification. Shenandoah Valley Academy is owned and operated by the Potomac Conference Corporation of Seventh-day Adventists. It is located and its principal business is transacted at 234 West Lee Highway, New Market, VA 22844, Shenandoah County. The constituency of Shenandoah Valley Academy shall be the same as that of the Potomac Conference Corporation of Seventh-day Adventists.

Section 3: Objectives. Shenandoah Valley Academy (hereafter referred to as the Academy) is a Seventh-day Adventist coed boarding high school. The mission of Shenandoah Valley Academy is to provide a distinctly Seventh-day Adventist college preparatory program through experiences to produce disciples of Jesus who are compassionate citizens prepared for college and careers. In harmony with the Academy's mission is our vision to graduate Adventist Christians who will serve Christ, value knowledge, and accept a life of service.

ARTICLE II – GOVERNING BODY, OFFICERS

Section 1: Governing Body. The School Board shall be the governing body of this institution.

Section 2: Board Member Qualifications. All members of the board shall be members of the Seventh-day Adventist Church in regular standing. In selecting board members the following shall be considered:

- A. Educational leadership
- B. Financial Management
- C. Fund Raising/Development
- D. Legal
- E. Marketing/Communication
- F. Spiritual Leadership
- G. Technology
- H. Regions
- I. Parents
- J. Ethnicity
- K. Gender
- L. Alumnus
- M. Age
- N. Strong business experienced background

Section 3: School Board Members. The school board membership shall consist of eighteen (18) voting members selected for their spiritual and professional qualifications (necessary for long-term visioning), and for their sustainability decision-making skill (required for the Academy's on-going success), and eight (8) ex officio members, with the majority being lay members not employed by the Potomac Conference Corporation of Seventh-day Adventists.

A. Election. The voting delegates of the Potomac Conference Corporation shall elect these eighteen (18) voting board members at its regular constituency meeting. The nominating committee of the Potomac Conference Corporation shall nominate these members. It is recommended the following criteria guide the nomination process:

1. Of the elected voting members, no more than three (3) school board members shall have children attending the academy.
2. Of the elected voting members, no spouses, parents, siblings, or immediate relatives of staff members or academy personnel shall serve as a school board member.
3. Of the elected voting members, no more than three (3) school board members from any one-conference region shall be members of this school board.

B. Ex Officio Members. The board shall also have eight (8) ex officio members as follows: Potomac Conference Corporation President, Potomac Conference Corporation Vice President for Administration, Potomac Conference Corporation Vice President for Finance and Potomac Conference Corporation Vice President for Education, Columbia Union Conference Vice President for Education, Academy Principal, Senior Pastor New Market SDA Church and President, Academy Alumni Association.

C. Tenure. School board members, after being duly elected, shall serve until their successors are duly elected by the next Potomac Conference Corporation Constituency Meeting.

D. Attendance. Board members missing more than fifty (50) percent of board meetings in a twelve-month (12) period are subject to review by the school board for recommendation to the Potomac Conference Corporation Executive Committee.

E. Vacancies. Filling of school board member vacancies or, if necessary, the removal of a board member shall be recommended to the Potomac Conference Corporation Executive Committee by a two-thirds (2/3) vote of the school board.

F. Non-voting members. Non-voting members shall include: Academy Vice Principal for Finance, other Academy administration as invited by the principal, a Teacher chosen annually from the faculty, and at least one Potomac Conference Corporation Pastor. The Board may elect to also invite others to participate in the meetings as deemed valuable to the operation of the Academy. All non-voting members and invitees are to be members of the Seventh-day Adventist church. Non-voting members and invitees are to be excluded

1 from the executive sessions unless their presence is deemed helpful to the Board for
 2 addressing the agenda. A two-thirds (2/3) majority vote of the Board is necessary for
 3 extending the invitation(s).
 4

5 **Section 4: Expectations of Voting Board Members.** The following expectations shall be
 6 required of all voting members:
 7

8 A. Board Duties
 9

- 10 1. Attend at least four Board meetings by phone or in person per year.
- 11
- 12 2. Review the agenda and supporting materials prior to Board and committee
- 13 meetings.
- 14
- 15 3. Serve on committees and take on special assignments as needed.
- 16
- 17 4. Personally contribute financially to the Academy annually.
- 18
- 19 5. Remain informed about the Academy's mission, service and policies and promote
- 20 the Academy with the Constituents and within the community.
- 21
- 22 6. Suggest nominees and participate in board member recruitment.
- 23
- 24 7. Support Shenandoah Valley Academy by representing the organization with
- 25 Constituency and with other friends and donors.
- 26

27 B. Board Member Code of Conduct. Every board member shall understand and subscribe to
 28 the code of conduct detailed in the Shenandoah Valley Academy Board Member
 29 Agreement (see Appendix 1). Failure to abide by this board member agreement will result
 30 in consideration for removal from the board.
 31

32 **Section 5: Officers.** The President of the Potomac Conference Corporation shall be the chairman
 33 of the board. The Vice President for Administration of the Potomac Conference Corporation shall
 34 be the vice chairman and the Principal/CEO of the Academy shall be the secretary of the school
 35 board.
 36

37 **Section 6: Delegated Authority and Responsibilities of the Board.** The school board derives its
 38 authority from the Potomac Conference Corporation Board of Education, which functions under
 39 the direction of the Potomac Conference Corporation Executive Committee. Its responsibilities
 40 include but are not limited to:
 41

42 A. Determine the needs of the Academy in order to develop and carry out its mission, vision
 43 and strategic plans that will address those needs, such as:
 44

1. Establishing, monitoring and engaging in on-going development of essential standards for sustainable operations.
 2. Establishing, monitoring and engaging in on-going development of essential academic standards for desired student outcomes.
 3. Establishing, monitoring and engaging in the development of school regulations and procedures for student safety.
 4. Establishing and monitoring student academic assessments, admissions standards, teacher professional training and assessments and school programming to insure optimal potential for student academic and spiritual development.
- B. To carry out the actions assigned by the Potomac Conference Corporation constituency, Potomac Conference Corporation Executive Committee and the Potomac Conference Corporation Board of Education.
- C. To hold an executive session of the board at each regularly scheduled board meeting. These sessions are to allow board members the opportunity to address potentially sensitive issues (e.g., personnel issues, overall school performance and health, etc.) in a confidential environment. These sessions should negate the need for a standing Personnel Committee, as well as facilitate transparent and supportive dialogue among board members, the principal, and conference administration.
- D. To recommend by majority vote the employment status of the principal and all staff members. Such recommendations are to be made to the Potomac Conference Corporation Board of Education, and will be done at the Board's discretion or when required by policy. It is expected that the Board will give significant weight to the Principal/CEO's recommendations when making staffing decisions, particularly in light of the substantial staffing authority/responsibilities of the Principal/CEO outlined in Section 8, C, below. The Board's recommendations are to be made in accordance with the policies of the Potomac Conference Corporation Board of Education, the Columbia Union Conference Education Code, and North American Division educational policy. As with all employees of the Potomac Conference Corporation, final employment authority is held by the Potomac Conference Corporation Board of Education.
- E. The board shall provide the principal with an annual job performance review at a meeting to be held no later than February each year. At this same meeting, the board will review and approve the Principal's strategic plans for the future of the school.

Section 7: Duties and Responsibilities of the Principal/CEO. The duties and responsibilities of the principal/CEO shall include the following:

- A. Spiritual Leadership

1. Be a biblical servant leader. While maturing their own spiritual journey through the implementation of a spiritual growth plan, the principal prayerfully seeks the guidance of the Holy Spirit to be present in all matters and decisions. As the spiritual leader of the academy, the principal lives a life above reproach and establishes the spiritual climate that provides for the intentional discipling of each student. The Potomac Conference Corporation baseline document for educators outlines the minimal requirement for employment. All conference employees are expected to sign this document.
2. Serve the faculty and staff in their spiritual journey so they in turn are able to mentor the spiritual growth and engagement of their students in Seventh-day Adventist Mission.
3. Direct the culture on campus through a well-planned discipline philosophy that develops in students' personal management and responsible citizenship accountability.
4. Assure that there is a balanced development of the whole person and that all components of the school are aligned with healthy spiritual growth.
5. Assure students are afforded the opportunity to participate in witnessing and service to fellow students, faculty, church community, and the community at large.
6. Establish a partnership in ministry with the constituent pastoral team that will strengthen the spiritual effectiveness of the school's witness.
7. Develop a school wide strategic plan for the spiritual development of each student.

B. Academic Leadership

1. Establish a well-defined strategic plan that results in academic success for each learner.
2. Direct the instructional program through teacher supervision and evaluations, collaborative professional development, and curriculum training and implementation.
3. Organize and oversee the planning of the yearly calendar as well as the day-to-day instructional operations for optimal learning outcomes.
4. Establish a systematic review of longitudinal, standardized and formative assessments of student achievement in order to drive effective instructional planning and academic validity.

C. Leadership in Organizational Management

1. Be responsible to the Academy School Board and collaborate with the Potomac Conference Corporation Vice President for Education in the implementation of the Academy's mission, vision and strategic plan as well as the management of the entire school program within the policies established by the North American Division Department of Education, Columbia Union Department of Education, and Potomac Conference Corporation Board of Education.
2. All employees of Shenandoah Valley Academy are recommended for hiring or termination by vote of the School Board, with final authority lying with the Potomac Conference Corporation Board of Education. However, as Chief Executive Officer, the Principal is expected to take substantial initiative in the hiring and termination processes. This includes leading the formulation of staffing requirements to fulfill the school's mission, the selecting and vetting of candidates for employment, and making staffing recommendations to the School Board. The Principal's personnel recommendations to the Academy Board shall be made after consultation with the Vice President for Education of the Potomac Conference Corporation.
3. Assist the faculty, school board, Potomac Conference Corporation and North American Division with the collection and interpretation of data to use in the formulation of plans for school growth and sustainability.
4. Establish an effective, consistent, and responsive school management plan with clear lines of responsibility and communication.
5. Provide leadership in the development and application of policies and guidelines as approved by appropriate committees.
6. Ensure that all faculty, staff, and volunteers are in-serviced in Shield the Vulnerable and other appropriate safety protocols and adhere to all policy guidelines that govern adult interaction with students.
7. Maintain permanent student records according to policy guidelines.
8. Be responsible to the School Board and the Financial Management Committee to ensure wise fiscal management of the school for sustained excellence by exercising sound fiscal practices as guided by the local, conference, and union governance procedures.
9. Oversee the management of all school property, assets and acquisitions.
10. Ensure annual revisions of school policies and the updating of student and

employee handbooks.

Section 8: Duties and Responsibilities of the Secretary of the School Board. The duties and responsibilities of the secretary of the School board are:

- A. To keep a full and complete record of the proceedings of all meetings of the board and its sub-committees and to send promptly to the members the minutes of these meetings.
- B. Prepare and distribute the agenda for the meeting as well as any other pertinent documentation in collaboration with the board chair, academy principal and vice president for education, prior to the next duly called meeting, providing adequate time for members to prepare.
- C. To perform such duties as normally are required by the school board.

ARTICLE III – MEETINGS

Section 1: Meetings. Regular meetings of the school board shall be held at least five (5) times a year. Meetings may be attended in person or via teleconferencing. The time and place shall be at the discretion of the board chair (or by the vice chair officiating during the absence of the chair) and the board.

- A. Special Meetings. The chairperson or, in his/her absence or disability, the vice chairperson, shall call a meeting upon the written request of five (5) or more members of the board. Board members shall be notified of any special board meetings by the chairperson or designee. All actions taken are to be summarized in minutes and ratified during the next regularly scheduled meeting.

Section 2: Quorum. A quorum shall consist of a simple majority of the School Board voting members, including ex-officio.

Section 3: Minutes. All actions of the school board and sub-committee(s) shall be archived as permanent records. The minutes shall be kept on file at the Academy. Every board member shall receive a copy of the minutes of the board and its formed sub-committees. Executive Session minutes of the school board shall be distributed and collected at the next meeting in executive session.

Section 4: Voting. The board shall use the most recent edition of the *General Conference Rules of Order* for conducting meetings.

Section 5: Electronic Voting. The following procedures must be followed when conducting votes by phone or email for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

- 1 A. Phone Voting: Votes by phone shall be conducted in the following manner:
- 2 1. The committee chair must authorize the phone vote.
- 3 2. A written email or phone call to alert all membership of the meeting.
- 4 3. There must be a quorum of the committee.
- 5 4. For an item to pass, there must be a simple majority.
- 6 5. This vote is to be ratified at the next duly called board meeting and entered in the
- 7 minutes.
- 8 B. Email Voting: Votes by email shall be conducted in the following manner:
- 9 1. The committee chair must authorize the email vote.
- 10 2. The committee chair must send an email to the committee members to (a) alert
- 11 them of the need to vote by email, (b) clearly specify the motion or issue to be
- 12 voted upon, and (c) provide the committee members with a deadline by which time
- 13 votes must be cast.
- 14 3. A quorum of the committee must vote for the vote.
- 15 4. For an item to pass, a simple majority of those voting must vote in favor of the
- 16 measure.
- 17 5. This vote is to be ratified at the next duly called board meeting and entered in the
- 18 minutes.
- 19 6. Email voting shall not be used for the following categories: (a) personnel matters,
- 20 (b) policy items, and other matters which are reasonably likely to require discussion
- 21 to reach an informed decision.

22 **ARTICLE IV – COMMITTEES**

23

24 **Section 1: Standing Committees.** The following standing committees shall be appointed by the

25 School Board to fulfill the following responsibilities:

26

- 27 A. Financial Management Committee (FMC). The role of the FMC is primarily to provide
- 28 financial oversight for the academy. Tasks include budgeting and financial planning,
- 29 financial reporting, and the creation and monitoring of internal controls and accountability
- 30 policies. The chair of this committee shall be the Potomac Conference Corporation Vice
- 31 President for Finance or his/her designee.
- 32
- 33

1 B. Safety and Facilities Committee. The role of the safety and facilities committee is to
2 monitor a comprehensive maintenance program/schedule and evaluate the safety and
3 security of the campus buildings and grounds. The safety and facilities committee is to
4 submit to the board and local conference the annual safety and security audit. The chair of
5 this committee shall be the academy principal or his/her designee.
6

7 **Section 2: Other Committees.** The board shall have full authority to appoint other committees
8 and subcommittees as deemed necessary. The membership of each committee is to be appointed
9 by the board. Each committee shall have and may exercise the authority of the board to the extent
10 provided in the resolution of the board designating or appointing said committee or the
11 Constitution and Bylaws of Shenandoah Valley Academy.
12

13 **ARTICLE V – AMENDMENTS**

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15 These Constitution and Bylaws may be amended at any regular Constituency meeting of the
16 Potomac Conference Corporation by a two-thirds (2/3) vote of the delegates present and voting.
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Appendix I

SHENANDOAH VALLEY ACADEMY BOARD MEMBER AGREEMENT

As a board member, I agree to:

1. Act with honesty and integrity.
2. Support in a positive manner all actions taken by board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and I will respect the majority decisions of the board.
3. Participate in (1) annual strategic planning events, (2) board development workshops, seminars, and other educational events that enhance my skills as a board member.
4. Maintain confidentiality where appropriate.
5. Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
6. Work with and respect my peers who serve this board.
7. Always act for the good of the Academy and represent the interests of all people served by this Academy.
8. Represent the Academy in a supportive manner at all times.
9. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
10. Refrain from intruding on SVA's administrative issues that are the responsibility of school administration.
11. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the Academy. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.

I will abide by this board member agreement.

Signature

Date

Printed Name

Together

C O N S T I T U E N C Y 2 0 2 5

Potomac Conference Recommendations & Bylaws



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Potomac Conference Corporation of Seventh day Adventists
Articles and Bylaws Committee
 Report to Executive Committee
 Recommendations - Material Changes
 March 25, 2025

Potomac Conference Corporation Bylaws

- **Article VI, Section 1, Regular Meeting, page 4, line 22:** Recommendation to amend as follows:

Section 1: Regular Meeting. The Membership meetings of the Conference shall be known as its Constituency Meeting. No annual meeting is required unless mandated by law. The Conference shall hold a regular quinquennial Constituency Meeting at such time and place as the Executive Committee of the Conference shall designate. Two (2) consecutive notices of the time and place of the meeting of the Delegates representing the members shall be ~~printed~~ published ~~in~~ by the official publication of the Union or ~~printed~~ distributed by a method approved by the Conference Executive Committee at least four (4) weeks before the date of the Constituency Meeting.

Rationale—The changes from “printed” to “published” is in line with the fact that the Union paper is now also published online. “Published” covers both printed and the online publication.

Rationale—The changes from “printed” to “distributed” is in line with the different methods of communication that exist today. The Conference Executive Committee may decide to “distribute” an official communication via email or letter.

- **Article VI, Section 1A, page 4, line 38:** Recommendation to add: In the event that exigent circumstances persist that make it impossible to have a Constituency meeting either in person or in a virtual setting beyond the 12-month postponement, the Potomac Conference Corporation Executive Committee shall make a determination of future postponements and extension of term of current officers, vice presidents, directors, associate directors and conference committees.

Rationale—We added this language to address the possibility if exigent circumstances persist beyond the 12-month postponement of a Constituency meeting that make it impossible to have a Constituency meeting either in person or virtually. This goes back to the Potomac Conference Corporation Executive Committee to make a determination of postponement and the extension of term of current officers, vice presidents, directors, associate directors and conference committees.

- **Article VII-Representation, Section 1, A, page 8, line 7:** Recommendation to remove: “with a cap of 25 regular delegates per church,”

A. **Regular Delegates.** All Regular Delegates shall be properly accredited by any one of the Member Churches or Organized Churches of the Conference. Each Church shall elect one (1) Delegate and one (1) additional Delegate for each 50 (fifty) members or major fraction thereof, ~~with a cap of 25 regular delegates per church,~~ who hold membership in the Member Church or Organized Church which accredits them. Such representation shall be based on church membership at the close of the calendar year preceding the Constituency Meeting. Churches must submit a complete list of Delegates to the Conference three (3) months before the date of the Constituency Meeting. If the list is not received by the deadline, churches will not have a delegation to the Constituency Meeting and will be ineligible to participate in the Organizing and Nominating Committees.

Rationale—The committee felt that this is in line with the practice of delegate representation at every level of the church, whether it is at the Conference, Union, Division or General conference level. Putting a cap on the number of delegates negates the principle of representation and is fair to all churches no matter their size.

- **Article IX, Section 1-Membership of Executive Committee, page 11, line 4:** Recommendation to amend: The Executive Committee of the Conference shall be elected at its regularly scheduled Constituency Meeting and shall consist of thirty-three (33) ~~not more than twenty-seven (27)~~ members. The President, Vice President for Administration, Vice President for Finance, Vice President for Education, Vice President for Pastoral Ministries, and Vice President for Hispanic Ministries shall be *ex officio* members of the Executive Committee. The membership of the Executive Committee shall consist of ~~include~~ a majority of laypersons ~~no less than fourteen (14)~~ ~~lay persons~~, and at least one departmental director or one alternating Conference Institutional Representative, with the remaining membership consisting of one pastor per region, balanced as nearly as possible between pastors, and one educator. ~~or other and one additional departmental director or institutional representative denominational employees from various sections of the Conference.~~

Rationale – The committee recommends adding the Vice President for Pastoral Ministries and the Vice President for Hispanic Ministries to be *ex officio* members of the Potomac Conference Executive Committee to be in line with the rest of the Vice Presidents and in line with general practice at the Union level. The committee also felt that it was important to add one pastor per region to give representation for each region. We also wanted to keep the language to say that the majority of the membership of the Executive Committee should be laypersons. The number of Executive Committee members was raised from 27 to 33 to account for the additional two employees and adding one pastor per region.

Potomac Conference Corporation Bylaws – Recommendation to make non-material changes as follows:

- **Article II-Definitions, Page 2, Line 18:** ...shall mean the Superintendent of Schools.....
- **Article III-Principal Office, Page 2, Line 22:** ~~...606 Greenville Avenue, Staunton Virginia VA 24401~~ 2301 Broad Birch Dr, Silver Spring, Montgomery County, MD 20904 as principal office, and 13105 Buccaneer Rd., Silver Spring, Montgomery County, MD 20904 and 115 Mill Place Parkway, Verona, Augusta County, VA 24482, as secondary offices. Due to the sale of property and relocation.
- **Article III, Section 2, Line 33:** Add Ednor Road
- **Article IV-Purposes, Section 1, Line 22 & 23:** Line 22 no space between (c) and (3) to be (c)(3) and line 23 no space between (c) and (2) to be (c)(2).
- **Article VI, Section 1:** For consistency to capitalize Constituency Meeting wherever it appears within the Bylaws.

Edited, 08-03-25

Amended and Restated Bylaws of Potomac Conference Corporation of Seventh-day Adventists

Prepared by the Potomac
Conference Standing
Articles and Bylaws
Committee

Voted, March 14, 2021
Third Quinquennial Constituency Meeting

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**AMENDED AND RESTATED BYLAWS OF
POTOMAC CONFERENCE CORPORATION OF
SEVENTH-DAY ADVENTISTS**

ARTICLE I – NAME

The name of this corporation shall be: Potomac Conference Corporation of Seventh-day Adventists, a District of Columbia Corporation, incorporated in 1924.

ARTICLE II – DEFINITIONS

Section 1: Definitions. When used in these Bylaws, the terms defined below shall have the meanings specified:

“Articles” shall mean the Articles of Incorporation of the Potomac Conference Corporation, as amended from time to time.

“Board of Education” shall mean the PreK-12 School Board of Education of the Conference.

“Bylaws,” unless otherwise qualified or identified, shall mean these Amended and Restated Bylaws.

“Code” shall mean the Internal Revenue Code of 1986, including any revisions or amendments.

“Conference” shall mean Potomac Conference Corporation of Seventh-day Adventists, a nonprofit religious corporation in the District of Columbia and authorized to do business in the State of Maryland and the Commonwealth of Virginia. Whenever and wherever used herein, “Potomac Conference” and “Potomac Conference Corporation” shall mean the unincorporated association and corporation, respectively, as they existed prior to the adoption and ratification of these Bylaws.

“Conference Institutional Representative” shall mean a representative from LivingWell, Shenandoah Valley Academy, and Takoma Academy.

“Delegate at Large” shall mean a properly accredited representative as defined herein under Article VII—Representation, Section 1.c.

“Division” or “NAD” shall mean the North American Division of the General Conference of Seventh-day Adventists.

“Executive Committee” shall mean the Board of Directors of the Conference and, unless otherwise provided in these Bylaws, shall perform the duties, exercise the powers, and serve the functions that the Board of Directors of Potomac Conference Corporation and the Executive Committee of Potomac Conference of Seventh-day Adventists performed, exercised, and served prior to the adoption and ratification of these Bylaws.

“Executive Officers” shall mean the President, the Vice President for Administration, and the Vice President for Finance of the Potomac Conference Corporation.

“General Conference” shall mean the General Conference of Seventh-day Adventists, a world church organization.

“Locally Funded Employee” shall mean an employee hired by a local entity such as a church, school or other conference institution and paid through the conference payroll.

“Member Church” shall mean a local church within the geographic territory and under the jurisdiction of the Conference which has been formally accepted as a Member Church by vote of the Constituency, including those Potomac Conference churches outside our geographic territory, which have been given a variance to exist by the respective conference overseeing that territory.

“Organized Church” shall mean a local church within the geographic territory and under the jurisdiction of the Conference which has been officially approved by a vote of the Executive Committee and is awaiting acceptance as a Member Church by a vote of the Constituency, including those Potomac Conference churches outside our geographic territory, which have been given a variance to exist by the respective conference overseeing that territory.

“Regular Delegate” shall mean an appointed or elected representative of a Member Church or Organized Church.

“Union” shall mean Columbia Union Conference of Seventh-day Adventists or its successor.

“Vice President for Administration” shall mean the Executive Secretary of the Conference.

“Vice President for Education” shall mean the Superintendent of Schools of the Conference.

“Vice President for Finance” shall mean the Treasurer of the Conference.

ARTICLE III – PRINCIPAL OFFICE

Section 1: Office. The principal offices for the transaction of business of the Conference are fixed and located at ~~606 Greenville Avenue, Staunton Virginia VA 24401~~ 2301 Broadburch Dr, Silver Spring, Montgomery County, MD 20904 as principal office and 13105 Buccaneer Rd., Silver Spring, Montgomery County, MD 20904 and 115 Mill Place Parkway, Verona, Augusta County, VA 24482 as secondary offices. The Executive Committee may change the location of the principal offices. The Conference may have offices at such other places as the Executive Committee may determine or as the Conference’s activities may require.

Section 2: Territory. The geographical territory of the Conference shall be the Commonwealth of Virginia, except Accomack and Northampton Counties; the District of Columbia; and those portions of Montgomery and Prince George’s Counties in Maryland within a line drawn as follows: Beginning at Mt. Vernon, Virginia, draw a line to Piscataway, Maryland; continue the line northeast to the junction of Highways U.S. 301 and MD 214; from this point, continue the line northwest to the junction of Highways MD 650 and MD 198 (Brown’s Corner); then follow MD 650 north to Ednor Road; follow Ednor Road northeast to the Patuxent River; follow the Patuxent River northwest to the Montgomery/Frederick County line; then turn southwest along the County line to the Virginia/Maryland State line. The territory may also include any other territory as may hereafter come under its supervision by agreement with the Union and the Division.

ARTICLE IV – PURPOSES

Section 1: Purposes. The Conference is organized as a nonprofit religious corporation exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Code, including but not limited to unifying, extending, and facilitating the work and proclamation of the Everlasting Gospel of Jesus Christ, in the context of the Three Angels' Messages of Revelation 14:6-12, to all peoples within its territory, as shall be designated by vote of the Executive Committee, in part by teaching the Gospel and by leading people to accept Jesus Christ as their personal Savior and to unite with His church, discipling them to prepare for His soon return; coordinating Christian ministries and pastoral, educational, youth, literary, health, and community services; conducting and carrying on meetings and conferences of Delegates from the various Seventh-day Adventist churches located within its territory; and conducting and carrying on such other meetings, conferences, and gatherings as shall from time to time be permitted or required by these Bylaws or the Working Policies of the General Conference and the Division.

The Conference is a part of the Union, which, in turn, is part of the Division of the General Conference. All purposes, powers, policies, and procedures of the Conference shall be in harmony with the Working Policies of the General Conference and the Division. The Conference shall pursue the mission of the church in harmony with the doctrines, programs, and initiatives adopted and approved by the General Conference in its quinquennial sessions.

Notwithstanding any other provision of these Bylaws, the Conference shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code; (b) by a corporation to which contributions are deductible under Section 170(c)(2) of the Code; or (c) by the laws of the jurisdiction under which the Corporation is incorporated or authorized to do business as a foreign corporation.

Section 2: Powers. Subject to the foregoing, the Conference shall have all powers, rights, privileges, and immunities, and shall be subject to all of the liabilities conferred or imposed by law upon corporations of this nature, and shall be subject to and have all the benefits of all general laws with respect to nonprofit religious corporations, provided that no part of the net earnings of the Conference shall inure to the benefit of any member, director, or officer of the Conference, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Conference in carrying out one or more of its purposes), and no member, director, or officer of the Conference, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Conference. No substantial part of the activities of the Conference shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Conference shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3: Distribution on Dissolution. The Conference may be dissolved only by a two-thirds (2/3) majority vote of the Delegates present and voting at any Constituency Meeting, provided that there are at least one hundred twenty-five (125) Delegates present of which at least seventy-five (75) are Regular Delegates. Upon the dissolution of the Conference or the termination of its activities, the assets of the Conference remaining after the payment of all its liabilities shall be distributed exclusively to the Union or another organization holding Seventh-day Adventist

denominational status, to the extent permitted by law; provided, however, that if the Union or such other organization no longer shall exist or qualify for exemption from federal income taxation under Section 501(a) of the Code, such assets shall be distributed to one or more organizations designated by the Executive Committee that are then exempt from federal income taxation under Section 501(a) of the Code as organizations described in Section 501(c)(3) of the Code.

Section 4: Tax-Exempt Status. It is intended that the Conference shall have and continue to have the status of a corporation which is exempt from federal income tax under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Code. The Articles and these Bylaws shall be construed accordingly, and all powers and activities shall be limited accordingly.

ARTICLE V – MEMBERSHIP

The Membership of this Conference shall consist of such Member Churches as have been or shall be properly organized in any part of the geographic territory under its jurisdiction and formally accepted for membership by vote of the Delegates at any regularly scheduled or specially called Constituency Meeting. Such Member Churches shall remain members of the Conference unless dissolved by the Conference in a properly called Constituency Meeting.

ARTICLE VI – CONSTITUENCY MEETINGS

Section 1: Regular Meeting. The Membership meetings of the Conference shall be known as its Constituency Meeting. No annual meeting is required unless mandated by law: The Conference shall hold a regular quinquennial Constituency Meeting at such time and place as the Executive Committee of the Conference shall designate. Two (2) consecutive notices of the time and place of the meeting of the Delegates representing the members shall be ~~printed~~ published in by the official publication of the Union or printed distributed by a method approved by the Conference Executive Committee at least four (4) weeks before the date of the Constituency Meeting.

- A. Postponement of Regular Meeting. In cases of exigent circumstances such that make a scheduled Constituency ~~Meeting~~ impossible or highly impractical (i.e. war, disease, disaster, pandemic, civil disorder, government regulation, threats or acts of terrorism or similar acts), the Potomac Conference Corporation Executive Committee, in regular or special session, shall have the authority to postpone and reschedule such Constituency Meeting. Such a postponement shall not exceed twelve (12) months and notice of any postponement voted by the Potomac Conference Corporation Executive Committee shall be given in the same manner as notice of the Constituency ~~Meeting~~. Unless other action is taken by the Potomac Conference Corporation Executive Committee, any such postponement shall extend the term of current officers, vice presidents, directors, associate directors and conference committees (i.e Executive Committee, Board of Education, Takoma Academy School Board and Shenandoah Valley Academy School Board) until the next Constituency ~~Meeting~~ takes place. In the event that exigent circumstances persist that make it impossible to have a Constituency ~~Meeting~~ either in person or in a virtual setting beyond the 12-month postponement, the Potomac Conference Corporation Executive Committee shall make a determination of future postponements and extension of term of current officers, vice presidents, directors, associate directors and conference committees. The Constituency Meeting process will be

followed, as possible, as stated in the Potomac Conference Corporation bylaws until the next Constituency Meeting takes place.

- B. Virtual Setting. In cases where these exigent circumstances outline in Article VI, Section 1, A, such that make a scheduled Constituency ~~m~~Meeting impossible in person, a virtual setting, or a combination of both shall be considered as a valid Constituency ~~m~~Meeting.

Section 2: Purpose of Meeting. The purpose of this meeting is to receive quinquennial written reports from executive officers, vice presidents, and all departmental directors. In addition, delegates shall elect executive officers, vice presidents, and members of the following committees: Executive Committee, Board of Education, Standing Articles and Bylaws Committee, Shenandoah Valley Academy board and Takoma Academy board. Amendments and revisions to the Articles and Bylaws of the Potomac Conference Corporation, Constitution and Bylaws of the Board of Education, Shenandoah Valley Academy and Takoma Academy shall also be approved in this meeting.

Section 3: Mid-Term Report. The Conference shall give an electronic mid-term report (written when requested) to every church in the Conference on or about two (2) years after the regular Constituency Meeting.

Section 4: Special Meeting.

- A. The Executive Committee of the Conference shall call a Special Constituency Meeting, at a time and place it deems proper, when:

1. It is requested by the Executive Officers or voted by the Executive Committee, or
2. It is voted by the Delegates at any Constituency Meeting, or
3. A written request is presented by one-third (1/3) of the Member Church boards, or
4. It is voted by the Executive Committee of the Union, Division, or General Conference, with the majority voting to call for this meeting or
5. It is required by law.

- B. The Union Executive Committee or the Division Executive Committee may call a Special Constituency Meeting of the Conference.

- C. The agenda for Special Constituency Meetings shall be included in the written or printed notice of the meeting and sent to all Delegates and shall include the place, day, and hour of the meeting and the purpose or purposes for which the meeting is called and shall be delivered not less than 10 or more than 50 days before the meeting.

- D. The time and place of Special Constituency Meetings shall be given in the same manner as for regularly scheduled Constituency Meetings.

Section 5: Quorum. At least one-third (1/3) of the Delegates authorized hereinafter under Section 1 of Article VII of these Bylaws must be present at any regular or Special Constituency Meeting to constitute a quorum for the transaction of business. Once the meeting is declared

open, the Delegates present shall constitute a quorum until there are fewer than one hundred twenty-five (125) Delegates present of which at least seventy-five (75) are Regular Delegates.

Section 6: Proxy Voting. All Delegates must be present in person at any Constituency Meeting in order to be eligible to vote. There shall be no voting by proxy.

Section 7: Voting Rights of the Delegates. Each Delegate appointed to act on behalf of the members of the Conference shall be entitled to one vote. The voting rights of the individual Delegates representing the Members as hereinafter provided shall be limited to the particular Constituency Meeting of the Conference in which they have been designated to represent a Member Church, an Organized Church, an institution, the Union, the Division, or the General Conference.

Section 8: Election/Appointment and Term of Office. Election and or appointment of executive officers, Vice Presidents, Executive Committee members and other departmental directors and associates shall be as follows:

A. Executive Officers. Executive officers shall be elected in one of two ways:

1. At a duly called Constituency Meeting
2. At a duly called Executive Committee Meeting. This option shall only be exercised in between constituency meetings, when a vacancy occurs due to death, serious illness, resignation, removal from office, or when an officer accepts a call to another organization. Election under this process shall take place in consultation with the Union President or his or her designee and must follow the hiring practices of the Potomac Conference Corporation as outlined in its Finding, Recruiting, and On-boarding Process document.

B. Vice Presidents. All vice presidents shall be elected either at a duly called Constituency Meeting or in between constituency meetings due to the same reasons outlined above by the Executive Committee, following the hiring practices of this organization outlined in the document referenced above.

C. Executive Committee Members. All executive committee members who are not ex officio shall be elected by the Delegates at a regular Constituency Meeting or in between constituency meetings by the Executive Committee due to death, serious illness, resignation, or removal from the committee.

D. Departmental Directors, Associate Departmental Directors, and Associate Treasurers. The appointment of departmental directors, associate departmental directors, and associate treasurers shall be referred to the Executive Committee at either its first or second meeting following a regular Constituency Meeting.

E. Term of Office. All executive officers, vice presidents, executive committee members and directors and associates shall hold their offices until the next regular meeting of the Constituency unless they resign or are removed from office, for cause, by the Executive Committee or a Special Constituency Meeting.

Section 9: Rules of Order. The General Conference Rules of Order, including any amendments made by the General Conference during the quinquennium, shall be used for all Constituency Meetings.

Section 10: Delegate Materials. The Delegates to all Constituency Meetings shall receive via electronic form or written form when requested, at least three (3) weeks prior to the meeting, such background materials as the Conference Executive Officers shall deem pertinent. For regular Constituency Meetings, these materials shall include:

- A. The agenda setting forth all issues proposed for discussion;
- B. The minutes of the previous regular meeting and minutes of all mid-term and special meetings held since the previous regular meeting;
- C. A General Conference Audited Statement, a detailed summary of the current financial statement, current operating budget for the Conference, and a financial summary for fiscal years ending after the last regular Constituency Meeting;
- D. A copy of the Bylaws provision(s) under which the meeting is called;
- E. A copy of the NAD Working Policy on local conference Constituency Meetings;
- F. To the extent feasible, a list of the proposed Delegates;
- G. General Conference Rules of Order; and
- H. Proposals by the Standing Articles and Bylaws Committee.

For a Special Constituency Meeting, an agenda shall be furnished in the same manner as for regular meetings, along with supporting documentation justifying the need for a Special Constituency Meeting.

Section 11: Voting Method. The election of Executive Officers, Vice Presidents, and members of the Executive Committee, and voting on all other matters of business, shall be by electronic voting or voting cards, unless otherwise determined by a majority vote of the Delegates present, provided the alternative voting method is readily available.

Section 12: Parliamentarian. The Executive Committee shall appoint a parliamentarian and such other assistant(s) as may be necessary to advise and rule on all parliamentary procedure issues at all Constituency Meetings.

Section 13: Constituency Meeting Agenda. At least six (6) months before a Constituency Meeting, the office of the Vice President for Administration shall contact all Churches within the Conference and, in consultation with the Executive Committee, will review comments and/or suggestions for the Constituency Meeting agenda.

ARTICLE VII – REPRESENTATION

Section 1: Delegates. The Delegates at any Constituency Meeting of this Conference shall be Regular Delegates and Delegates at Large.

A. Regular Delegates. All Regular Delegates shall be properly accredited by any one of the Member Churches or Organized Churches of the Conference. Each Church shall elect one (1) Delegate and one (1) additional Delegate for each 50 (fifty) members or major fraction thereof, ~~with a cap of 25 regular delegates per church~~, who hold membership in the Member Church or Organized Church which accredits them. Such representation shall be based on church membership at the close of the calendar year preceding the Constituency Meeting. Churches must submit a complete list of Delegates to the Conference three (3) months before the date of the Constituency Meeting. If the list is not received by the deadline, churches will not have a delegation to the Constituency Meeting and will be ineligible to participate in the Organizing and Nominating Committees.

B. Conference Church Representation. Since all membership from organized companies resides in the Conference Church, and the Conference Church is a member church of this corporation, all organized companies shall elect one (1) delegate for the Constituency Meeting. These delegates will be reviewed and approved by the Executive Committee.

C. Delegates at Large. Delegates at Large shall consist of individuals holding the following positions:

1. All members of the Executive Committee of the Conference.
2. All members of the Standing Articles and Bylaws Committee of the Conference.
3. All members of the Executive Committee of the Union who are present at the Constituency Meeting of the Conference.
4. All denominational employees holding a credential issued by the Conference, except locally funded employees.
5. Members of the General Conference Executive Committee, and the Division Executive Committee, who are present at the Constituency Meeting of this Conference. The number of such Delegates representing the General Conference and Division shall not exceed five percent (5%) of the total number of Delegates otherwise provided for.
6. Such other persons as may be granted Delegate's credentials for a specific Constituency Meeting by a two-thirds (2/3) vote of the Executive Committee. The number of such Delegates shall not exceed three percent (3%) of the total number of Delegates otherwise provided for hereinabove. These Delegates may include individuals from Healthcare Institutions, Washington Adventist University, a Parliamentarian, and part-time retired pastors.

Section 2: Status of Delegates. All Delegates appointed to represent the members of the Conference at any Constituency Meeting shall be members in regular standing of the Seventh-day Adventist Church.

ARTICLE VIII – COMMITTEES

Section 1: Organizing Committee.

A. Membership and Process. The Organizing Committee shall be constituted as follows: Each Church that will be represented at the Constituency Meeting shall choose, one member from its delegation, plus one additional member from its delegation for each seven hundred and fifty (750) members or a major fraction thereof.

B. Chairperson. The chairperson of the Organizing Committee shall be the President of the Union or the Union President's representative.

C. Duties and Responsibilities. The Organizing Committee shall:

1. Elect the Nominating Committee to serve for the Constituency Meeting.
2. Nominate the Standing Articles and Bylaws Committee, which shall be a Standing Committee throughout the quinquennial.

D. Membership Selection. Members of the Organizing Committee shall be chosen three (3) months prior to the Constituency Meeting.

E. Timeline of Work. The Organizing Committee shall meet prior to the Constituency Meeting and shall complete its work at least thirty (30) days before the Constituency Meeting. The time and place of the meeting shall be given in the official notice of the Constituency Meeting.

F. Quorum. A quorum to do business shall consist of a majority which shall be fifty percent plus one (50% + 1).

Section 2: Nominating Committee.

A. Membership. The Nominating Committee shall consist of thirty-one (31) members, including the President of the Union or the Union President's representative, with the President of the Union, or the President's representative, serving as the chairperson. The membership of the Nominating Committee, chosen from the Delegate lists as presented, shall include members from each of the eight (8) geographical regions of the Conference in proportion to the actual church memberships within the regions, the majority of whom shall not be employees of the Conference. The Nominating Committee shall include, but not be limited to, pastors, women, educators, and minority representation. No more than four (4) members of the Organizing Committee may serve on the Nominating Committee.

B. Non-Voting Consultants. Prior to the first meeting of the Nominating Committee, the Executive Committee may choose three (3) members (two (2) laypersons and one (1)

employee) of the Conference Personnel Committee to serve on the Nominating Committee as non-voting consultants.

C. **Nomination Process.** The Nominating Committee shall nominate individually all Executive Officers and Vice Presidents. Members of the Executive Committee who are not *ex officio* members, the Potomac Conference Board of Education, and Conference academy boards (Shenandoah Valley Academy and Takoma Academy), shall be nominated as individual groups either written or electronically.

D. **Scope of Work.** The Nominating Committee will only elect positions that currently exist and not create new positions.

E. **Timeline of Work.** The Nominating Committee shall begin its work not more than thirty days (30) and not less than fifteen (15) days prior to the Constituency Meeting and shall report at the designated Constituency Meeting session.

F. **Quorum.** When the Nominating Committee meets prior to the Constituency Meeting, two-thirds (2/3) majority of the members must be present in order to transact business.

Section 3: Standing Articles and Bylaws Committee.

A. **Selection.** Each regularly scheduled Constituency Meeting of this conference shall elect members of the Standing Articles and Bylaws Committee.

B. **Membership.** This Committee shall be composed of not more than eleven (11) members and two alternates. The Vice President for Administration of the Conference or his/her designee shall serve as chairperson, and the committee shall include the Executive Secretary of the Union or his/her designee. Should a member be unable to function, the Executive Committee may provide a replacement as necessary.

C. **Function.** This Committee shall function between the regularly scheduled Constituency Meetings and shall submit its reports and recommendations to the Executive Committee and to the next regular Constituency Meeting.

D. **Duties and Responsibilities.** The purpose of this committee shall be to study, review, and/or recommend revisions to:

1. The Articles and Bylaws of the Conference;
2. The Constitutions and Bylaws of the Board of Education, Takoma Academy, and Shenandoah Valley Academy; and
3. The Constitutions, Articles, and Bylaws of any new subsidiary organizations of the Conference.

E. **Quorum.** A quorum to do business shall consist of six (6) members present.

Section 4: Voting. The voting on all matters of business in Article VIII shall be by electronic means (if available) or by *viva voce* (voice) unless otherwise determined by a majority vote of the Committee members present.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1: Membership of Executive Committee. The Executive Committee of the Conference shall be elected at its regularly scheduled Constituency Meeting and shall consist of thirty-three (33) not more than twenty-seven (27) members. The President, Vice President for Administration, Vice President for Finance, Vice President for Education, Vice President for Pastoral Ministries and the Vice President for Hispanic Ministries shall be *ex officio* members of the Executive Committee. The membership of the Executive Committee shall consist of include a majority of laypersons no less than fourteen (14) lay persons, and at least one departmental director or one alternating Conference Institutional Representative, with the remaining membership consisting of one pastor per region, and one educator, balanced as nearly as possible between pastors, educators or other denominational employees from various sections of the Conference

Section 2: Expectations. Executive Committee members shall have the following expectations:

- A. Be members in regular standing in a Potomac Conference church.
- B. Be involved in local church ministry.
- C. Have a high level of confidentiality.
- D. Be faithful tithe payers.
- E. Support Adventist Christian education.

Section 3: Skills & Abilities. The following skills and abilities shall be considered when selecting members of the Executive Committee:

- A. Legal
- B. Finance
- C. Investment/Property
- D. Human Resources
- E. Marketing/Communication
- F. Technology

Section 4: Term. All members, except for *ex-officio* members, shall not serve more than two (2) consecutive terms.

Section 5: Representation. The membership of the Executive Committee shall represent the various segments and geographical territories of the Conference. In order to assure that each area of the conference is adequately represented, a member shall be asked to resign if he/she misses more than three (3) unexcused meetings per year. The executive officers of the Union or their designee are permanent invitees of the Executive Committee.

Section 6: Delegated Authority. The Executive Committee of the Conference is delegated the authority to act on behalf of the constituents between regular Constituency Meetings, including the authority to elect or remove for cause Executive Officers, Vice Presidents, directors of departments/services, and Executive Committee, Standing Committee, and Special Committee members.

Section 7: Administrative Authority. The Executive Committee shall have full administrative authority to:

A. Appoint all departmental directors, associate departmental directors, associate treasurers or assistant treasurers at either its first or second meeting following a regular Constituency Meeting.

B. Fill for the current term any vacancies that may occur by death, resignation, or otherwise, in the Executive Committee, Standing and Special Committees, departments, or any office which have been filled by Conference or Constituency Meeting election or appointment. If a new President is to be elected, the President of the Union or the President's designee shall chair the Executive Committee. The filling of vacancies on the Executive Committee shall require the affirmative vote of two-thirds (2/3) of the members of the Executive Committee.

C. Employ ministers, educators, support staff, and other persons deemed necessary for the work of the Conference.

D. Grant and withdraw credentials and licenses. The withdrawal of credentials shall require the affirmative vote of two-thirds (2/3) of the members of the Executive Committee.

E. Appoint committees and subcommittees as deemed appropriate or necessary. The membership of each committee and subcommittee shall include no less than two members of the Executive Committee. Each committee and subcommittee shall have and may exercise the authority of the Executive Committee to the extent provided in the resolution of the Executive Committee designating or appointing said committee or as provided by the Article of Incorporation or Bylaws of the Conference.

F. Ask for the resignation of Executive Committee members by a two-thirds (2/3) vote.

Section 8: Regular Meetings. The Executive Committee may schedule regular meetings at such times and places as it may select.

Section 9: Special Meetings. Special Meetings of the Executive Committee may be called any time or place by the President or, in the President's absence or at the President's direction, by the Vice President for Administration. A Special Meeting shall also be called by the Vice President for Administration in response to a 2/3 affirmative vote request of the total members of the Executive Committee.

Section 10: Quorum. A majority of the Executive Committee members shall constitute a quorum. At least one of the members shall be an Executive Officer of the Conference.

Section 11: Voting. The voting on all matters of business shall be by electronic means (if available) or by *viva voce* (voice) unless otherwise determined by a majority vote of the Committee members present.

ARTICLE X – ELECTRONIC VOTING

Section 1: Electronic Voting. The following procedures must be followed when conducting votes by phone or email for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

A. Phone Voting: Votes by phone shall be conducted in the following manner:

1. The committee chair must authorize the phone vote.
2. A written email or phone call to alert all membership of the meeting.
3. There must be a quorum of the committee.
4. For an item to pass, there must be a simple majority.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.

B. Email Voting: Votes by email shall be conducted in the following manner:

1. The committee chair must authorize the email vote.
2. The committee chair must send an email to the committee members to (a) alert them of the need to vote by email, (b) clearly specify the motion or issue to be voted upon, and (c) provide the committee members with a deadline by which time votes must be cast.
3. A quorum of the committee must vote for the vote.
4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

ARTICLE XI – OFFICERS

Section 1: Executive Officers. The Executive Officers of the Conference shall be the President, the Vice President for Administration, and the Vice President for Finance. Any Executive Officer of the Conference may execute and deliver all authorized assignments, bonds, contracts, agreements, deeds, mortgages, easements, rights of way, powers of attorney, annuities

and life income agreements, trusts, and all other documents, obligations, and assurances in the name of the Conference. It is the duty of these Executive Officers, in consultation with one another, to carry forward the mission according to plans, policies, and programs voted by the constituency and/or the Executive Committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference in its quinquennial sessions.

A. **President.** The President, who shall be an ordained minister of experience, is the chief Executive Officer and shall report to the Executive Committee of the Conference in consultation with the Vice President for Administration and Vice President for Finance. The President shall chair Constituency Meetings, the Executive Committee and the Conference academy boards, and serve in the general interests of the Potomac Conference as the constituency and the Executive Committee shall determine. In providing leadership, the President shall adhere to the policies of the Union, the Division, and the General Conference and work in harmony with the Union Committee and in close counsel with the Union officers. The President shall also be responsible for providing information as may be requested by the Executive Committee. The President shall have the general powers and duties of supervision and management consistent with the Bylaws as are usually vested in the office of the president of a corporation and shall perform such other duties usually pertaining to the office.

B. **Vice President for Administration.** The Vice President for Administration, associated with the President as an Executive Officer, shall serve under the direction of the Executive Committee and shall act as vice-chairperson of the Executive Committee. The Vice President for Administration shall report to the Executive Committee of the Conference after consultation with the President. It shall be the duty of the Vice President for Administration to keep the minutes of the Constituency Meetings and of the Executive Committee meetings, to furnish copies of these minutes to all members of the Executive Committee and to the officers of the Union. The Vice President for Administration shall also be responsible for providing information as may be requested by the President or by the Executive Committee. The Vice President for Administration shall perform all the duties consistent with the Bylaws as are usually vested in the office of the secretary of a corporation and shall perform such other duties usually pertaining to the office and as may be assigned by the Executive Committee or by the President. In case of the temporary absence or disability of the President, the duties of that office shall be performed by the Vice President for Administration, and the taking of any action by any such Vice President in place of the President shall be conclusive evidence of the absence or disability of the President.

C. **Vice President for Finance.** The Vice President for Finance, associated with the President as an Executive Officer, shall serve under the direction of the Executive Committee. The Vice President for Finance shall report to the Executive Committee of the Conference after consultation with the President. The Vice President for Finance shall be an experienced finance officer responsible for providing financial leadership to the Conference which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the Executive Committee, for remitting all required funds to the Union/Division/General Conference in harmony with the NAD policy, and for providing financial information to the President and to the

Executive Committee. The Vice President for Finance shall be responsible for furnishing copies of the financial statements to the Union officers. The Vice President for Finance shall perform all the duties generally incident to the office of the treasurer of a corporation and shall have such other powers and shall perform such other duties usually pertaining to the office and as may be assigned by the Executive Committee or by the President.

Section 2: Other Officers. Other officers may be elected by the Constituency as deemed appropriate from time to time.

ARTICLE XII – DIRECTORS OF DEPARTMENTS/ASSOCIATIONS/SERVICES

Section 1: Advisory Role. The directors of departments/associations/services of the Conference shall work under the direction of the Executive Committee of the Conference and the President.

Section 2: Department/Services Structure. Conference departments/services should be organized in harmony with the departmental/service structure of the General Conference, but need not duplicate the departments/services in the Union, the Division, or General Conference.

ARTICLE XIII – SUBSIDIARY MINISTRIES

Section 1: Corporations and Agencies. The Conference may carry on its ministry through subsidiary agencies, organizations, and institutions that may, where necessary and appropriate, function either as unincorporated or incorporated entities. Before the Conference forms any legal organization, it shall secure the approval of the Union Executive Committee (if applicable) and Division Committee (NADCOM).

Section 2: Constituency or Executive Committee Meetings of Subsidiaries. The Executive Committee meetings of the Conference's unincorporated subsidiaries and Board of Director meeting of the Conference's incorporated subsidiaries shall be held in conjunction with the regularly scheduled Constituency Meetings of the Conference or as provided by the Bylaws of the respective subsidiary entities. The election of the Board of Directors, Executive Committees, or management committees of the subsidiary entities will be in harmony with the statutory laws applicable to each such entity.

ARTICLE XIV – ADMINISTRATION OF THE BOARD OF EDUCATION

Section 1: Governing Bodies. The Conference Board of Education derives its authority from the Executive Committee. To ensure the effective and orderly operation of the schools within the Conference, the Board of Education delegates certain functions to the local school board. The local school board works closely with the Board of Education and the Conference Office of Education. This ensures that the operation of each school is based on the policies and practices of the Board of Education and that all actions regarding school personnel are prudent and based on Christian ethics. The Board of Education shall have authority to oversee the specific operation of Conference schools, including the power to recommend the employment, discipline, and dismissal of employees within their jurisdiction.

Section 2: Operating Procedures. The Executive Committee shall approve working policies for the educational constituency, the Conference Board of Education, and the constitutions and bylaws for all schools PreK-12. These documents shall include a description of membership and the specific responsibilities for each group. These boards shall function within the approved policies of the NAD, the Union, and the Conference Executive Committee.

Section 3: Office of Education. An Office of Education shall carry out the day-to-day administrative and planning functions of the Conference PreK-12 educational program.

Section 4: Vice President for Education. The Office of Education shall be administered by a Vice President for Education. This position shall have discretionary administrative authority in matters pertaining to education and shall function as Secretary of the Board of Education under the direction of the Executive Committee.

Section 5: Associate Superintendent of Schools. The title “Associate Superintendent of Schools” shall be used to designate those individuals who may be elected to serve with the Vice President for Education in carrying out the functions and responsibilities of the Office of Education.

ARTICLE XV – FINANCE

Section 1: Tithes and Offerings. The church funds managed by the Conference shall consist of such tithe as it shall be assigned by policy and as received from within its territory and such gifts, legacies, bequests, devises, appropriations, reverted funds, direct tithe, and other donations as may be made to it.

Section 2: Policies. The portion of the tithe which is reserved for the Conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the Division; and, in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the Union and Division on fixed percentages as set by the Division Executive Committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Section 3: Bank Accounts. The funds of the Conference shall be safeguarded in harmony with the financial policies of the Division. Monies shall be deposited in the name of the Conference, in regular or special accounts, in such banks or savings institutions, as the Executive Committee shall designate, and shall be withdrawn only by persons authorized by resolution of the Executive Committee.

Section 4: Financial Statements. The Conference shall prepare annually appropriate statements of income and fund balances and shall be responsible for the filing of any financial information directly with the Union and the Division and, to the extent required by law, with any branch of local, state, or federal government. The Conference shall make available, upon written request, the audited statements to any member of a Member Church.

Section 5: Execution of Documents. The President, Vice President for Administration, and Vice President for Finance, or any one of them, shall have authority to execute and deliver, in the name and on behalf of the Conference, any contract, bill, note, check, deed, mortgage, bill of

sale, or other instrument except as limited by law, the Articles, or these Bylaws, or unless otherwise expressly provided by any resolution of the Executive Committee. In addition, in the absence of the President, Vice President for Administration and Vice President for Finance, the Under Treasurer and the Associate Treasurer of the conference shall have the authority to execute and deliver such documents, in consultation with at least one conference executive officer.

ARTICLE XVI – BUDGET, SALARY REVIEW, AND AUDIT

Section 1: Budget. The Conference shall prepare an annual budget in harmony with the policies of the Division for approval at the December meeting of the Executive Committee of the preceding year.

Section 2: Salary and Expense Review. The Executive Committee shall constitute an Employee Remuneration Committee to review annually the salary and expense of all employees and set salary rates for the subsequent year.

Section 3: Independent Audit. All accounting records of the Conference shall be audited at least annually by auditor(s) designated by the General Conference Auditing Service, and the financial records of the Conference or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor(s). A management response from the Executive Committee shall be prepared for the General Conference Auditing Service.

ARTICLE XVII – REAL ESTATE AND PERSONAL PROPERTY INTERESTS

All real estate and personal property interests of the Conference, shall be owned by, titled in the name of, and held by the Conference. Real estate and personal property interests of the Conference shall not be titled in the name of Member Churches, Organized Churches, Conference Institutions, and other Conference organizations, individuals or third parties.

ARTICLE XVIII – INDEMNIFICATION

Section 1: Right to Indemnification. The Conference shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, employee, Executive Committee member, Conference Standing Committee member, Conference Special Committee member, church board member, school board member, or volunteer of the Conference against all expenses and liabilities, including (without limitation) counsel fees, judgments, fines, excise taxes, penalties, and settlement payments reasonably incurred by or imposed upon such person in connection with any threatened, pending, or completed action, suit, or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding to have been grossly negligent or not to have acted in good faith and in the reasonable belief that such action was legal and in the best interests of the Conference; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of the Executive Committee who are not at that time parties to the proceeding.

Section 2: Contractual Relationship. This Article constitutes a contract between the Conference and the indemnified person.

Section 3: Heirs and Personal Representatives. The indemnification provided hereunder shall inure to the benefit of the heirs, executors, personal representatives, and assigns of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

Section 4: Amendment or Repeal. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

ARTICLE XIX – CONFLICT OR DUALITY OF INTEREST

Section 1: Definitions. For purposes of this Article, the term “Concern” shall mean any corporation, association, trust, partnership, limited liability entity, firm, person, or other entity other than the Conference, and the term “Interest” shall include personal interest in any Concern; interest as director, officer, member, stockholder, shareholder, partner, manager, agent, trustee, or beneficiary in any Concern; or having an immediate family member who holds such an interest in any Concern.

Section 2: Disclosure. Each officer of the Conference, each member of the Executive Committee, the Standing Committees, and the Special Committees of the Conference (“Officer” or “Committee Member,” as the case may be) shall disclose to the Executive Committee any financial or other relationship that might reasonably be construed to be inconsistent with the discharge of such person’s duties to the Conference, including without limitation his or her Interest of, in, and with any Concern with which the Conference has entered into, or might be expected to enter into, a relationship or transaction. Such disclosures shall be made at least annually and at any other time that a potential or actual conflict or duality of interest may arise; said disclosures shall be in such form as the Executive Committee shall require.

Section 3: Effect of Conflict. No Officer or Committee Member of the Conference shall be disqualified from holding any office in the Conference or membership on the Executive Committee or any Standing or Special Committee of the Conference by reason of any Interest in any Concern, nor shall said Officer or Committee Member be disqualified from dealing either as vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the Conference or with any entity of which the Conference is an affiliate, nor shall any transaction of the Conference be voidable by reason of the fact that any Officer or Committee Member has an interest in the concern with which such transaction is entered into, PROVIDED THAT:

A. The Interest of such Officer or Committee Member is fully disclosed to the Executive Committee;

B. No interested Officer or Committee Member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Executive Committee at which such matter is voted upon;

C. Any transaction in which an Officer or Committee Member has a Interest shall be duly approved by members of the Executive Committee not so interested or connected as being in the best interests of the Conference;

D. Payments to the interested Officer or Committee Member or his/her Concern shall be reasonable and shall not exceed fair market value;

E. No contract, transaction, or act shall be entered into or taken on behalf of the Conference if such contract, transaction, or act would jeopardize the Conference's tax-exempt status under Section 501(c)(3) of the Code; and

F. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 4: Conflicts with Other Disclosure Standards or Requirements. In the event that an Officer or Committee Member is subject to multiple Conflict or Duality of Interest Standards or Disclosures in a given situation, then said Officer or Committee Member shall be held to the highest or most restrictive standard or disclosure imposed upon him or her.

ARTICLE XX – AMENDMENT, REVISION, AND REPEAL

Section 1: Amendment. To ensure the unity of the Church worldwide, these Bylaws shall be amended or revised from time to time, unless prohibited by law, so as to bring these Bylaws into compliance with the “bold print” provisions contained in the Model Local Conference Bylaws found in the latest edition of the NAD Working Policy. Amendments or revisions to these Bylaws may be proposed by the Executive Committee, an Executive Officer, a Delegate, or a member in regular standing of a Member Church for consideration by the Standing Articles and Bylaws Committee, which shall submit its reports and recommendations to the Executive Committee and to the next duly called Constituency Meeting. All amendments or revisions to these Bylaws shall require a two-thirds (2/3) affirmative vote of the Delegates present and voting at any duly called Constituency Meeting of the Conference. Notice of any proposed changes to the Bylaws of the Conference shall be given specifically by the Executive Committee in conjunction with the publication of notice for the Constituency Meeting. Copies of proposed amendments or revisions shall be included in the Delegate background materials.

Section 2: Model Local Conference Bylaws. The Constituency or the Executive Committee may recommend to the General Conference—through the Union and the Division—amendments to the Model Local Conference Bylaws.

ARTICLE XXI – GENERAL PROVISIONS

Section 1: Fiscal Year. The fiscal year of the Conference shall end on December 31 of each year, except as otherwise fixed by resolution of the Executive Committee.

Section 2: Corporate Seal. The Conference may have a corporate seal in such form as the Executive Committee or the Registered Agent may approve. Whenever it is inconvenient to use the corporate seal, a facsimile thereof may be used. The registered agent and any officer of the Conference shall have authority to affix the corporate seal, and it may be attested by his or her signature.

Section 3: Facsimile Signatures. Facsimile, conformed, or electronic signatures of any Officer of the Conference may be used whenever authorized by the Executive Committee or President. The Conference may rely upon the facsimile, conformed, or electronic signature of any person if

delivered by or on behalf of such person in a manner evidencing an intention to permit such reliance. A document delivered by e-mail, fax, or other means of electronic transmission shall be deemed, upon receipt by the Conference, in legible form, to constitute a writing even if not reproduced in paper form. Any such electronic transmission sent by a member of the Executive Committee (director) in a manner evidencing an intention to consent to a given action shall be deemed to be signed if such transmission sets forth, or is delivered with, information by which the Conference can, in good faith, determine that the transmission is sent by such person or by an agent authorized to deliver such consent for such person.

Section 4: Interpretation. Headings and captions used herein are inserted for convenience only and shall not be used to construe the scope or content of any provision. In the case of any conflict between the provisions of the Working Policies of the General Conference and the Division or the Articles and these Bylaws the Working Policies of the General Conference and the Division or the Articles, as applicable and in that order, shall control. In the case of any ambiguity or other question concerning interpretation of these Bylaws, the good faith interpretation of the Executive Committee, in consultation with the Standing Articles and Bylaws Committee, acting by the affirmative vote of a majority of the Executive Committee then in office, shall be binding on the Conference for all purposes.

ARTICLE XXII – ADOPTION AND RATIFICATION CERTIFICATE OF CORPORATION SECRETARY

Adoption and Ratification of these Amended and Restated Bylaws shall be accomplished by the procedure set forth in Article XX of the Bylaws of Potomac Conference Corporation of Seventh-day Adventists. Upon the Adoption and Ratification of these Amended and Restated Bylaws as provided herein, any amendments thereafter to these Bylaws shall be governed by Article XX of these Bylaws and this Article XXII shall have no further force or effect.

Adopted and Ratified by the vote of the Constituency of the Potomac Conference Corporation of Seventh-day Adventists at a duly convened meeting held on the 14th day of March, 2021.

Adopted and Ratified by the Executive Committee of the Potomac Conference Corporation of Seventh-day Adventists at a duly convened meeting held on the 13th day of April, 2021.

By: _____
Jose L. Vazquez, Vice President for Administration

Potomac Conference Corporation of Seventh day Adventists
Articles and Bylaws Committee
 Report to Executive Committee
 Recommendations - Material Changes
 March 25, 2025

Takoma Academy Bylaws

- **Article 1, Section 3, page 1, line 15:** Recommendation to amend as follows:
Section 3: Objectives. ~~Takoma Academy (hereafter referred to as the Academy) is a Seventh-day Adventist high school welcoming all races, cultures and religions. The purpose and mission of Takoma Academy is to lead young people to Jesus Christ, provide excellence in academics and a commitment to service. In harmony with the purpose and mission is the vision to empower learners for everlasting excellence.~~

Section 3: Mission, Vision and Guiding Principles. Takoma Academy (hereafter referred to as the Academy)

- A. Mission: Takoma Academy is a Seventh-day Adventist high school welcoming all races, cultures and religions; leading young people to Jesus Christ, providing excellence in academics and commitment to service.
- B. Vision: To envision our school to be a place where access to a world class education coupled with spiritual boldness will empower the student body to become agents of change.
- C. Guiding Principles:
 - 1. Ensuring that pride and excellence are at the heart of our work.
 - 2. Elevating the perception that our students, regardless of race, can excel.
 - 3. Fostering a sense of belonging so that our students feel safe, known and loved.
 - 4. Assuring that our community presence is intentional and impactful to meet the needs of our brothers and sisters.

Rationale – The committee took the recommendation from the Takoma Academy Board that was submitted by the Takoma Academy Bylaws sub-committee to adopt these changes to be in line with the current mission, vision and guiding principles of Takoma Academy.

- **Article II, Section 3, A-3, page 2, line 35:** Recommendation to amend as follows: Of the elected voting members, no more than three (3) from any one ~~community~~ church shall be members of this school board.

Rationale – The committee took this recommendation from the Takoma Academy board submitted by the Takoma Academy By-laws subcommittee to more precisely define “community” to be “church”.

- **Article II, Section 6, page 5, line 16:** Recommendation to add F as follows:

F. Establish the formation of a Fundraising/ Recruitment Committee to oversee this important aspect of the school board.

Rationale – The committee took this recommendation from the Takoma Academy board submitted by the Takoma Academy By-laws subcommittee to address this important aspect of Takoma Academy and to take a more active role for the benefit of Takoma Academy.

- **Article IV, Section 1-C, page 9, line 24:** Recommendation to amend as follows:

~~Safety and Facilities Committee. The role of the safety and facilities committee is to monitor a comprehensive maintenance program/schedule and evaluate the safety and security of the campus buildings and grounds. The safety and facilities committee is to submit to the board and local conference the annual safety and security audit.~~

C. Safety Committee. The role of the safety committee is to monitor and evaluate the safety and security of the campus buildings and grounds. The safety committee is to submit to the board and local conference the annual safety and security audit.

D. Facilities Committee. The role of the facilities committee is to monitor a comprehensive maintenance program and evaluate the campus buildings and grounds.

Rationale - The committee took this recommendation from the Takoma Academy board submitted by the Takoma Academy By-laws subcommittee to divide the Safety Committee and the Facilities Committee to give clarity to the responsibility of each for a better operation of the campus.

Together

C O N S T I T U E N C Y 2 0 2 5

Takoma Academy

Recommendations & Bylaws



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



Edited, 03/09/25

Potomac Conference Corporation of Seventh-day Adventists

Constitution and Bylaws of Takoma Academy

Voted, March 14, 2021
Third Quinquennial Constituency
Meeting, Virtual Event

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CONSTITUTION & BYLAWS TAKOMA ACADEMY

ARTICLE I – NAME, IDENTIFICATION, OBJECTIVES

Section 1: Name. The name of this institution is Takoma Academy.

Section 2: Identification. Takoma Academy is owned and operated by the Potomac Conference Corporation of Seventh-day Adventists. It is located and its principal business is transacted at 8120 Carroll Avenue, Takoma Park, Maryland 20912 in the Montgomery County. The constituency of Takoma Academy shall be the same as that of the Potomac Conference Corporation of Seventh-day Adventists.

Section 3: Objectives. ~~Takoma Academy (hereafter referred to as the Academy) is a Seventh-day Adventist high school welcoming all races, cultures and religions. The purpose and mission of Takoma Academy is to lead young people to Jesus Christ, provide excellence in academics and a commitment to service. In harmony with the purpose and mission is the vision to empower learners for everlasting excellence.~~

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- C. Guiding Principles:
 - 1. Ensuring that pride and excellence are at the heart of our work.
 - 2. Elevating the perception that our students, regardless of race, can excel.
 - 3. Fostering a sense of belonging so that our students feel safe, known and loved.
 - 4. Assuring that our community presence is intentional and impactful to meet the needs of our brothers and sisters.

ARTICLE II – GOVERNING BODY, OFFICERS

Section 1: Governing Body. The School Board shall be the governing body of this institution.

Section 2: Board Member Qualifications. All voting members of the board shall be members of the Seventh-day Adventist Church in regular standing. In selecting board members, the following shall be considered:

- A. Educational leadership
- B. Financial Management
- C. Fund Raising/Development
- D. Legal
- E. Marketing/Communication
- F. Spiritual Leadership
- G. Technology
- H. Regions
- I. Parents
- J. Ethnicity
- K. Gender
- L. Alumnus
- M. Age
- N. Strong business experienced background

Section 3: School Board Members. The school board membership shall consist of nineteen (19) voting members selected for their spiritual and professional qualifications (necessary for long-term visioning), and for their sustainability decision-making skill (required for the Academy's on-going success), and eleven (11) ex officio members, with the majority being lay members not employed by the Potomac Conference Corporation of Seventh-day Adventists.

- A. Election. The voting delegates of the Potomac Conference Corporation shall elect these nineteen (19) voting board members at its regular constituency meeting. The nominating committee of the Potomac Conference Corporation shall nominate these members. It is recommended the following criteria guide the nomination process.
 1. Of the elected voting members, no more than three (3) school board members shall have children attending the academy.
 2. Of the elected voting members, no spouses, parents, siblings, or immediate relatives of staff members or academy personnel shall serve as a school board member.
 3. Of the elected voting members, no more than three (3) school board members from any one ~~community~~ church shall be members of this school board.
- B. Ex Officio Members. The board shall also have eleven (11) ex officio members as follows: Potomac Conference Corporation President, Potomac Conference Corporation Vice President for Administration, Potomac Conference Corporation Vice President for Finance, Potomac Conference Corporation Vice President for Education, Columbia Union Conference Vice President for Education or his/her designee, Academy Principal, Washington Adventist University President, Parent's Association President, Academy Alumni Association President along with two Takoma Academy faculty members. The two faculty members shall be appointed for a one-year term by the board, taking into

- 1 consideration recommendations of the faculty.
2
- 3 C. Tenure. School board members, after being duly elected, shall serve until their successors
4 are duly elected by the next Potomac Conference Corporation Constituency Meeting.
5
- 6 D. Attendance. Board members, other than ex officio members, missing more than fifty (50)
7 percent of board meetings in a twelve-month (12) period may be subject to replacement.
8
- 9 E. Vacancies. Filling of school board member vacancies or, if necessary, the removal of a
10 board member shall be recommended to the Potomac Conference Corporation Executive
11 Committee by a two-thirds (2/3) vote of the school board.
12
- 13 F. Non-voting members. Non-voting members shall include: Academy Vice Principal for
14 Finance, other Academy administration as invited by the principal, a Teacher chosen
15 annually from the faculty, and at least one Potomac Conference Corporation Pastor. The
16 Board may elect to also invite others to participate in the meetings as deemed valuable to
17 the operation of the Academy. All non-voting members and invitees are to be members of
18 the Seventh-day Adventist church. Non-voting members and invitees are to be excluded
19 from the executive sessions unless their presence is deemed helpful to the Board for
20 addressing the agenda. A two-thirds (2/3) majority vote of the Board is necessary for
21 extending the invitation(s).
22

23 **Section 4: Expectations of Voting Board Members.** The following expectations shall be
24 required of all voting members:
25

26 A. Board Duties

- 27
- 28 1. Attend at least four Board meetings by phone or in person per year.
 - 29
 - 30 2. Review the agenda and supporting materials prior to Board and committee
 - 31 meetings.
 - 32
 - 33 3. Serve on committees and take on special assignments as needed.
 - 34
 - 35 4. Personally contribute financially to Takoma Academy.
 - 36
 - 37 5. Remain informed about Takoma Academy's mission, services, and policies and
 - 38 promote Takoma Academy within the community.
 - 39
 - 40 6. Suggest nominees and participate in board recruitment.
 - 41
 - 42 7. Support Takoma Academy by representing the organization in the community and
 - 43 with funders.
 - 44

- 1 B. Board Member Code of Conduct. Every board member shall understand and subscribe to
 2 the code of conduct detailed in the Takoma Academy Board Member Agreement (see
 3 Appendix 1). Failure to abide by this board member agreement will result in consideration
 4 for removal from the board.

5
 6 **Section 5: Officers.** The President of the Potomac Conference Corporation shall be the chairman
 7 of the board. The Vice President for Administration of the Potomac Conference Corporation shall
 8 be the vice chairman and the Principal/CEO of the Academy shall be the secretary of the school
 9 board.

10
 11 **Section 6: Delegated Authority and Responsibilities of the Board.** The school board derives its
 12 authority from the Potomac Conference Corporation Board of Education which functions under the
 13 direction of the Potomac Conference Corporation Executive Committee. Its responsibilities
 14 include but are not limited to:

- 15
 16 A. Determine the needs of Takoma Academy in order to develop and carry out effective
 17 policies and programs that will address those needs, such as:
 18
 19 1. Establishing, monitoring and engaging in on-going development of essential school
 20 standards for sustainable operations.
 21
 22 2. Establishing, monitoring and engaging in on-going development of essential school
 23 academic standards for student outcomes.
 24
 25 3. Establishing, monitoring and engaging in the development of school regulations
 26 and procedures for student safety.
 27
 28 4. Establishing and monitoring student academic assessments, admissions standards,
 29 teacher professional training and assessments and school programming to insure
 30 optimal potential for student academic and spiritual development.
 31
 32 B. To carry out the actions assigned by the Potomac Conference Corporation constituency,
 33 Potomac Conference Corporation Executive Committee and the Potomac Conference
 34 Corporation Board of Education.
 35
 36 C. To hold an executive session of the board at each regularly scheduled board meeting. These
 37 sessions are to allow board members the opportunity to address potentially sensitive issues
 38 (e.g., personnel issues, overall school performance and health, etc.) in a confidential
 39 environment. These sessions should negate the need for a standing Personnel Committee,
 40 as well as facilitate transparent and supportive dialogue among board members, the
 41 principal, and conference administration.
 42
 43 D. To recommend by majority vote the employment status of the principal and all staff

members. Such recommendations are to be made to the Potomac Conference Corporation Board of Education, and will be done at the Board's discretion or when required by policy. It is expected that the Board will give significant weight to the Principal/CEO's recommendations when making staffing decisions, particularly in light of the substantial staffing authority/responsibilities of the Principal/CEO outlined in Section 8, C, below. The Board's recommendations are to be made in accordance with the policies of the Potomac Conference Corporation Board of Education, the Columbia Union Conference Education Code, and North American Division educational policy. As with all employees of the Potomac Conference Corporation, final employment authority is held by the Potomac Conference Corporation Board of Education.

- E. The board shall provide the principal with an annual job performance review at a meeting to be held no later than February each year. At this same meeting, the board will review and approve the Principal's strategic plans for the future of the school.
- F. Establish the formation of a Fundraising/ Recruitment Committee to oversee this important aspect of the school board.

Section 7: Duties and Responsibilities of the Principal/CEO. The duties and responsibilities of the principal/CEO shall include the following:

A. Spiritual Leadership

1. Be a biblical servant leader. While maturing their own spiritual journey through the implementation of a spiritual growth plan, the principal prayerfully seeks the guidance of the Holy Spirit to be present in all matters and decisions. As the spiritual leader of the school, the principal lives a life above reproach and establishes the spiritual climate that provides for the intentional discipling of each student. The Potomac Conference Corporation Baseline document for educators outlines the minimal requirement for employment. All Potomac Conference Corporation employees are expected to sign this document.
2. Serve the faculty and staff in their spiritual journey so they in turn are able to mentor the spiritual growth and engagement of their students in Seventh-day Adventist Mission.
3. Direct the culture on campus through a well-planned discipline philosophy that develops in students' personal management and responsible citizenship accountability.
4. Assure that there is a balanced development of the whole person and that all components of the school are aligned with healthy spiritual growth.

5. Assure students are afforded the opportunity to participate in witnessing and service to fellow students, faculty, church community, and the community at large.
6. Establish a partnership in ministry with the constituent pastoral team that will strengthen the spiritual effectiveness of the school's witness.
7. Develop a school wide strategic plan for the spiritual development of each student.

B. Academic Leadership

1. Establish a well-defined strategic plan that results in academic success for each learner.
2. Direct the instructional program through teacher supervision and evaluations, collaborative professional development, and curriculum training and implementation.
3. Organize and oversee the planning of the yearly calendar as well as the day-to-day instructional operations for optimal learning outcomes.
4. Establish a systematic review of longitudinal, standardized and formative assessments of student achievement in order to drive effective instructional planning and academic validity.

C. Leadership in Organizational Management

1. Be responsible to the Academy School Board and collaborate with the Potomac Conference Corporation Vice President for Education in the implementation of the Academy's mission, vision and strategic plan as well as the management of the entire school program within the policies established by the North American Division Department of Education, Columbia Union Department of Education, and Potomac Conference Corporation Board of Education.
2. All employees of Takoma Academy are recommended for hiring or termination by vote of the School Board, with final authority lying with the Potomac Conference Corporation Board of Education. However, as Chief Executive Officer, the Principal is expected to take substantial initiative in the hiring and termination processes. This includes leading the formulation of staffing requirements to fulfill the school's mission, the selecting and vetting of candidates for employment, and making staffing recommendations to the School Board. The Principal's personnel recommendations to the Academy Board shall be made after consultation with the Vice President for Education of the Potomac Conference Corporation.
3. Assist the faculty, school board, Potomac Conference Corporation and North

American Division with the collection and interpretation of data to use in the formulation of plans for school growth and sustainability.

4. Establish an effective, consistent, and responsive school management plan with clear lines of responsibility and communication.
5. Provide leadership in the development and application of policies and guidelines as approved by appropriate committees.
6. Ensure that all faculty, staff, and volunteers are in-serviced in Shield the Vulnerable and other appropriate safety protocols and adhere to all policy guidelines that govern adult interaction with students.
7. Maintain permanent student records according to policy guidelines.
8. Be responsible to the School Board and the Financial Management Committee to ensure wise fiscal management of the school for sustained excellence by exercising sound fiscal practices as guided by the local, conference, and union governance procedures.
9. Oversee the management of all school property, assets and acquisitions.
10. Ensure annual revisions of school policies and the updating of student and employee handbooks.

Section 8: Duties and Responsibilities of the Secretary of the Board. The duties and responsibilities of the secretary of the school board are:

- A. To keep a full and complete record of the proceedings of all meetings of the board and its sub-committees and to send promptly to the members the minutes of these meetings.
- B. Prepare and distribute the agenda for the meeting as well as any other pertinent documentation in collaboration with the board chair, academy principal and vice president for education, prior to the next duly called meeting, providing adequate time for members to prepare.
- C. To perform such duties as normally are required by the school board.

ARTICLE III – MEETINGS

Section 1: Meetings. Regular meetings of the school board shall be held at least five (5) times a year. Meetings may be attended in person or via teleconferencing. The time and place shall be at the discretion of the board chair (or by the vice chair officiating during the absence of the chair) and the board.

1
2 A. Special Meetings. The chairperson or, in his/her absence or disability, the vice chairperson,
3 shall call a meeting upon the written request of five (5) or more members of the board.
4 Board members shall be notified of any special board meetings by the chairperson or
5 designee. All actions taken are to be summarized in minutes and ratified during the next
6 regularly scheduled meeting.
7

8 **Section 2: Quorum.** A quorum shall consist of a simple majority of the School Board voting
9 members, including ex-officio.
10

11 **Section 3: Minutes.** All actions of the school board and sub-committee(s) shall be archived as
12 permanent records. The minutes shall be kept on file at the Academy. Every board member shall
13 receive a copy of the minutes of the board and its formed sub-committees. Executive Session
14 minutes of the school board shall be distributed and collected at the next meeting in executive
15 session.
16

17 **Section 4: Voting.** The board shall use the most recent edition of the *General Conference Rules of*
18 *Order* for conducting meetings.
19

20 **Section 5: Electronic Voting.** The following procedures must be followed when conducting votes
21 by phone or email for the following conference committees: Executive Committee, Board of
22 Education, Shenandoah Valley Academy and Takoma Academy.

23 A. Phone Voting: Votes by phone shall be conducted in the following manner:

- 24 1. The committee chair must authorize the phone vote.
- 25 2. A written email or phone call to alert all membership of the meeting.
- 26 3. There must be a quorum of the committee.
- 27 4. For an item to pass, there must be a simple majority.
- 28 5. This vote is to be ratified at the next duly called board meeting and entered in the
29 minutes.

30 B. Email Voting: Votes by email shall be conducted in the following manner:

- 31 1. The committee chair must authorize the email vote.
- 32 2. The committee chair must send an email to the committee members to (a) alert
33 them of the need to vote by email, (b) clearly specify the motion or issue to be
34 voted upon, and (c) provide the committee members with a deadline by which time
35 votes must be cast.

3. A quorum of the committee must vote for the vote.
4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

ARTICLE IV – COMMITTEES

Section 1: Standing Committees. The following standing committees shall be appointed by the School Board to fulfill the following responsibilities:

- A. Finance Committee. The role of the finance committee is primarily to provide financial oversight for the academy. Tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The chair shall be the Potomac Conference Corporation Vice President for Finance or his/her designee.
- B. Personnel Committee. The role of the personnel committee is to review all personnel needs for the academy. The personnel committee is to make recommendations to the school board for interviewing procedures, policies and the hiring of faculty and staff.
- C. ~~Safety and Facilities~~ Committee. The role of the ~~safety and facilities~~ committee is to monitor ~~a comprehensive maintenance program/schedule~~ and evaluate the safety and security of the campus buildings and grounds. The ~~safety and facilities~~ committee is to submit to the board and local conference the annual safety and security audit.
- D. Facilities Committee. The role of the facilities committee is to monitor a comprehensive maintenance program and evaluate the campus buildings and grounds.

Section 2: Other Committees. The board shall have full authority to appoint committees and subcommittees as deemed necessary. The membership of each committee is to be appointed by the board. Each committee shall have and may exercise the authority of the board to the extent provided in the resolution of the board designating or appointing said committee or the Constitution and Bylaws of Takoma Academy.

ARTICLE V – AMENDMENTS

These Constitution and Bylaws may be amended at any regular Constituency meeting of the Potomac Conference Corporation by a two-thirds (2/3) vote of the delegates present and voting.

Appendix I**TAKOMA ACADEMY BOARD MEMBER AGREEMENT**

As a board member, I agree to:

10

Voted, March 14, 2021 – Potomac Conference Constituency Meeting

1. Act with honesty and integrity.
2. Support in a positive manner all actions taken by board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and I will respect the majority decisions of the board.
3. Participate in (1) annual strategic planning events, (2) board development workshops, seminars, and other educational events that enhance my skills as a board member.
4. Maintain confidentiality where appropriate.
5. Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
6. Work with and respect my peers who serve this board.
7. Always act for the good of the Academy and represent the interests of all people served by this Academy.
8. Represent the Academy in a supportive manner at all times.
9. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
10. Refrain from intruding on TA's administrative issues that are the responsibility of school administration.
11. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the Academy. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.

I will abide by this board member agreement.

Signature

Date

Printed Name

Together

C O N S T I T U E N C Y 2 0 2 5

Minutes



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



***MINUTES**

Special Music: Pre-recorded musical selections were presented by Shenandoah Valley Academy and Takoma Academy.

Welcome & Prayer: William Miller, President of Potomac Conference Corporation welcomed all delegates to the Third Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

Devotional: Dr. Henry Wright

Prayer of Consecration: Emmanuel Asiedu, Treasurer, Columbia Union Conference

Introduction to Constituency William Miller gave instruction as to how the Third Quinquennial Constituency Meeting would proceed using ZOOM Webinar features.

Official Call of Constituency Meeting The official call of the Third Quinquennial Constituency Meeting was presented to the delegates by Jose Vazquez, Potomac Conference Corporation Vice President for Administration.

Quorum A quorum was met as follows:

- 824 church elected delegated authorized
- 570 church-elected delegates present
- 187 employee delegates authorized
- 146 employee delegates present
- 14 lay executive committee delegates authorized
- 12 lay executive committee delegates present
- 6 lay constitution & bylaws committee delegates authorized
- 5 lay constitution & bylaws committee delegates present
- 33 committee-authorized delegates authorized
- 29 committee-authorized delegates present
- 1 Columbia Union/NAD delegates present

A total of 763 authorized delegates were present (71.71%), constituting a quorum.

TQCM 21-01
Seating of Delegates

VOTED, to seat the delegates of the Third Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

TQCM 21-02
Virtual Meeting-Valid Session

VOTED, the virtual Third Quinquennial Constituency Meeting of March 14, 2021, which was scheduled for September 27, 2020, as a valid session as recommended by the Constitution and Bylaws Committee, Potomac Conference Corporation Administration, Potomac Conference Corporation Executive Committee, legal counsel from the Columbia Union and other legal

counsel, as a result of the COVID-19 pandemic restrictions.

Opening of the Meeting

William Miller, chair of the meeting, declared the meeting officially open.

TQCM 21-03 Parliamentarian

VOTED, to authorize Walter Carson to serve as parliamentarian for the Third Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

Parliamentary Procedure

Walter Carson referred to the General Conference Rules of Order as printed in English – pages 9-19 and Spanish – pages 20-31 of the electronic material. The Agenda and Procedural Guidelines were also reviewed.

TQCM 21-04 Agenda & Procedural Guidelines

VOTED, to approve the Third Quinquennial Constituency meeting Agenda as shown on pages 5, and the Procedural Guidelines, as shown on pages 6-7 in **Book 2** of the electronic delegate material and to amend to discuss the proposed changes to the Constitution and Bylaws.

TQCM 21-05 Legal Notice

VOTED, to waive the reading of the legal notices published in the November/December 2020 and January/February, 2021 issues of the *Columbia Union Visitor* as shown on page 6 in **Book 1** of the electronic delegate material.

TQCM 21-06 Approval of Minutes: Potomac Conference Corporation Second Quinquennial Constituency Session, September 27, 2015

VOTED, to accept the September 27, 2015 minutes of the Second Quinquennial Constituency Session of the Potomac Conference Corporation of Seventh-day Adventists as shown on pages 159-164 in **Book 1** of the electronic delegate material.

TQCM 21-07 Welcoming New Churches

VOTED, to accept the following organized churches into the sisterhood of churches of the Potomac Conference Corporation of Seventh-day Adventists:

- | | |
|-----------------------------|------------|
| • West End Spanish | 04/04/2015 |
| • Living Faith | 04/25/2015 |
| • Restoration Praise Church | 11/19/2016 |
| • Centreville Spanish | 12/10/2016 |
| • Sterling Spanish | 12/10/2016 |
| • Dumfries Spanish | 08/03/2019 |
| • Culpeper Spanish | 06/01/2019 |

Presentation of Companies

The following new Companies were recognized with a note of appreciation, encouragement and support:

- Arise Hispanic American
- Cartersville
- Charlottesville Spanish
- Chesterfield Spanish
- Light Bearers Mission
- Lorton Spanish
- Manassas II Spanish
- Norfolk Spanish
- Seneca Valley Spanish
- Riverdale for Jesus

Recognition of Mission Groups

The following new Mission Groups were acknowledged and encouraged in their growth:

- Berean Ethiopian Mission Group
- Beltsville Maranatha II Spanish Mission Group
- Chesapeake Spanish Mission Group
- Living Water Mission Group
- Remanente Spanish Mission Group
- Richmond Korean Mission Group

TQCM 21-08 Dissolving of Churches

VOTED, to dissolve the following congregations from the sisterhood of churches of the Potomac Conference Corporation of Seventh-day Adventists.

- | | |
|-----------------------------|------------|
| • Tidewater | 03/15/2015 |
| • Patmos | 05/15/2015 |
| • Tazewell Grace Fellowship | 11/15/2015 |
| • Crewe | 05/16/2016 |
| • Chase City | 02/26/2019 |
| • Pearisburg | 04/23/2019 |

TQCM 21-09 Organizing Committee Report: Articles & Bylaws Committee

VOTED, to invite the following individuals to serve on the Potomac Conference Corporation of Seventh-day Adventists Articles and Bylaws committee for the next quinquennium:

Rick Remmers (Ex-Officio)	James Johnson
Jose Vazquez (Ex-Officio)	Mark Mashburn
Chuck Angier	Andrew Raduly
Jean Arthur	Victor Rodriguez
Thomas Felder	Fabricio Sorto
Mildred Gonzalez	

TQCM 21-10 President's Report

VOTED, to accept the report given by William Miller, Potomac Conference Corporation President, as presented.

TQCM 21-11 First Partial Report of the Nominating Committee, Charles Tapp

Motion, to invite Charles Tapp to serve as the Potomac Conference Corporation President for the next quinquennium.

VOTED, to refer this recommendation back to the nominating committee.

The nominating committee convened via ZOOM. Delegates who wanted to speak to the nominating committee were able to voice their opinions regarding this nomination.

While the nominating committee met the constituency meeting continued as follows:

TQCM 21-12 Vice President for Administration's Report

VOTED, to accept the report given by Jose Vazquez, Potomac Conference Corporation Vice President for Administration.

TQCM 21-13

**Vice President for Finance's
Report-Audited Statements**

VOTED, to accept the Audited Combined Special-Purpose Financial Statements Of Potomac Conference Of Seventh-Day Adventists And Potomac Conference Corporation Of Seventh-Day Adventists, As Of December 31, 2015, 2016, 2017, 2018 and 2019. Audited Special-Purpose Schedules Of LivingWell Adventist Book Center, January 31, 2015, 2016, 2017, 2018 and 2019. Audited Financial Statements Of Shenandoah Valley Academy, June 30, 2015, 2016, 2017, 2018 and 2019 Audited Financial Statements Of Takoma Academy, June 30, 2015, 2016, 2017, 2018 and 2019 as presented.

TQCM 21-14

**Vice President for Finance's
Report**

VOTED, to accept the report given by David VandeVere, Potomac Conference Corporation Vice President for Finance.

TQCM 21-15

**Standing Articles & Bylaws
Committee Recommendations:
Potomac Conference
Corporation Articles and Bylaws**

VOTED, to add **Article VI, Section 1-A, Postponement of Regular Meeting** as recommended by the Standing Articles & Bylaws committee on pages 85 and 86 in **Book 1** of the electronic delegate materials as follows:

- A. Postponement of Regular Meeting: In cases of exigent circumstances such that make a scheduled Constituency meeting impossible or highly impractical (i.e. war, disease, disaster, pandemic, civil disorder, government regulation, threats or acts of terrorism or similar acts), the Potomac Conference Corporation Executive Committee, in regular or special session, shall have the authority to postpone and reschedule such Constituency Meeting. Such a postponement shall not exceed twelve (12) months and notice of any postponement voted by the Potomac Conference Corporation Executive Committee shall be given in the same manner as notice of the Constituency meeting. Unless other action is taken by the Potomac Conference Corporation Executive Committee, any such postponement shall extend the term of current officers, vice presidents, directors, associate directors and conference committees (i.e Executive Committee, Board of Education, Takoma Academy School Board and Shenandoah Valley Academy School Board) until the next Constituency meeting takes place. The Constituency Meeting process will be followed, as possible, as stated in the Potomac Conference Corporation bylaws until the next Constituency Meeting takes place.

VOTED, to add **Article VI, Section 1-B, Virtual Setting** as recommended by the Standing Articles & Bylaws committee on page 86 in **Book 1** of the electronic delegate materials as follows:

- B. Virtual Setting. In cases of exigent circumstances outlined in Article VI, Section, 1A, such that make a scheduled Constituency meeting impossible in person, a virtual meeting, or a combination of both shall be considered as a valid Constituency meeting.

VOTED, to amend Article VI, Section 8-C as recommended by the Standing Articles & Bylaws Committee on page 87 in **Book 1** of the electronic delegate materials as follows with the addition of the underlined words.

- C. Executive Committee Members. All executive committee members who are not ex officio shall be elected by the Delegates at a regular Constituency Meeting or in between constituency meetings by the Executive Committee due to death, serious illness, resignation, or removal from the committee.

VOTED, to amend Article VII, Section 1-A as recommended by the Standing Articles & Bylaws Committee on page 89 in **Book 1** of the electronic delegate materials as follows with the addition of the underlined words.

- A. Regular Delegates.** All Regular Delegates shall be properly accredited by any one of the Member Churches or Organized Churches of the Conference. Each Church shall elect one (1) Delegate and one (1) additional Delegate for each 50 (fifty) members or major fraction thereof, with a cap of 25 regular delegates per church, who hold membership in the Member Church or Organized Church which accredits them. Such representation shall be based on church membership at the close of the calendar year preceding the Constituency Meeting. Churches must submit a complete list of Delegates to the Conference three (3) months before the date of the Constituency Meeting. If the list is not received by the deadline, churches will not have a delegation to the Constituency Meeting and will be ineligible to participate in the Organizing and Nominating Committees.

VOTED, to amend Article VIII, Section 1-A as recommended by the Standing Articles & Bylaws Committee on page 90 in **Book 1** of the electronic delegate materials as follows:

- A. Membership and Process.** The Organizing Committee shall be constituted as follows: Each Church that will be represented at the Constituency Meeting shall choose, ~~or empower its delegation to choose,~~ one member from its delegation, plus one additional member from its delegation for each seven hundred and fifty (750) members or a major fraction thereof.

VOTED, to approve Article X Electronic Voting as recommended by the Standing Articles & Bylaws Committee on pages 94-95 in **Book 1** of the electronic delegate materials as follows:

ARTICLE X – ELECTRONIC VOTING

Section 1: Electronic Voting. The following procedures must be followed when conducting votes by phone or email for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

- A. Phone Voting:** Votes by phone shall be conducted in the following manner:
1. The committee chair must authorize the phone vote.
 2. A written email or phone call to alert all membership of the meeting.
 3. There must be a quorum of the committee.
 4. For an item to pass, there must be a simple majority.
 5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.

B. Email Voting: Votes by email shall be conducted in the following manner:

1. The committee chair must authorize the email vote.
2. The committee chair must send an email to the committee members to (a) alert them of the need to vote by email, (b) clearly specify the motion or issue to be voted upon, and (c) provide the committee members with a deadline by which time votes must be cast.
3. A quorum of the committee must vote for the vote.
4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

TQCM 21-16
First Partial Report of the
Nominating Committee,
Charles Tapp

The nominating committee returned to the general session. After much discussion and prayer, the nominating committee voted not to change their recommendation and to ask Charles Tapp to serve as President of the Potomac Conference Corporation.

VOTED, to invite Charles Tapp to serve as the Potomac Conference Corporation President for the next quinquennium.

TQCM 21-17
First Partial Report of the
Nominating Committee,
Jose Vazquez

VOTED, to invite Jose Vazquez to serve as the Potomac Conference Corporation Vice President for Administration for the next quinquennium.

TQCM 21-18
First Partial Report of the
Nominating Committee,
David VandeVere

VOTED, to invite David VandeVere to serve as the Potomac Conference Corporation Vice President for Finance for the next quinquennium.

TQCM 21-19
Second Partial Report of the
Nominating Committee,
Steve Laing

VOTED, to invite Steve Laing to serve as Potomac Conference Corporation Vice President for Education for the next quinquennium.

TQCM 21-20
Second Partial Report of the
Nominating Committee,
Rick Labate

VOTED, to invite Rick Labate to serve as Potomac Conference Corporation Vice President for Pastoral Ministries for the next quinquennium

TQCM 21-21
Third Partial Report of the
Nominating Committee,
Executive Committee

VOTED, to invite the following individuals as presented to serve on the Executive Committee for the next quinquennium. Subject to vetting and availability.

<u>DC/Maryland</u> Cecil Calliste Nancy Lamoreaux Kelvin Mitchell Natalie Roberts Luci Sloan John Varghese Jami Walker	<u>DC/Metro Hispanic</u> Gaby Canales Jessica Salvador Dehuel Prado Federico Revollo Ana Reyes Vega Ferdy Rodriguez
<u>Northern Virginia</u> Franchelle Beach Melissa Brooks Vince MacIsaac	<u>VA Capital</u> Daniel McManus Jim Hiner
<u>VA Southwest</u> Scott Cleveland	<u>VA Central</u> Gerald Alonso
<u>VA Tidewater</u> Michael Monroig	<u>VA Valley</u> Michelle Hall Shane Anderson

TQCM 21-22**Third Partial Report of the
Nominating Committee,
Board of Education**

Voted, to invite the following individuals as presented to serve on the Potomac Conference Corporation Board of Education for the next quinquennium. Subject to vetting and availability.

Ex Officio:

1. Conference President; chair
2. Conference Vice President for Administration; vice-chair
3. Conference Vice President for Finance
4. Conference Vice President for Education
5. Columbia Union Vice President for Education
6. Don Short – Principal Senior Academy
7. Carla Thrower – Principal Senior Academy

Elected Potomac Conference Employees:

8. Dwight Morgan – PreK-12
9. Davin Hammond – PreK-12
10. Kelly Hartnett – PreK-12 Representative
11. Billy Wright – PreK-12 Small School
12. Melody Snider – PreK-12 Small School
13. Paolo Esposito – Pastor

Elected Members:

14. Valerie Swan – DC/MD
15. Richard Samuel – DC/MD
16. Wendy Pega – DC/MD
17. Wendy Aceituno Prado, Metro Hispanic Area
18. Janice Henderson, VA NOVA
19. Avalyn Young, VA NOVA
20. Stan Nickens, VA Capital
21. Seth Savoy, VA Capital
22. Susan Timmons, VA Southwest
23. Claudius Rodgers, VA Tidewater
24. Paul Griffin, VA Valley
25. Donna Mashburn, VA Valley
26. Linda Royer – VA Valley
27. Ryan Brossfield – VA Valley

Non-Voting Members:

Janet Armstrong - Potomac Conference Associate Superintendent
Gabriel Madrid – Potomac Conference Associate Superintendent

TQCM 21-23**Third Partial Report of the
Nominating Committee,**

VOTED, to invite the following individuals as presented to serve on the Shenandoah Valley Academy School Board for the next quinquennium.

Subject to vetting and availability.

Ex Officio:

1. Conf President
2. Conf VP Administration
3. Conf VP Finance
4. Conf VP Education
5. CU VP Education
6. Academy Principal - Don Short
7. Senior Pastor of New Market church – Shane Anderson
8. President Academy Alumni Association – Kelli Hanon

Elected Members: 18

1. Daniel Royo, Pastor – DC/MD
2. David Reile, Lay – DC/MD
3. Helen Wilson, Lay – DC/MD
4. Don Feltman, Lay – NOVA
5. Janine Hudson, Lay – NOVA – Parent?
6. Shernett Dalhouse. Lay - NOVA
7. Rafael Soto, Pastor – VA Cap
8. David Forbes, Lay – VA Cap
9. Geraldo Alonso, Pastor – VA South Central
10. Chris Roark, Lay – VA South Central
11. Lynda French, Lay – VA Tidewater
12. Robert Belleza, Lay – VA Tidewater
13. Richard Hevener, Lay – VA Valley
14. Gary Patterson, Lay – VA Valley
15. Duane White, Lay – VA Valley
16. Louise Phanstiel – Alumni, non member
17. Vacancy, lay – Metro DC Hispanic
18. Robert McLennan, lay – VA-Southwest

Non – voting Members:

Alternates:

Jerson Malaguit, Emp – DC/MD
Natalie Roberts, Emp; - DC/MD

**TQCM 21-24
Third Partial Report of the
Nominating Committee,
Takoma Academy School Board**

VOTED, to invite the following individuals as presented to serve on the Takoma Academy School Board for the next quinquennium. Subject to vetting and availability.

Ex Officio Members:

1. Conference President; chair
2. Conference Vice President for Administration; vice-chair
3. Conference Vice President for Finance
4. Conference Vice President for Education
5. Columbia Union Vice President for Education
6. Carla Thrower, Principal
7. WAU President
8. Parent's Association President
9. Alumni President
10. Keith Beckett-TA Faculty
11. Shemika Campbell – TA Faculty

Elected Members:

1. Rodney Cartwright, lay, Takoma Park
2. Helen Wilson, lay, SASDAC
3. Angie David, lay, Burnt Mills
4. Joanna Foronda, lay, Washington Bilingual
5. Trenise Gulley, lay, Seabrook
6. Joyce Martin, lay, Sligo
7. Sanjay Thomas, lay, Takoma Park
8. Jeanine Jarrett, lay, Seabrook

9. Vacancy, lay, RPC
10. Gwen Dozier, lay, CPC
11. Mario Pinto, lay, Langley Park Spanish
12. Jessica Rodriguez, lay, Silver Spring Spanish
13. Gerald Christo, Pastor, SASDAC
14. Kelvin Mitchell, Pastor, RPC
15. Hazel Marroquin, Pastor, Sligo
16. Pedro Huaranga, Pastor, Annandale Spanish
17. Therezinha Barbalho, Pastor, Silver Spring
18. Jami Walker, Educator, Olney Prep
19. Ebony Holland, Educator, TA Prep

Non-Voting Members:

1. Rashawna Young, Treasurer
2. Vacancy

Alternate:

Solomon Isaac, Lay, DC/MD
 Steward Bell, Lay, DC/MD
 Laverne Hayes, Lay, DC/MD
 Jennifer Northrup, Emp, DC/MD
 Connie Wuerstlin, Emp, DC/MD

TQCM 21-25

Education in the Greater Washington DC/Metro Area

VOTED, to request the Columbia Union Conference Office of Education to consider the following actions:

- to appoint a taskforce to study the education issues and codes for young people, who belong in one conference and attend a school in another conference, the number of schools and locations in the metro area, and the possibility of having a metro school district.
- to give recommendations to each conference committee affected,
- to request conference committee action to the recommendations from the taskforce.

TQCM 21-26

Standing Articles & Bylaws Committee Recommendations: Potomac Conference Corporation

VOTED, to amend Article XXI, Section 4 as recommended by the Standing Articles & Bylaws Committee as shown on page 101-102 in **Book 1** of the electronic delegate materials as follows with the addition of the underlined words.

Section 4: Interpretation. Headings and captions used herein are inserted for convenience only and shall not be used to construe the scope or content of any provision. In the case of any conflict between the provisions of the Working Policies of the General Conference and the Division or the Articles and these Bylaws the Working Policies of the General Conference and the Division or the Articles, as applicable and in that order, shall control. In the case of any ambiguity or other question concerning interpretation of these Bylaws, the good faith interpretation of the Executive Committee, in consultation with the Standing Articles and Bylaws Committee, acting by the affirmative vote of a majority of the Executive Committee then in office, shall be binding on the Conference for all purposes.

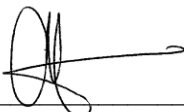
TQCM 21-26

Standing Articles & Bylaws Committee Recommendations: Potomac Conference Corporation Board of Education Shenandoah Valley Academy

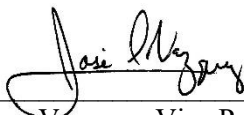
Voted, to refer all non-material changes to the Potomac Conference Corporation Articles & Bylaws as recommended by the Standing Articles & Bylaws Committee and all constitutional recommendations to Board of Education, Shenandoah Valley Academy and Takoma Academy Constitution and Bylaws back to the Standing Articles & Bylaws Committee.

**TSQCM 21-27
Adjournment of the Potomac
Conference Corporation of
Seventh-day Adventists Third
Quinquennial Constituency
Meeting**

VOTED, to adjourn the Third Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.



Charles Tapp, President



Jose Vazquez, Vice President for Administration
Denise Hevener, Recording Secretary

Together

C O N S T I T U E N C Y 2 0 2 5

Financial Statements



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®





POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

SPECIAL-PURPOSE UNCONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024, 2023, 2022, 2021, and 2020

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AUDITOR'S REPORT

To the Delegates
Potomac Conference Corporation of Seventh-day Adventists
Staunton, Virginia

Opinion

We have audited special-purpose unconsolidated financial statements of Potomac Conference Corporation of Seventh-day Adventists (Organization), excluding a department, which comprise the special-purpose unconsolidated statements of financial position as of December 31, 2024, 2023, 2022, 2021, and 2020, and the special-purpose unconsolidated statements of financial activity, special-purpose unconsolidated statements of changes in net assets, and special-purpose unconsolidated statements of cash flows for the years then ended, and notes to the special-purpose unconsolidated financial statements, including a summary of significant accounting policies.

In our opinion, as auditors of the General Conference of Seventh-day Adventists, the accompanying special-purpose unconsolidated financial statements present fairly, in all material respects, the financial position of the Organization as of December 31, 2024, 2023, 2022, 2021, and 2020, and its financial performance and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP) adopted by the Seventh-day Adventist denomination, except for the department that is excluded.

Basis for opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), except the ethical requirement for the appearance of independence. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the special-purpose unconsolidated financial statements section of our report. We are independent of the Organization, in accordance with the ethical requirements that are relevant to our audits special-purpose unconsolidated financial statements in the United States of America, and we have fulfilled our other ethical responsibilities in accordance with these requirements, except the ethical requirement for the appearance of independence, because of our affiliation with the Seventh-day Adventist denomination. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – basis of accounting and restriction on distribution and use

We draw attention to Note 18 to the special-purpose unconsolidated financial statements, which describes the basis of accounting. The special-purpose unconsolidated financial statements were prepared to present the major portion of the financial statements of the Organization, excluding the accounts and activity of a department and not consolidating the accounts and activity of three controlled entities. As a result, these special-purpose unconsolidated financial statements are not intended to be a complete presentation of the Organization's assets, liabilities, revenues, and expenses, in accordance with GAAP adopted by the Seventh-

day Adventist denomination. Our report is intended solely for the information and use of the officers of the Organization, its audit committee, its governing committee, the delegates to its constituency meetings, and the officers and their designees of higher denominational organizations. This report is also intended for the information and use of Shore United Bank, formerly known as Severn Bank, Inc, in accordance with an agreement. This report is not intended to be and should not be distributed to other than these specified parties. Our opinion is not modified in respect of this matter.

Responsibilities of management and those charged with governance for the special-purpose unconsolidated financial statements

Management is responsible for the preparation and fair presentation of the special-purpose unconsolidated financial statements in accordance with GAAP adopted by the Seventh-day Adventist denomination, except for the requirement to include the entire entity, and for the design, implementation, and maintenance of internal control as management determines is necessary to enable the preparation and fair presentation of special-purpose unconsolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the special-purpose unconsolidated financial statements, management is responsible for assessing the Organization's ability to continue as a going concern for the next year, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's responsibilities for the audit of special-purpose unconsolidated financial statements

Our objectives are to obtain reasonable assurance about whether the special-purpose unconsolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the special-purpose unconsolidated financial statements.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the unconsolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the special-purpose unconsolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern for a reasonable period of time. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the special-purpose unconsolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the special-purpose unconsolidated financial statements, including the disclosures, and whether the special-purpose unconsolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, and certain internal control-related matters, including any material weaknesses and significant deficiencies in internal control that we identify during our audit.

General Conference Auditing Service

July 23, 2025

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Special-purpose Statements of Financial Position

December 31, 2024, 2023, 2022, 2021, and 2020

ASSETSCurrent assets

	2024	2023	2022	2021	2020
Cash and cash equivalents (Note 2)	\$ 2,073,753	2,771,492	4,018,911	12,871,359	14,254,274
Accounts receivable, net (Note 3)	9,167,241	9,371,897	8,310,020	8,619,223	8,223,618
Cash held for agency (Note 2)	426,533	374,745	369,542	365,653	366,987
Notes and loans receivable (Note 4)	13,315,598	12,864,425	12,508,588	3,949,804	3,895,999
Inventories, prepaid expense, deposits	117,574	710,314	403,855	394,617	135,716
Total current assets	25,100,699	26,092,873	25,610,916	26,200,656	26,876,594

Land, buildings, and equipment, net (Note 5)

For use by conference, net	8,034,623	8,410,183	8,163,974	6,465,799	5,673,575
For use by affiliated entities, net	64,314,071	58,601,376	60,104,711	60,323,700	58,644,270
Total land, buildings, and equipment, net	72,348,694	67,011,559	68,268,685	66,789,499	64,317,845

Other assets

Investment in land and property (Note 6)	11,855	11,855	11,855	11,855	11,855
Notes receivable, long-term, net (Note 4)	2,611,755	2,722,781	2,899,582	3,039,993	648,878
For other than operating purposes:					
Cash and investments (Note 7)	1,538,221	1,335,040	1,225,401	2,301,787	4,774,938
Investment in land and property (Note 6)	10,001	2,945,123	2,947,624	2,935,122	2,936,623
Accounts receivable	31,042	30,618	29,424	183,975	193,021
Notes and loans receivable (Note 8)	19,651,102	19,081,349	19,720,164	20,707,445	25,574,185
Inventories, prepaid expense, deposits	4,398	4,398	4,398	4,398	4,398
Held for split-interest agreements	17,653	14,472	336,669	360,708	355,343
Total other assets	23,876,027	26,145,636	27,175,117	29,545,283	34,499,241
Total assets	\$ 121,325,420	119,250,068	121,054,718	122,535,438	125,693,680

LIABILITIESCurrent liabilities

Accounts payable (Note 9)	\$ 5,537,026	4,522,954	4,373,003	4,540,123	4,727,354
Agency accounts	426,533	374,745	369,542	365,653	366,987
Total current liabilities	5,963,559	4,897,699	4,742,545	4,905,776	5,094,341

Other liabilities

Accounts payable (Note 9)	284,472	317,476	334,716	335,989	344,886
Notes payable (Note 10)	-	-	-	-	5,400,000
For other than operating funds:					
Accounts payable (Note 9)	236,060	313,040	165,864	176,571	2,826,138
Notes payable (Note 10)	16,278,684	15,600,743	16,541,047	19,006,787	24,527,344
Capital leases (Note 11)	60,544	95,697	129,591	30,620	71,165
NPV, annuity liability	19,758	20,553	21,415	21,930	22,427
Irrevocable due to others (Note 12)	203,521	201,757	198,444	204,940	202,434
Total other liabilities	17,083,039	16,549,266	17,391,077	19,776,837	33,394,394
Total liabilities	23,046,598	21,446,965	22,133,622	24,682,613	38,488,735

NET ASSETS

Unrestricted: unallocated	18,645,266	20,358,807	19,588,042	19,646,294	12,565,235
Unrestricted: allocated	17,744,703	20,068,782	21,996,852	24,587,251	25,734,776
Unrestricted: net invested in plant	58,870,203	54,008,130	54,120,899	50,357,538	45,760,308
Total net assets without donor restrictions	95,260,172	94,435,719	95,705,793	94,591,083	84,060,319
Net assets with temporary donor restrictions (Note 13)	2,860,456	3,209,190	3,057,109	3,103,548	2,986,432
Net assets with permanent donor restrictions (Note 13)	158,194	158,194	158,194	158,194	158,194
Total net assets with donor restrictions	3,018,650	3,367,384	3,215,303	3,261,742	3,144,626
Total net assets	98,278,822	97,803,103	98,921,096	97,852,825	87,204,945
Total liabilities and net assets	\$ 121,325,420	119,250,068	121,054,718	122,535,438	125,693,680

*Interfund borrowing is eliminated in the combined totals.

See accompanying notes.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Special-purpose Statements of Changes in Net Assets (page 1 of 2)

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

CHANGES IN NET ASSETS WITHOUT DONOR

RESTRICTIONS	2024	2023	2022	2021	2020
<u>Revenues and support without donor restrictions</u>					
Gross tithe income	\$ 42,002,495	43,578,570	40,601,736	39,802,221	36,040,833
Tithe percentages passed on	(9,531,969)	(10,117,616)	(9,628,845)	(9,638,147)	(8,904,334)
Net tithe income	32,470,526	33,460,954	30,972,891	30,164,074	27,136,499
Tithe rebate	-	-	-	-	299,761
Matured trusts and wills	1,786	45,313	97,023	45,000	7,563
Investment earnings	486,553	329,779	62,681	5,540,227	282,449
Church schools	6,391,696	6,098,912	5,844,345	5,821,027	6,174,788
Residence rent income	203,989	190,255	193,410	301,908	184,202
Hispanic evangelism fees/sales	137,054	6,394	115,951	-	-
Youth camp fees/sales	301,237	248,603	247,940	134,329	29,424
Campmeeting fees/sales	61,208	57,693	15,965	-	-
Employee medical contributions	1,565,517	1,155,005	758,417	697,303	697,548
Contributed services (Note 22)	115,538	90,209	-	80,692	71,523
Hispanic School of Theology income	42	705	810	12,725	6,699
Locally funded employees billing	7,972,411	7,975,827	7,585,737	7,090,662	6,491,028
Property insurance billings churches and schools	1,008,154	866,713	840,698	781,528	672,733
Miscellaneous income	567,542	79,106	294,265	301,564	97,841
Change in irrevocable split-interest agreements	-	-	-	1,319	97
Total revenues without donor restrictions	51,283,253	50,605,468	47,030,133	50,972,358	42,152,155
Released from net assets with donor restrictions	2,914,067	2,112,346	2,120,880	2,066,490	2,054,693
Total revenues and support without donor restrictions	54,197,320	52,717,814	49,151,013	53,038,848	44,206,848
<u>Expenses and losses</u>					
<u>Program services functions</u>					
Church ministries	19,092,400	16,300,884	15,731,233	14,006,405	13,628,377
Church min. locally funded employees and insurance	2,451,366	2,331,818	2,231,459	2,083,168	2,105,229
Educational	15,535,259	15,074,173	14,067,440	13,542,152	14,815,809
Educational locally funded employees and insurance	6,528,964	6,510,457	6,196,168	5,803,887	6,234,535
Publishing	123,796	114,988	184,769	438,394	3,847
Special services	749,997	794,111	473,142	533,398	669,112
Total program services function (Note 16)	44,481,782	41,126,431	38,884,211	36,407,404	37,456,909
<u>Supporting services function</u>					
General administrative	6,309,183	5,537,837	4,551,236	3,677,422	3,215,442
Ingathering reversion	-	-	-	-	11,110
Residence rental	310,143	256,811	328,291	152,988	155,520
Retirement contribution to DB plan (Note 19)	4,790,045	4,966,478	4,628,598	4,537,453	4,108,655
Total supporting services function (Note 16)	11,409,371	10,761,126	9,508,125	8,367,863	7,490,727
Total expenses and losses	55,891,153	51,887,557	48,392,336	44,775,267	44,947,636
Net increase (decrease) from operations	(1,693,833)	830,257	758,677	8,263,581	(740,788)
<u>Nonoperating activity</u>					
Nonoperating revenue (Note 17)	6,429,376	1,158,517	2,699,171	5,238,994	2,530,507
Nonoperating expense (Note 17)	(5,505,221)	(3,640,850)	(2,620,485)	(3,159,303)	(9,388,465)
Net gain (loss) sale of assets (Note 17)	1,588,146	375,650	262,339	136,284	5,563,095
Released from restrictions	5,985	6,352	15,576	55,193	49,562
Net increase (decrease) from nonoperating activity without donor restrictions	2,518,286	(2,100,331)	356,601	2,271,168	(1,245,301)
Increase (decrease) net assets without donor restrictions	824,453	(1,270,074)	1,115,278	10,534,749	(1,986,089)

See accompanying notes.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS
Special-purpose Statements of Changes in Net Assets (page 2 of 2)
For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

**CHANGES IN NET ASSETS WITHOUT DONOR
RESTRICTIONS**

	2024	2023	2022	2021	2020
Increase (decrease) net assets without donor restrictions	\$ 824,453	(1,270,074)	1,115,278	10,534,749	(1,986,089)

CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS

Changes in net assets with temporary donor restrictions

Income with temporary donor restrictions

Subsidies	1,825,799	1,767,626	1,526,607	1,833,604	2,027,896
Donations	710,444	452,187	603,164	349,251	844,932
Annuity income	5,749	5,690	(1,400)	3,795	4,343
Increase (decrease) on irrevocable investments	3,614	1,252	(49)	1,608	1,080
Endowment income	15,326	31,437	(55,494)	27,121	25,731
Ingathering reversion	10,386	12,587	16,621	19,435	18,321
Total income with temporary donor restrictions received	2,571,318	2,270,779	2,089,449	2,234,814	2,922,303
Released from restriction	(2,920,052)	(2,118,698)	(2,136,456)	(2,121,683)	(2,104,255)
Increase (decrease) net assets with temporary donor restrictions	(348,734)	152,081	(47,007)	113,131	818,048
Increase (decrease) in net assets with donor restrictions	(348,734)	152,081	(47,007)	113,131	818,048
Increase (decrease) net assets	475,719	(1,117,993)	1,068,271	10,647,880	(1,168,041)
Net assets, beginning	97,803,103	98,921,096	97,852,825	87,204,945	88,372,986
Net assets, end of year	\$ 98,278,822	97,803,103	98,921,096	97,852,825	87,204,945

See accompanying notes.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Special-purpose Statements of Cash Flows

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

OPERATING ACTIVITIES	2024	2023	2022	2021	2020
Increase (decrease) in net assets	\$ 475,719	(1,117,993)	1,068,271	10,647,880	(1,168,041)
<u>Adjustments to reconcile change in net assets to net cash provided</u>					
Depreciation expense (Note 5)	2,612,480	2,576,913	2,456,808	2,465,062	2,446,490
(Gain) loss on sale of plant assets (Note 17)	(1,588,146)	(375,650)	(262,339)	(136,284)	(5,563,095)
Annuities actuarial adjustment	(795)	(862)	(515)	225	544
Annuity fund income less payments	-	-	-	(1,470)	(2,338)
Church and school properties added (Note 17)	(5,487,342)	(369,301)	(1,894,461)	(3,687,514)	(1,697,965)
(Assets) added for capital leases	-	-	(132,417)	-	(9,679)
Liabilities added for capital leases	-	-	132,417	-	9,679
Assets held for sale transfer/disposal	-	2,501	-	-	-
Unrealized (gain) loss market value	33,502	(39,101)	84,582	(41,453)	(2,100)
Increase (decrease) allowance for uncollectable accounts	39,665	11,129	(667,664)	163,190	-
(Increase) decrease accounts receivable	185,024	(1,073,006)	266,434	(558,795)	(108,425)
(Increase) decrease inventories and prepaids	592,740	(306,459)	(9,237)	(258,901)	1,704,459
Increase (decrease) accounts payable	981,068	132,711	(168,394)	(196,128)	427,651
(Increase) decrease deposits	-	-	-	-	545,619
(Increase) decrease other assets	-	-	-	102,863	10,000
Net cash provided (used) from operating	<u>(2,156,085)</u>	<u>(559,118)</u>	<u>873,485</u>	<u>8,498,675</u>	<u>(3,407,201)</u>
INVESTING ACTIVITIES					
(Increase) decrease nonoperating cash	(168,824)	52,569	980,782	2,515,352	(2,108,512)
Increase (decrease) nonoperating trust funds due to other entities	1,764	3,313	(6,496)	2,506	(79,567)
(Increase) decrease held for split-interest	(3,181)	322,197	24,039	(5,365)	79,272
Proceeds from maturity of investments	-	-	11,022	-	-
Purchase of investments	(67,859)	(123,107)	-	-	-
Proceeds from sale of plant assets (Note 17)	2,362,406	375,650	262,340	136,284	6,185,842
Purchase of plant assets	(301,411)	(950,486)	(1,921,623)	(1,247,701)	(808,899)
New notes receivable issued	(3,189,873)	(1,419,736)	(8,916,611)	(5,018,645)	(2,787,843)
Payments received on notes receivable	2,259,940	1,879,515	2,195,952	7,440,465	2,489,303
Net cash provided (used) from investing	<u>892,962</u>	<u>139,915</u>	<u>(7,370,595)</u>	<u>3,822,896</u>	<u>2,969,596</u>
FINANCING ACTIVITIES					
(Increase) decrease nonoperating accounts receivable	(424)	(1,194)	154,551	9,046	163,581
(Increase) decrease nonoperating accounts payable	(76,980)	147,176	(10,707)	(2,752,430)	2,820,735
Proceeds from external borrowing	2,236,141	250,000	-	2,454,114	7,124,062
Principal payments on notes payable	(1,558,200)	(1,190,304)	(2,465,740)	(13,374,671)	(2,406,958)
Principal payments on capital lease	(35,153)	(33,894)	(33,442)	(40,545)	(38,417)
Net cash provided (used) from financing	<u>565,384</u>	<u>(828,216)</u>	<u>(2,355,338)</u>	<u>(13,704,486)</u>	<u>7,663,003</u>
Net increase (decrease) cash and cash equivalents	(697,739)	(1,247,419)	(8,852,448)	(1,382,915)	7,225,398
Cash and cash equivalents, beginning of year	2,771,492	4,018,911	12,871,359	14,254,274	7,028,876
Cash and cash equivalents, end of year	<u>\$ 2,073,753</u>	<u>2,771,492</u>	<u>4,018,911</u>	<u>12,871,359</u>	<u>14,254,274</u>
<u>Supplemental information</u>					
Interest paid	<u>\$ 771,839</u>	<u>623,596</u>	<u>692,102</u>	<u>561,087</u>	<u>1,045,575</u>

See accompanying notes.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies

The Potomac Conference Corporation of Seventh-day Adventists (Organization) is comprised of Seventh-day Adventist congregations within Virginia (except Accomack and Northampton counties), the District of Columbia, and those portions of Montgomery and Prince George's counties in Maryland as follows: beginning at Mt. Vernon, Virginia, draw a line to Piscataway, Maryland and continue the line northeast of the junction of Highways 301 and MD 214. From this point, continue the line northwest to Ednor; from Ednor, follow Ednor Road northeast to the Patuxent River, follow the Patuxent River northwest to the Montgomery/Frederick County lines, and thence, southwest along the county line to the Virginia/Maryland state line.

The Organization's primary purpose is to spread the gospel of Jesus Christ throughout its territory. The Organization supports the operation of all churches and schools in its territory, and is a member organization of the Columbia Union Conference of Seventh-day Adventists. The Organization holds legal title to all denominational property in its territory, and performs certain fiduciary duties. The Organization receives most of its revenue in the form of contributions from individuals in its constituent congregations.

The Organization is a religious not-for-profit organization, and is exempt from federal, state, and local income taxes under the provisions of section 501(c)(3) of the Internal Revenue Code, and corresponding sections of applicable state and local codes: except for taxes on unrelated business income as described in sections 511-514 of the Internal Revenue Code.

Summary of significant accounting

(a) Basis of accounting: The significant accounting policies of the Organization are essentially the same as generally accepted accounting principles for not-for-profit Organizations as promulgated by the Financial Accounting Standards Board. The significant policies are described below to enhance the usefulness of the financial statements. The financial statements of the Organization have been prepared on the accrual basis of accounting. In conformity with the accrual basis of accounting, the Organization has evaluated events that occurred subsequent to the financial statement date, up to July 23, 2025, which is the date the financial statements were available to be issued.

(b) Use of estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(c) Restricted resources: The Organizations report gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with temporary donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of changes in net assets as net assets released from donor restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

(d) Net assets without donor restrictions: The Executive Committee of the Organization has standing policies that affect the presentation of committee designations on net assets. The Organization has designated some of their operating fund for various programs and ministries and activities. Additionally, management maintains an operating reserve for working capital in accordance with guidelines of the North American Division Working Policy as well as reserves designated in the plant fund for future capital purchases (see Note 25).

(e) Components of unrestricted activity: Unrestricted activity is separated between operating and non-operating activity. Operating activity is defined as the regular recurring revenue and expense related to the core ministries of the Organization. Other activity, such as transfers between funds, additions and deletions related to church and school properties, and most of the activity of funds other than the operating fund, is classified as non-operating activity.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 1 – Summary of significant accounting policies (continued)

(f) Plant assets and depreciation: Plant assets are recorded at cost when purchased or at fair value at date of gift when donated. Plant assets that cost less than \$5,000 are not capitalized, but are charged to expense. Depreciation of land improvements, buildings, and equipment is provided over the estimated useful lives of the respective assets on a straight-line basis, typically 5-10 years for land improvements, 20-75 years for building, and 3-20 years for equipment. Depreciation expense is recorded in the plant funds, and is distributed among the operating expense reported in the statement of changes in net assets by the various program and supporting services functions that use those assets.

In its corporate capacity, the Organization holds legal title to properties that are used by academies, local congregations and other affiliated entities. The historical cost of these properties, and related accumulated depreciation, is included in the plant funds, and the related depreciation expense is recorded as non-operating expense in the statement of changes in net assets. (See Notes 5 & 17.)

Uses of operating funds for plant acquisitions and debt service payments are accounted for as committee approved transfers to the plant funds. Such transfers include depreciation funding as well as additional movements of resources from operating funds to the plant funds. Restricted proceeds from the sale of assets and restricted income from plant funds investments are recorded as restricted support. Both principal and interest payments made to retire plant fund debt are recorded in the plant funds.

(g) Cash and equivalents: Cash equivalents are highly-liquid assets held for operating purposes, which are readily convertible to cash and have a maturity date of less than three months from date of acquisition. Cash and investments held for purposes other than operating are not classified as cash and cash equivalents. The increase or decrease in non-operating cash and investments is reported in the statement of cash flows as proceeds or purchases of investments.

(h) Fair value of financial instruments: Following are the major methods and assumptions used to estimate fair values.

Short-term financial instruments are valued at their carrying amounts included in the statement of financial position, which are reasonable estimates of fair value due to the relatively short period to maturity of the instruments. This applies to cash, cash equivalents, accounts receivable, and certain current liabilities.

Investment securities, if any, are valued at fair value, which is the quoted market price or other reasonably obtainable market value estimate at the reporting date for those or similar securities. The difference between aggregate market value and historical cost for each type of security is recorded in a valuation account. The change in this account during each period is recognized as a gain or loss.

Loans receivable are valued at the amortized amount receivable at the reporting date. An allowance has been recorded based on an estimate of amounts which are not expected to be collected. Because these loans, by intent and practice, are expected to be held to maturity, the carrying amount approximates the discounted value of future cash flows expected to be received. Because of the difficulty and inherent subjectivity involved in determining fair values, which is not susceptible to independent verification, management has concluded that the amortized face value of loans receivable from related or affiliated entities approximates fair value.

Loans payable are valued at the amortized amount payable as of the reporting date. Because these loans, by intent and practice, are expected to be amortized to maturity, the carrying amount approximates the discounted value of the future cash flows expected to be paid. Because of the difficulty and inherent subjectivity involved in determining fair values, which is not susceptible to independent verification, management has concluded that the amortized face value of loans payable to related or affiliated entities approximates fair value. Further, because a reasonable estimate of fair value could not be made without incurring excessive costs, management has not attempted to estimate the fair value of any loans payable to creditors that are not related or affiliated entities.

(i) Provision for uncollectable accounts: An allowance for uncollectable accounts is recorded based on an analysis of the collectability of accounts. Factors considered include historical collection experience, the aging of receivables, and facts and circumstances surrounding specific accounts.

(j) Inventories: Inventories are presented at the lower of cost or market using the first-in first-out method.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 1 – Summary of significant accounting policies (continued)

(k) Current assets and liabilities: Assets and liabilities are classified as current or long-term, depending on their characteristics. This excludes from current assets, cash and claims to cash that are: restricted to use for other than current operations, committee allocated for the acquisition or construction of plant assets or for the liquidation of plant fund debt. This excludes from current liabilities: long-term portion of all debt, plant fund debt payable within the next fiscal year to the extent covered by designated plant fund liquid assets. Working capital (current assets less current liabilities) for the Organization usually reflects working capital of only the operating funds, since usually no assets or liabilities of the plant, annuity, or trust funds are classified as current.

(l) Investment income: Ordinary income from investments, loans, and the like is accounted for in the fund owning the assets.

(m) Split-interest agreements: The Organization acts as a trustee of and/or has a beneficial interest in various kinds of trusts, annuities, and/or other split-interest agreements. Other organizations are partial beneficiaries of some of these agreements. For those agreements that are irrevocable, the respective donated assets are recorded by the Organization at fair value at the date of gift or acceptance of agreement. For those agreements, liabilities are recorded for the present value of the amount due to income beneficiaries and other remainder beneficiaries. Conservative discount rates are used to compute the present value of such liabilities. Standard actuarial tables and conservative interest rates are used to compute liabilities due to annuitants. The Organization has adequate reserves of assets to provide for payment of its obligation related to charity gift annuity agreements and has segregated those assets in a separate and distinct fund so they will not be used to pay other liabilities. For those irrevocable agreements that are unconditional, the Organization's remainder interest is classified as without donor restrictions or with temporary donor restrictions depending on the terms of each agreement. (See Notes 12, 13, & 20.)

(n) Affiliated organizations: The Organization operates through several organizations with which it is affiliated by reason of economic interest and/or shared membership on the respective governing committees. The financial statements of these other organizations are not consolidated with this Organization. Inter-organization transactions carried on in the ordinary course of business are handled through current accounts receivable and payable, and are settled generally on a monthly basis and are detailed in Notes 3 and 9 below. Other financial transactions involving appropriations and loans are detailed in Notes 4, 8, 10, and 15 below. These other organizations are:

District of Columbia Conference Corporation of Seventh-day Adventists and Virginia Conference Agency of Seventh-day Adventists, Inc.: Incorporated entities which reorganized in 1924 to form the Potomac Conference of Seventh-day Adventists. These entities do not have any assets, liabilities, or activity but are still considered by their respective territories to be active corporations.

LivingWell Adventist Book Center (ABC): A retail outlet for religious merchandise which is a department of the Organization, operating under the Organization's executive committee. It is self-supporting, and inter-organization transactions are limited to those in the ordinary course of business.

Legal title of the ABC real property is vested in the Organization; asset values are accounted for in the financial statements of the ABC. (See Note 18.)

Shenandoah Valley and Takoma Academies: Christian secondary schools, which are separate unincorporated entities, governed by a committee whose chairman is the president of the Organization, and whose members include other officers and staff of the Organization. Legal title to real property used by Shenandoah Valley and Takoma Academies is vested in the Organization. (See Note 15.)

Living Hope School of Evangelism, Inc: A separate incorporated entity to equip and train pastors and lay persons to meet the physical, mental, emotional, and spiritual needs of the community, to produce Christian programming, to provide resources to the community, to operate in harmony with and supportive of the mission of the Seventh-Day Adventist Church denomination. Its membership is nominated and appointed by the executive committee of the Organization. Legal title to real property used is vested in the Organization. (See Note 18.)

Potomac Conference Education Foundation: Organized to receive donations and distribute funds to provide financial aid for the education of students residing in the Commonwealth, and to conduct any other activities permissible under Virginia law. The Organization is the sole member of the Foundation. (See Note 18.)

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 1 – Summary of significant accounting policies (continued)

Affiliated organizations (continued)

Great Kids Development Center, Inc: A separately incorporated entity organized to conduct early childhood education and childcare services and operate in harmony with and be supportive of the mission of the Seventh-day Adventist Church denomination. Its membership is nominated and appointed by the executive committee of the Organization. (See Note 18.)

(o) Fund accounting: To ensure observance of limitations and restrictions placed on the use of resources available to the Organization, the accounts are maintained in accordance with the principles of fund accounting. Resources are classified for accounting and reporting into funds established according to their nature and purposes. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds have been combined into groups, and totals are presented for the Organization as a whole. The funds and fund groups are described in further detail below.

Operating funds: Unrestricted and restricted resources available for current operations. The operating funds also show the total held as fiscal agent for others.

Plant funds: The unexpended plant and net invested in plant funds. The unexpended plant fund represents resources that were donor restricted or Conference committee allocated for plant acquisitions. Since operating funds allocated by the Organization's committee can be returned to the operating funds by action of the committee, they are included in the unrestricted section of net assets, and appear as allocated net assets. This balance includes the unused portion of funded depreciation, additional funds transferred for plant acquisitions, proceeds from sale of plant assets, and unrestricted plant fund investment earnings. The net invested in plant fund represents plant assets acquired, respective accumulated depreciation, and any respective debt.

Other funds: A combination of the annuity and trust funds. Following are descriptions of them.

Annuity fund: Represents resources that have been received according to the conditions stated in the gift annuity agreements. By denominational policy all funds received are to be held until maturity, and no portion of such funds received may be used except to meet the regular annuity payments according to the terms of the agreements.

Trust fund: An accounting entity for assets that are held in a trustee capacity. This fund is limited to certain unconditional, irrevocable trust agreements that name the Organization as the trustee.

(p) Reclassification: Certain prior-year amounts have been reclassified to conform with current year classifications.

Note 2 – Cash and cash equivalents

	2024	2023	2022	2021	2020
Imprest cash	\$ 3,260	3,260	(4,101)	2,580	2,600
Checking accounts	2,497,026	3,142,977	4,392,554	13,234,432	14,618,661
Total	2,500,286	3,146,237	4,388,453	13,237,012	14,621,261
Less: cash held for agency	(426,533)	(374,745)	(369,542)	(365,653)	(366,987)
Total cash and cash equivalents	\$ 2,073,753	2,771,492	4,018,911	12,871,359	14,254,274

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 3 – Accounts receivable

	2024	2023	2022	2021	2020
Church remittances	\$ 6,228,581	5,869,713	4,664,698	4,228,683	4,664,155
Churches	1,255,251	1,497,345	1,883,787	2,681,147	1,603,283
Church schools	939,631	897,630	945,363	781,130	992,510
Shenandoah Valley Academy	105,220	152,602	278,529	234,791	254,922
Takoma Academy	638,885	744,016	358,084	217,464	197,543
LivingWell Adventist Book Center	8,810	246,631	186,823	384,797	345,837
Other SDA entities	3,598	539	172,774	166,565	104,138
Higher organization	-	-	3,278	97,770	44,013
Employees' accounts	253,658	211,041	53,180	17,531	6,451
Miscellaneous	34,573	33,714	33,709	36,781	75,012
Total accounts receivable	9,468,207	9,653,231	8,580,225	8,846,659	8,287,864
Less: allowance for uncollectable accounts	(300,966)	(281,334)	(270,205)	(227,436)	(64,246)
Accounts receivable, net - current	\$ 9,167,241	9,371,897	8,310,020	8,619,223	8,223,618

Note 4 – Notes and loans receivable - operating

Unsecured

	2024		
	Current	Long-term	Total
Schools, 3.25%	\$ -	6,062	6,062
LivingWell Adventist Book Center - 1.25%	141,722	2,605,693	2,747,415
Columbia Union Revolving Fund (CURF) - 90 day demand deposit, 3.50%	13,173,876	-	13,173,876
Total operating notes and loans receivable, net	\$ 13,315,598	2,611,755	15,927,353

Unsecured

	2023		
	Current	Long-term	Total
Schools, 3.25%	\$ -	6,062	6,062
LivingWell Adventist Book Center - 1.25%	141,722	2,716,719	2,858,441
CURF - 90 day demand deposit, 2.50%	12,722,703	-	12,722,703
Total operating notes and loans receivable, net	\$ 12,864,425	2,722,781	15,587,206

Unsecured

	2022		
	Current	Long-term	Total
Employee advances, 6%	\$ (3,510)	-	(3,510)
Schools, 1.25% to 3.25%	63,819	1,958	65,777
LivingWell Adventist Book Center - 1.25%	31,621	2,897,624	2,929,245
CURF - 90 day demand deposit, 1.25%	12,416,658	-	12,416,658
Total operating notes and loans receivable, net	\$ 12,508,588	2,899,582	15,408,170

Unsecured

	2021		
	Current	Long-term	Total
Employee advances, 6%	\$ (1,950)	-	(1,950)
Schools, 1.25% to 3.25%	99,705	110,748	210,453
LivingWell Adventist Book Center - 4.50%	31,621	2,929,245	2,960,866
CURF - 90 day demand deposit, 1.25%	3,820,428	-	3,820,428
Total operating notes and loans receivable, net	\$ 3,949,804	3,039,993	6,989,797

Unsecured

	2020		
	Current	Long-term	Total
Schools, 1.25% to 3.25%	98,359	243,077	341,436
LivingWell Adventist Book Center - 4.50%	31,621	405,801	437,422
Columbia Union Revolving Fund (CURF) - 90-day note, 1.50%	3,766,019	-	3,766,019
Total operating notes and loans receivable, net	\$ 3,895,999	648,878	4,544,877

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 5 – Land, buildings, and equipment

2024					
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense	
				Operating	Other
<u>Conference use</u>					
Land	\$ 1,361,933	-	1,361,933	-	-
Land improvements	1,820,098	1,316,109	503,989	34,370	-
Buildings	10,443,511	5,491,508	4,952,003	260,076	-
Equipment	4,194,847	3,073,586	1,121,261	189,681	-
Capital leases	299,495	238,801	60,694	35,569	-
Vehicles	310,698	286,918	23,780	6,996	-
Construction in process	10,963	-	10,963	-	-
Total Conference use	\$ 18,441,545	10,406,922	8,034,623	526,692	-
<u>Affiliated entities use</u>					
Land	\$ 19,277,608	-	19,277,608	-	-
Land improvements	1,313,658	1,207,585	106,073	-	20,687
Buildings	94,247,492	52,288,879	41,958,613	-	2,065,101
Construction in process	2,971,777	-	2,971,777	-	-
Total affiliated entities use	\$ 117,810,535	53,496,464	64,314,071	-	2,085,788
2023					
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense	
				Operating	Other
<u>Conference use</u>					
Land	\$ 1,361,933	-	1,361,933	-	-
Land improvements	1,820,098	1,281,739	538,359	25,436	-
Buildings	10,443,511	5,231,432	5,212,079	230,183	-
Equipment	4,132,549	2,948,797	1,183,752	178,075	-
Capital leases	299,495	203,232	96,263	35,570	-
Vehicles	286,756	279,922	6,834	11,047	-
Construction in process	10,963	-	10,963	-	-
Total Conference use	\$ 18,355,305	9,945,122	8,410,183	480,311	-
<u>Affiliated entities use</u>					
Land	\$ 15,554,417	-	15,554,417	-	-
Land improvements	1,313,658	1,186,898	126,760	-	11,710
Buildings	92,778,426	50,223,778	42,554,648	-	2,084,892
Construction in process	365,551	-	365,551	-	-
Total affiliated entities use	\$ 110,012,052	51,410,676	58,601,376	-	2,096,602
2022					
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense	
				Operating	Other
<u>Conference use</u>					
Land	\$ 1,488,802	-	1,488,802	-	-
Land improvements	1,390,097	1,256,303	133,794	13,628	-
Buildings	7,868,468	5,001,249	2,867,219	193,587	-
Equipment	3,911,372	2,771,853	1,139,519	163,868	-
Capital leases	299,495	167,662	131,833	32,704	-
Vehicles	288,756	270,875	17,881	14,352	-
Construction in process	2,384,926	-	2,384,926	-	-
Total Conference use	\$ 17,631,916	9,467,942	8,163,974	418,139	-
<u>Affiliated entities use</u>					
Land	\$ 15,330,449	-	15,330,449	-	-
Land improvements	1,221,268	1,175,727	45,541	-	11,708
Buildings	92,708,118	48,157,852	44,550,266	-	2,026,961
Construction in process	178,455	-	178,455	-	-
Total affiliated entities use	\$ 109,438,290	49,333,579	60,104,711	-	2,038,669

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 5 – Land, buildings, and equipment (continued)

	2021				
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense Operating	Other
<u>Conference use</u>					
Land	\$ 1,243,895	-	1,243,895	-	-
Land improvements	1,332,378	1,242,675	89,703	24,465	-
Buildings	8,202,573	4,807,662	3,394,911	216,903	-
Equipment	3,716,002	2,612,974	1,103,028	151,423	-
Capital leases	167,082	134,958	32,124	39,292	-
Vehicles	288,756	256,523	32,233	15,059	-
Construction in process	569,905	-	569,905	-	-
Total Conference use	\$ 15,520,591	9,054,792	6,465,799	447,142	-
<u>Affiliated entities use</u>					
Land	\$ 14,460,746	-	14,460,746	-	-
Land improvements	1,221,268	1,164,019	57,249	-	13,739
Buildings	89,326,741	46,221,889	43,104,852	-	2,004,181
Construction in process	2,700,853	-	2,700,853	-	-
Total affiliated entities use	\$ 107,709,608	47,385,908	60,323,700	-	2,017,920
	2020				
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense Operating	Other
<u>Conference use</u>					
Land	\$ 1,243,895	-	1,243,895	-	-
Land improvements	1,328,952	1,218,210	110,742	34,303	-
Buildings	7,810,292	4,590,759	3,219,533	222,910	-
Equipment	3,435,630	2,463,594	972,036	149,801	-
Capital leases	167,082	95,666	71,416	38,890	-
Vehicles	286,456	241,464	44,992	18,211	-
Construction in process	10,961	-	10,961	-	-
Total Conference use	\$ 14,283,268	8,609,693	5,673,575	464,115	-
<u>Affiliated entities use</u>					
Land	\$ 14,006,421	-	14,006,421	-	-
Land improvements	1,221,268	1,150,280	70,988	-	63,232
Buildings	85,524,090	44,217,708	41,306,382	-	1,919,143
Construction in process	3,260,479	-	3,260,479	-	-
Total affiliated entities use	\$ 104,012,258	45,367,988	58,644,270	-	1,982,375

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 6 – Investments in land and property - all funds

Long-term investments in property consist of properties received by donation or maturity of a trust or will. The Organization has been attempting to sell the properties. The properties are valued at fair value on the date of receipt, plus holding costs and taxes.

One, six, seven, seven, and eight local church properties have been classified as held for sale as of December 31, 2024, 2023, 2022, 2021 and 2020, respectively.

	2024		
	Operating	Plant	Total
Investments in land and property	\$ 11,855	10,001	21,856
Total investments in land and property	\$ 11,855	10,001	21,856

	2023		
	Operating	Plant	Total
Investments in land and property	\$ 11,855	2,945,123	2,956,978
Total investments in land and property	\$ 11,855	2,945,123	2,956,978

	2022		
	Operating	Plant	Total
Investments in land and property	\$ 11,855	2,947,624	2,959,479
Total investments in land and property	\$ 11,855	2,947,624	2,959,479

	2021		
	Operating	Plant	Total
Investments in land and property	\$ 11,855	2,935,122	2,946,977
Total investments in land and property	\$ 11,855	2,935,122	2,946,977

	2020		
	Operating	Plant	Total
Investments in land and property	\$ 11,855	2,936,623	2,948,478
Total investments in land and property	\$ 11,855	2,936,623	2,948,478

Note 7 – Cash and investments held for other than operating

Carrying amount and fair value

Plant fund

	Cost	Fair Value	Unrealized Appreciation (Decline)
Checking accounts	\$ 354,576	354,576	-
Money market	666,543	666,543	-
Total for plant funds	1,021,119	1,021,119	-

Other funds

Checking accounts	1,072	1,072	-
Money market	15,356	15,356	-
Money market - trust	2,152	2,152	-
Mutual funds - equity	122,000	123,471	1,471
Mutual funds - equity trust	15,393	21,502	6,109
Mutual funds - fixed income	66,450	62,780	(3,670)
Mutual funds - fixed income trust	5,716	5,356	(360)
Exchange traded funds - equity	87,466	118,237	30,771
Exchange traded funds - fixed income	89,402	89,696	294
Collective investments funds - fixed income trust	77,480	77,480	-
Total for other funds	482,487	517,102	34,615
Total investments held for other than operating	\$ 1,503,606	1,538,221	34,615

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 7 – Cash and investments held for other than operating (continued)

		2023	
			Unrealized
			Appreciation
			(Decline)
<u>Carrying amount and fair value</u>			
<u>Plant fund</u>			
Checking accounts	\$	391,793	-
Money market		460,502	-
Total for plant funds		852,295	-
<u>Other funds</u>			
Checking accounts		1,048	-
Money market		30,605	-
Money market - trust		2,086	-
Mutual funds - equity		102,414	11,545
Mutual funds - equity trust		18,029	5,322
Mutual funds - fixed income		66,450	(2,946)
Mutual funds - fixed income trust		5,669	(391)
Exchange traded funds - equity		58,851	53,883
Exchange traded funds - fixed income		54,392	703
Collective investments funds - fixed income trust		75,085	-
Total for other funds		414,629	68,116
Total investments held for other than operating	\$	1,266,924	68,116
		2022	
			Unrealized
			Appreciation
			(Decline)
<u>Carrying amount and fair value</u>			
<u>Plant fund</u>			
Checking accounts	\$	450,082	-
Money market		454,782	-
Total for plant funds		904,864	-
<u>Other funds</u>			
Checking accounts		1,024	-
Money market		9,645	-
Mutual funds - equity		96,184	1,350
Mutual funds - fixed income		66,940	(6,374)
Exchange traded funds - equity		75,738	35,798
Exchange traded funds - fixed income		23,904	329
Stocks		18,087	(2,088)
Total for other funds		291,522	29,015
Total investments held for other than operating	\$	1,196,386	29,015
		2021	
			Unrealized
			Appreciation
			(Decline)
<u>Carrying amount and fair value</u>			
<u>Plant fund</u>			
Checking accounts	\$	333,329	-
Money market		1,552,317	-
Total for plant funds		1,885,646	-
<u>Other funds</u>			
Checking accounts		1,015	-
Money market		14,914	-
Mutual funds - equity		96,346	34,984
Mutual funds - fixed income		47,940	1,427
Exchange traded funds - equity		82,825	76,537
Exchange traded funds - fixed income		46,284	40
Stocks		13,220	609
Total for other funds		302,544	113,597
Total investments held for other than operating	\$	2,188,190	113,597

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 7 – Cash and investments held for other than operating (continued)

		2020				
<u>Carrying amount and fair value</u>				Unrealized Appreciation (Decline)		
<u>Plant fund</u>		Cost	Fair Value			
Checking accounts		\$ 2,358,351	2,358,351	-		
Money market		2,049,790	2,049,790	-		
Total for plant funds		4,408,141	4,408,141	-		
 <u>Other funds</u>						
Checking accounts		1,009	1,009	-		
Money market		6,765	6,765	-		
Mutual funds - equity		96,346	121,485	25,139		
Mutual funds - fixed income		47,976	51,004	3,028		
Exchange traded funds - equity		82,798	126,666	43,868		
Exchange traded funds - fixed income		46,284	47,516	1,232		
Stocks		13,475	12,352	(1,123)		
Total for other funds		294,653	366,797	72,144		
Total investments held for other than operating		\$ 4,702,794	4,774,938	72,144		
 <u>Composition of investment return</u>						
		2024	2023	2022	2021	2020
Investment income (interest and dividends)	\$	34,345	24,461	15,843	12,964	7,298
Unrealized gain (loss) in value of investmennts		(33,502)	39,101	(84,582)	41,453	2,100
Net gain (loss) on investmentsments for which carrying value is fair value*		(33,502)	39,101	(84,582)	41,453	2,100
Total income from investments excluding cash		843	63,562	(68,739)	54,417	9,398
Interest earned on cash and cash equivalents		1,958	39,825	2,831	2,977	7,964
Total investment return	\$	2,801	103,387	(65,908)	57,394	17,362

*The Organization did not have any gain or loss on investments for which carrying value is not fair value.

Source of fair value information

The Organization is subject to accounting principles that require disclosure about the information used to determine fair values for assets and liabilities that are subject to fair value accounting on either a recurring or non-recurring basis. This information is separated into three "levels" of inputs, as follows:

Level 1: Observable quoted market prices in active markets for identical assets or liabilities

Level 2: Direct or indirect observable market data, such as quoted prices in inactive markets for identical assets or liabilities, quoted prices in active markets for similar assets or liabilities, and other observable market data correlated to identical or similar assets or liabilities

Level 3: Unobservable inputs and assumptions based on judgment and the best information available

The Organization used the following inputs to determine fair values of assets valued on a recurring basis:

		2024			2023		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Cash	\$	355,648	-	-	392,841	-	-
Money market		684,051	-	-	493,193	-	-
Equity securities		-	263,210	-	-	250,044	-
Fixed income securities		-	235,312	-	-	198,962	-
Totals	\$	1,039,699	498,522	-	886,034	449,006	-
		2022			2021		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Cash	\$	451,106	-	-	334,344	-	-
Money market		464,427	-	-	1,567,231	-	-
Equity securities		-	225,069	-	-	304,521	-
Fixed income securities		-	84,799	-	-	95,691	-
Totals	\$	915,533	309,868	-	1,901,575	400,212	-

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 7 – Cash and investments held for other than operating (continued)

	2020		
	Level 1	Level 2	Level 3
Cash	\$ 2,359,360	-	-
Money market	2,056,555	-	-
Equity securities	-	260,503	-
Fixed income securities	-	98,520	-
Totals	\$ 4,415,915	359,023	-

Note 8 – Notes receivable held for other than operating

	2024		
	Current	Long-term	Total
<u>Plant fund</u>			
Church and school loans, 5.50%*	\$ 652,053	23,005,092	23,657,145
CURF - 90 day demand deposit, 3.50%	1,567,492	-	1,567,492
Subtotal	2,219,545	23,005,092	25,224,637
Allowance for uncollectable accounts	-	(5,844,013)	(5,844,013)
Total plant fund notes receivable, net	\$ 2,219,545	17,161,079	19,380,624
<u>Annuity fund</u>			
WAF	\$ 49,354	-	49,354
Total other funds notes receivable	\$ 49,354	-	49,354
<u>Trust fund</u>			
CURF - 90 day demand deposit, 3.50%	\$ 221,124	-	221,124
Total other funds notes receivable	\$ 221,124	-	221,124
Total notes and loans receivable	\$ 2,490,023	17,161,079	19,651,102
	2023		
	Current	Long-term	Total
<u>Plant fund</u>			
Church and school loans, 5.00%*	\$ 637,129	22,021,169	22,658,298
Church loans - Commercial, 4.13%*	379,470	86,993	466,463
CURF - 90 day demand deposit, 2.50%	1,513,810	-	1,513,810
Subtotal	2,530,409	22,108,162	24,638,571
Allowance for uncollectable accounts	-	(5,823,980)	(5,823,980)
Total plant fund notes receivable, net	\$ 2,530,409	16,284,182	18,814,591
<u>Annuity fund</u>			
WAF	\$ 47,317	-	47,317
Total other funds notes receivable	\$ 47,317	-	47,317
<u>Trust fund</u>			
CURF - 90 day demand deposit, 2.50%	\$ 219,441	-	219,441
Total other funds notes receivable	\$ 219,441	-	219,441
Total notes and loans receivable	\$ 2,797,167	16,284,182	19,081,349
	2022		
	Current	Long-term	Total
<u>Plant fund</u>			
Church and school loans, 4.25%*	\$ 698,824	22,399,359	23,098,183
Church loans - Commercial, 4.13%*	360,466	558,039	918,505
CURF - 90 day demand deposit, 1.25%	1,482,062	-	1,482,062
Subtotal	2,541,352	22,957,398	25,498,750
Allowance for uncollectable accounts	-	(5,823,980)	(5,823,980)
Total plant fund notes receivable, net	\$ 2,541,352	17,133,418	19,674,770
<u>Annuity fund</u>			
WAF	\$ 45,394	-	45,394
Total other funds notes receivable	\$ 45,394	-	45,394
Total notes and loans receivable	\$ 2,586,746	17,133,418	19,720,164

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 8 – Notes receivable held for other than operating (continued)

	2021		
	Current	Long-term	Total
<u>Plant fund</u>			
Church and school loans, 4.25%*	\$ 1,071,862	24,431,226	25,503,088
CURF - 90 day demand deposit, 1.25%	1,688,538	-	1,688,538
Subtotal	2,760,400	24,431,226	27,191,626
Allowance for uncollectable accounts	-	(6,534,413)	(6,534,413)
Total plant fund notes receivable, net	\$ 2,760,400	17,896,813	20,657,213
<u>Annuity fund</u>			
WAF	\$ 50,232	-	50,232
Total other funds notes receivable	\$ 50,232	-	50,232
Total notes and loans receivable	\$ 2,810,632	17,896,813	20,707,445
	2020		
	Current	Long-term	Total
<u>Plant fund</u>			
Church and school loans, 4.50%*	\$ 1,236,102	27,396,306	28,632,408
LivingWell Adventist Book Center, 4.50%*	40,225	2,536,322	2,576,547
CURF - 90 day demand deposit, 1.50%	849,887	-	849,887
Subtotal	2,126,214	29,932,628	32,058,842
Allowance for uncollectable accounts	-	(6,534,413)	(6,534,413)
Total plant fund notes receivable, net	\$ 2,126,214	23,398,215	25,524,429
<u>Annuity fund</u>			
WAF	\$ 49,756	-	49,756
Total other funds notes receivable	\$ 49,756	-	49,756
Total notes and loans receivable	\$ 2,175,970	23,398,215	25,574,185

*See Note 10.

Note 9 – Accounts payable

	2024	2023	2022	2021	2020
<u>Operating fund</u>					
Columbia Union Conference - remittances	\$ 2,474,592	2,314,829	2,196,501	2,050,856	2,221,221
Accrued property insurance	-	-	-	-	54,007
Accrued group medical	707,820	683,523	600,270	530,080	522,740
Accrued vacation	456,952	408,894	322,935	315,406	310,944
Accrued retirement allowance	318,982	346,026	263,403	296,990	256,867
Higher organization	73,498	9,171	9,171	9,171	9,171
Other SDA organization	660,953	11,592	9,547	9,547	9,547
Churches and schools	15,999	-	-	-	56,181
LivingWell Adventist Book Center	273,621	301,446	329,271	357,096	384,921
Commercial accounts	171,152	(25,805)	(12,337)	17,362	(24,179)
Account receivable credit balances	-	-	63,414	61,728	79,370
Employees	116,606	27,482	10,095	12,000	9,445
Taxes	59,480	72,214	58,310	69,577	354,362
Miscellaneous	207,371	373,582	522,423	810,310	482,757
Total current accounts payable, operating fund	\$ 5,537,026	4,522,954	4,373,003	4,540,123	4,727,354
Accrued retirement allowance	\$ 284,472	317,476	334,716	335,989	344,886
Total long-term accounts payable, operating fund	\$ 284,472	317,476	334,716	335,989	344,886
<u>Plant fund</u>					
Escrow	\$ 231,554	308,534	161,358	173,259	102,327
Miscellaneous	4,506	4,506	4,506	3,312	2,723,811
Total plant fund	\$ 236,060	313,040	165,864	176,571	2,826,138

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 10 – Notes payable

Unexpended plant fund

**CURF church loans, 5.50%

Total unexpended

Net invested in plant fund

**CURF church loans, 5.50%

Total net invested

Total plant fund

2024		
Current	Long-term	Total
\$ 60,563	2,800,174	2,860,737
60,563	2,800,174	2,860,737
611,793	12,806,154	13,417,947
611,793	12,806,154	13,417,947
\$ 672,356	15,606,328	16,278,684

Unexpended plant fund

**CURF church loans, 5.00%

Total unexpended

Net invested in plant fund

**Severn Savings Bank - church loan, 4.125%

**CURF church loans, 5.00%

Total net invested

Total plant fund

2023		
Current	Long-term	Total
\$ 49,483	2,643,528	2,693,011
49,483	2,643,528	2,693,011
379,470	86,993	466,463
587,646	11,853,623	12,441,269
967,116	11,940,616	12,907,732
\$ 1,016,599	14,584,144	15,600,743

Unexpended plant fund

**CURF church loans, 4.25%

Total unexpended

Net invested in plant fund

**Severn Savings Bank - church loan, 4.125%

**CURF church loans, 4.25%

Total net invested

Total plant fund

2022		
Current	Long-term	Total
\$ 90,967	2,431,885	2,522,852
90,967	2,431,885	2,522,852
360,466	558,039	918,505
651,163	12,448,527	13,099,690
1,011,629	13,006,566	14,018,195
\$ 1,102,596	15,438,451	16,541,047

Unexpended plant fund

CURF - churches, 4.25%

Total unexpended

Net invested in plant fund

**Severn Savings Bank - church, 4.125%

CURF - churches, 4.25%

Total net invested

Total plant fund

2021		
Current	Long-term	Total
\$ 94,965	2,510,481	2,605,446
94,965	2,510,481	2,605,446
345,762	922,529	1,268,291
729,126	14,403,924	15,133,050
1,074,888	15,326,453	16,401,341
\$ 1,169,853	17,836,934	19,006,787

Operating fund

Payroll protection plan - 1%

Total operating fund

2020		
Current	Long-term	Total
\$ -	5,400,000	5,400,000
-	5,400,000	5,400,000

Unexpended plant fund

ABC - 4.50%

CURF - churches, 4.50%

Total unexpended

Net invested in plant fund

**Severn Savings Bank - church, 4.125%

CURF - school, 4.50%

CURF - churches, 4.50%

Total net invested

Total plant fund

\$ 47,021	2,529,526	2,576,547
108,700	3,355,725	3,464,425
155,721	5,885,251	6,040,972
331,790	1,268,853	1,600,643
60,735	1,956,604	2,017,339
633,353	14,235,037	14,868,390
1,025,878	17,460,494	18,486,372
\$ 1,181,599	23,345,745	24,527,344

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 10 – Notes payable (continued)

**The Organization has negotiated a church and a school loan with commercial lending institutions for which the Organization and the local church and school are jointly and severally liable for the performance and payment of the loans. Accordingly, the loans are shown as notes receivable from the local church and school (See Note 8) and notes payable to the lending institutions. Principal and interest payments are made by the local church and school to the banks.

Amounts due on principal during the next five years are as follows:

	Plant
2025	\$ 672,356
2026	681,930
2027	691,433
2028	739,874
2029	748,223
Future	12,744,868
Total	\$ 16,278,684

Note 11 – Leases

The Organization leases seven copiers, which are recorded as capital leases expiring in various years from 2022 to 2026. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are depreciated over the lower of their related lease terms or their estimated productive lives. Depreciation of assets under capital leases is included in depreciation expense for 2024, 2023, 2022, 2021, and 2020 (see Note 5).

Net invested in plant fund

Capital leases - seven copiers

Total

2024		
Current	Long-term	Total
\$ 34,143	26,401	60,544
\$ 34,143	26,401	60,544

Net invested in plant fund

Capital leases - seven copiers

Total

2023		
Current	Long-term	Total
\$ 35,153	60,544	95,697
\$ 35,153	60,544	95,697

Net invested in plant fund

Capital leases - seven copiers

Total

2022		
Current	Long-term	Total
\$ 33,894	95,697	129,591
\$ 33,894	95,697	129,591

Net invested in plant fund

Capital leases - seven copiers

Total

2021		
Current	Long-term	Total
\$ 25,671	4,949	30,620
\$ 25,671	4,949	30,620

Net invested in plant fund

Capital leases - seven copiers

Total

2020		
Current	Long-term	Total
\$ 40,418	30,747	71,165
\$ 40,418	30,747	71,165

Minimum future rental payments under noncancelable capital leases having remaining terms in excess of one year as of December 31, 2024, for each of the next five years and in the aggregate are:

	Amount
2025	\$ 34,143
2026	26,401
2027	-
2028	-
2029	-
Future	-
Total minimum future rental payments	Total \$ 60,544

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 12 – Change in annuities and irrevocable split-interest agreements

<u>Annuity fund</u>	2024	2023	2022	2021	2020
Investment earnings	\$ 4,978	4,852	(892)	3,298	3,491
Miscellaneous expense	(368)	(354)	(1,388)	(272)	(308)
Adjustment from (to) present value	795	862	515	497	852
Payment to annuitants	(2,550)	(2,550)	(2,550)	(2,550)	(2,550)
Increase (decrease) to liabilities for year	2,855	2,810	(4,315)	973	1,485
Net assets, beginning	27,813	25,003	29,318	43,124	41,639
Net assets, ending	\$ 30,668	27,813	25,003	44,097	43,124

<u>Changes in gift portion - corporation trust fund</u>	2024	2023	2022	2021	2020
Investment income (interest and dividends)	\$ 15,931	7,740	24,451	11,876	816
Matured distribution	(14,692)	(7,255)	(158)	(137)	(434)
Miscellaneous expense	(1,668)	(3,372)	(303)	(340)	(78)
Unrealized gain (loss) in value of investments	4,220	3,813	(767)	2,748	873
Transfers	-	(1,196)	(33,771)	(1,284)	(882)
Increase (decrease) for the year	3,791	(270)	(10,548)	12,863	295
Net assets, beginning	137,955	138,225	148,773	135,910	135,615
Net assets, ending	\$ 141,746	137,955	138,225	148,773	135,910

<u>Changes in liability to others - corporation trust fund</u>	2024	2023	2022	2021	2020
Change in fair market value of trust assets	\$ 1,764	3,313	(6,496)	2,506	(79,567)
Increase (decrease) for the year	1,764	3,313	(6,496)	2,506	(79,567)
Net assets, beginning	201,757	198,444	204,940	202,434	282,001
Total liability to others	\$ 203,521	201,757	198,444	204,940	202,434

Note 13 – Net assets with donor restrictions

<u>Temporary restrictions:</u>	2024	2023	2022	2021	2020
Cultivate	\$ -	-	-	-	55,312
Evangelism	1,727,566	2,006,089	1,810,768	2,404,045	2,074,270
Church school capital projects	(23,028)	77,863	77,863	77,863	194,639
Hispanic evangelism	-	301,943	293,891	(131,872)	83,543
Hispanic music ministries	3,247	5,023	24,284	24,477	26,411
Youth ministry reserve	21,313	38,961	35,903	24,672	12,427
Pathfinders	-	-	-	1,500	-
Summer camp	8,021	-	-	-	-
Church building/equipment	328,103	239,678	328,048	328,048	211,314
Education	295,271	56,945	56,945	35,191	17,141
Worthy student	13,193	13,207	3,344	208	-
Welfare operations	-	-	-	-	16,818
Health and temperance	20	-	-	-	-
Religious liberty	3,610	3,610	3,610	3,610	3,610
Ingathering reversion	68,307	72,349	59,762	43,141	24,748
Bequests	132,207	129,600	130,796	-	-
Total operating fund - net assets with donor restrictions	\$ 2,577,830	2,945,268	2,825,214	2,810,883	2,720,233
Annuity fund	\$ 29,596	26,765	23,979	28,303	27,330
Total annuity fund - net assets with donor restrictions	29,596	26,765	23,979	28,303	27,330
Trust funds	167,152	163,538	162,286	163,104	164,589
Total trust funds - net assets with donor restrictions	167,152	163,538	162,286	163,104	164,589
Endowment fund	85,878	73,619	45,630	101,258	74,280
Total endowment fund - net assets with donor restrictions	85,878	73,619	45,630	101,258	74,280
Total other funds - net assets with donor restrictions	\$ 282,626	263,922	231,895	292,665	266,199
Total net assets with temporary donor restrictions	\$ 2,860,456	3,209,190	3,057,109	3,103,548	2,986,432

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 13 – Net assets with donor restrictions (continued)

<u>Permanent restrictions</u>	2024	2023	2022	2021	2020
Conference true endowment	\$ 158,194	158,194	158,194	158,194	158,194
Total net assets with permanent donor restrictions	\$ 158,194	158,194	158,194	158,194	158,194
Total net assets with donor restrictions	\$ 3,018,650	3,367,384	3,215,303	3,261,742	3,144,626

Note 14 – Endowment

The Organization is subject to the provisions of the Virginia, Maryland, and District of Columbia Uniform Prudent Management of Institutional Funds Acts (UPMIFA) because it does have donor-restricted endowment funds. The Organization has interpreted the UPMIFA to require the preservation of the fair value of the original gift date of donor-restricted endowments, unless explicit donor stipulations provide otherwise. As a result of this interpretation, the Organization classifies as net assets with permanent donor restrictions: (a) the original value of gifts donated as permanent endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the permanent endowment made in accordance with the direction or the applicable donor gift instrument at the time the accumulation is added to the endowment. The remaining portion of the donor-restricted endowments that are not classified in net assets with permanent donor restriction are classified as net assets with temporary donor restrictions until those amounts are appropriated for expenditure by the Organizations in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowments:

- 1) The duration and preservation of the endowment
- 2) The purposes of the Organization and donor-restricted endowment
- 3) General economic conditions
- 4) The possible effect of inflation and deflation
- 5) The expected total return from income and appreciation of investments
- 6) Other resources of the Organizations, and
- 7) The investment policies of the Organizations

Investment spending policies and relation to investment objectives: The Organization has not yet formulated its endowment spending policies as of December 31, 2024.

<u>Endowment net asset composition</u>	2024	2023	2022	2021	2020
	Total	Total	Total	Total	Total
Donor-restricted endowments	\$ 244,072	231,813	203,824	259,452	232,474
Committee-designated endowment	165,466	144,084	115,689	160,884	133,314
Total endowments at year end	\$ 409,538	375,897	319,513	420,336	365,788

Changes in endowment net assets

Endowment net assets, beginning of year	\$ 375,897	319,513	420,336	365,788	322,383
Investment return:					
Investment income	13,436	11,870	10,719	12,064	7,624
Net appreciation (decline) consisting of net realized	23,272	47,962	(84,808)	41,190	38,974
Total investment return	36,708	59,832	(74,089)	53,254	46,598
Other expense	(3,067)	(3,448)	(8,734)	1,294	(3,193)
Transfers in (out) to create or use board-designated	-	-	(18,000)	-	-
Endowment net assets, end of year	\$ 409,538	375,897	319,513	420,336	365,788

Composition of endowment assets with donor restrictions

<u>Net assets with permanent donor restrictions</u>	2024	2023	2022	2021	2020
Portion of perpetual endowments required to be retained permanently, either by explicit donor stipulation or by XPMIFA	\$ 158,194	158,194	158,194	158,194	158,194
Total endowment assets classified as net assets with permanent donor restrictions	\$ 158,194	158,194	158,194	158,194	158,194

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 15 – Related party transactions

As explained in Note 1, the Organization is affiliated with LivingWell Adventist Book Center (ABC), Shenandoah Valley Academy and Takoma Academy (Academies). Receivables from and payable to the Academies and ABC are disclosed in Notes 3, 4, 8, and 9. During the years 2024, 2023, 2022, 2021 and 2020, appropriations were made to the Academies and ABC as follows:

	2024	2023	2022	2021	2020
Shenandoah Valley Academy regular	\$ 1,027,500	960,000	960,000	863,333	728,750
Shenandoah Valley Academy special	67,500	167,500	80,000	102,310	89,066
Total Shenandoah Valley Academy	<u>\$ 1,095,000</u>	<u>1,127,500</u>	<u>1,040,000</u>	<u>965,643</u>	<u>817,816</u>
Takoma Academy regular	\$ 524,000	430,000	507,500	457,500	438,750
Takoma Academy special	91,000	267,826	-	14,030	-
Total Takoma Academy	<u>\$ 615,000</u>	<u>697,826</u>	<u>507,500</u>	<u>471,530</u>	<u>438,750</u>
LivingWell Adventist Book Center	\$ 123,796	114,988	173,943	3,796	3,796
LivingWell Adventist Book Center	<u>\$ 123,796</u>	<u>114,988</u>	<u>173,943</u>	<u>3,796</u>	<u>3,796</u>

Note 16 – Analysis of expenses

Note 16 – Analysis of expenses		2024 Program Services				
	Church Ministries	Education	Publishing	Special Services	Locally Funded	Total Program Services
Salaries, benefit and taxes	\$ 14,960,160	9,554,948	-	393,273	7,972,176	32,880,557
Travel expense	90,135	40,866	-	1,965	-	132,966
Public relations	1,680,260	513,022	-	279,903	1,008,154	3,481,339
Utilities, repair and maintenance	670,686	-	-	-	-	670,686
Depreciation	342,007	-	-	-	-	342,007
Evangelism	983,536	44,972	-	-	-	1,028,508
Appropriations	35,000	5,256,691	123,796	-	-	5,415,487
Supplies and general	102,049	-	-	-	-	102,049
Expense distribution	228,567	124,760	-	74,856	-	428,183
Total expenses	\$ 19,092,400	15,535,259	123,796	749,997	8,980,330	44,481,782
2024 Supporting Services						
	General Administration	Residence Rental	Employee DB Plan	Total Supporting Services		
Salaries, benefit and taxes	\$ 4,046,421	-	-	4,046,421		
Travel expense	45,980	-	-	45,980		
Public relations	2,003,763	467	-	2,004,230		
Utilities, repair and maintenance	392,386	279,307	-	671,693		
Depreciation	184,685	-	-	184,685		
Evangelism	34,700	-	-	34,700		
Retirement plan contribution DB	-	-	4,790,045	4,790,045		
Supplies and general	29,431	30,369	-	59,800		
Expense distribution	(428,183)	-	-	(428,183)		
Total expenses	\$ 6,309,183	310,143	4,790,045	11,409,371		

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 16 – Analysis of expenses (continued)

	Total Program Services	Total Supporting Services	2024 Total Program & Supporting Expenses
Salaries, benefit and taxes	\$ 32,880,557	4,046,421	36,926,978
Travel expense	132,966	45,980	178,946
Public relations	3,481,339	2,004,230	5,485,569
Utilities, repair and maintenance	670,686	671,693	1,342,379
Depreciation	342,007	184,685	526,692
Evangelism	1,028,508	34,700	1,063,208
Appropriations	5,415,487	-	5,415,487
Retirement plan contribution DB	-	4,790,045	4,790,045
Supplies and general	102,049	59,800	161,849
Expense distribution	428,183	(428,183)	-
Total expenses	\$ 44,481,782	11,409,371	55,891,153

2023 Program Services

	Church Ministries	Education	Publishing	Special Services	Locally Funded	Total Program Services
Salaries, benefit and taxes	\$ 13,382,513	9,207,303	-	374,724	7,975,561	30,940,101
Travel expense	101,841	38,016	-	1,655	-	141,512
Public relations	712,610	459,745	-	338,254	-	1,510,609
Utilities, repair and maintenance	556,203	-	-	-	-	556,203
Depreciation	219,228	-	-	-	-	219,228
Evangelism	866,168	85,962	-	-	-	952,130
Appropriations	140,795	5,150,683	114,988	-	-	5,406,466
Supplies and general	106,251	-	-	-	866,714	972,965
Expense distribution	215,275	132,464	-	79,478	-	427,217
Total expenses	\$ 16,300,884	15,074,173	114,988	794,111	8,842,275	41,126,431

2023 Supporting Services

	General Administration	Ingathering Reversion	Residence Rental	Employee DB Plan	Total Supporting Services
Salaries, benefit and taxes	\$ 3,218,783	-	-	-	3,218,783
Travel expense	18,867	-	-	-	18,867
Public relations	1,992,696	-	-	-	1,992,696
Utilities, repair and maintenance	449,654	-	227,444	-	677,098
Depreciation	261,083	-	-	-	261,083
Evangelism	13,074	-	-	-	13,074
Retirement plan contribution DB	-	-	-	4,966,478	4,966,478
Supplies and general	10,897	-	29,367	-	40,264
Expense distribution	(427,217)	-	-	-	(427,217)
Total expenses	\$ 5,537,837	-	256,811	4,966,478	10,761,126

	Total Program Services	Total Supporting Services	2023 Total Program & Supporting Expenses
Salaries, benefit and taxes	\$ 30,940,101	3,218,783	34,158,884
Travel expense	141,512	18,867	160,379
Public relations	1,510,609	1,992,696	3,503,305
Utilities, repair and maintenance	556,203	677,098	1,233,301
Depreciation	219,228	261,083	480,311
Evangelism	952,130	13,074	965,204
Appropriations	5,406,466	-	5,406,466
Retirement plan contribution DB	-	4,966,478	4,966,478
Supplies and general	972,965	40,264	1,013,229
Expense distribution	427,217	(427,217)	-
Total expenses	\$ 41,126,431	10,761,126	51,887,557

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 16 – Analysis of expenses (continued)

2022 Program Services						
	Church Ministries	Education	Publishing	Special Services	Locally Funded	Total Program Services
Salaries, benefit and taxes	\$ 12,495,365	8,779,589	-	252,816	7,587,729	29,115,499
Public relations	786,183	345,636	-	150,716	-	1,282,535
Utilities, repair and maintenance	336,845	-	-	-	-	336,845
Depreciation	271,202	-	-	105	-	271,307
Evangelism	1,316,891	107,500	10,826	-	-	1,435,217
Appropriations	142,734	4,676,456	173,943	-	-	4,993,133
Supplies and general	110,676	-	-	-	839,898	950,574
Expense distribution	271,337	158,259	-	69,505	-	499,101
Total expenses	\$ 15,731,233	14,067,440	184,769	473,142	8,427,627	38,884,211
2022 Supporting Services						
	General Administration	Ingathering Reversion	Residence Rental	Employee DB Plan	Total Supporting Services	
Salaries, benefit and taxes	\$ 2,724,740	-	-	-	2,724,740	
Travel expense	46	-	-	-	46	
Public relations	1,849,731	-	-	-	1,849,731	
Utilities, repair and maintenance	312,010	-	276,104	-	588,114	
Depreciation	120,867	-	25,965	-	146,832	
Evangelism	38,176	-	-	-	38,176	
Retirement plan contribution DB	-	-	-	4,628,598	4,628,598	
Supplies and general	-	-	26,222	-	26,222	
Expense distribution	(494,334)	-	-	-	(494,334)	
Total expenses	\$ 4,551,236	-	328,291	4,628,598	9,508,125	
						2022 Total Program & Supporting Expenses
			Total Program Services	Total Supporting Services		
Salaries, benefit and taxes	\$	29,115,499	2,724,740		31,840,239	
Travel expense		-	46		46	
Public relations		1,282,535	1,849,731		3,132,266	
Utilities, repair and maintenance		336,845	588,114		924,959	
Depreciation		271,307	146,832		418,139	
Evangelism		1,435,217	38,176		1,473,393	
Appropriations		4,993,133	-		4,993,133	
Retirement plan contribution DB		-	4,628,598		4,628,598	
Supplies and general		950,574	26,222		976,796	
Expense distribution		499,101	(494,334)		4,767	
Total expenses	\$	38,884,211	9,508,125		48,392,336	

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 16 – Analysis of expenses (continued)

2021 Program Services						
	Church Ministries	Education	Publishing	Special Services	Locally Funded	Total Program Services
Salaries, benefit and taxes	\$ 12,339,440	8,480,566	-	242,185	7,108,967	28,171,158
Public relations	257,336	310,953	-	189,630	778,088	1,536,007
Utilities, repair and maintenance	243,572	-	-	-	-	243,572
Depreciation	294,443	-	-	158	-	294,601
Evangelism	538,064	107,500	434,598	-	-	1,080,162
Appropriations	77,400	4,562,731	3,796	-	-	4,643,927
Supplies and general	91,614	-	-	-	-	91,614
Expense distribution	164,536	80,402	-	101,425	-	346,363
Total expenses	\$ 14,006,405	13,542,152	438,394	533,398	7,887,055	36,407,404
2021 Supporting Services						
	General Administration	Ingathering Reversion	Residence Rental	Employee DB Plan		Total Supporting Services
Salaries, benefit and taxes	\$ 2,385,733	-	-	-		2,385,733
Public relations	1,273,191	-	-	-		1,273,191
Utilities, repair and maintenance	215,910	-	103,720	-		319,630
Depreciation	127,127	-	25,414	-		152,541
Evangelism	16,181	-	-	-		16,181
Retirement plan contribution DB	-	-	-	4,537,453		4,537,453
Supplies and general	-	-	23,854	-		23,854
Expense distribution	(340,720)	-	-	-		(340,720)
Total expenses	\$ 3,677,422	-	152,988	4,537,453		8,367,863
2021 Total Program & Supporting Expenses						
	Total Program Services	Total Supporting Services				
Salaries, benefit and taxes	\$ 28,171,158	2,385,733				30,556,891
Public relations	1,536,007	1,273,191				2,809,198
Utilities, repair and maintenance	243,572	319,630				563,202
Depreciation	294,601	152,541				447,142
Evangelism	1,080,162	16,181				1,096,343
Appropriations	4,643,927	-				4,643,927
Retirement plan contribution DB	-	4,537,453				4,537,453
Supplies and general	91,614	23,854				115,468
Expense distribution	346,363	(340,720)				5,643
Total expenses	\$ 36,407,404	8,367,863				44,775,267

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 16 – Analysis of expenses (continued)

2020 Program Services						
	Church Ministries	Education	Publishing	Special Services	Locally Funded	Total Program Services
Salaries, benefit and taxes	\$ 11,847,043	8,761,105	-	417,936	6,491,028	27,517,112
Public relations	265,404	334,145	-	178,352	672,733	1,450,634
Utilities, repair and maintenance	221,547	-	-	-	-	221,547
Depreciation	319,911	-	-	158	-	320,069
Evangelism	551,527	107,500	51	-	-	659,078
Appropriations	159,500	5,554,878	3,796	-	1,176,003	6,894,177
Supplies and general	143,513	-	-	-	-	143,513
Expense distribution	119,932	58,181	-	72,666	-	250,779
Total expenses	\$ 13,628,377	14,815,809	3,847	669,112	8,339,764	37,456,909

2020 Supporting Services					
	General Administration	Ingathering Reversion	Residence Rental	Employee DB Plan	Total Supporting Services
Salaries, benefit and taxes	\$ 2,190,382	-	-	-	2,190,382
Public relations	974,190	-	-	-	974,190
Utilities, repair and maintenance	147,250	-	109,285	-	256,535
Depreciation	121,046	-	23,000	-	144,046
Evangelism	10,153	-	-	-	10,153
Appropriations	-	11,110	-	-	11,110
Retirement plan contribution DB	-	-	-	4,108,655	4,108,655
Supplies and general	-	-	23,235	-	23,235
Expense distribution	(227,579)	-	-	-	(227,579)
Total expenses	\$ 3,215,442	11,110	155,520	4,108,655	7,490,727

	Total Program Services	Total Supporting Services	2020 Total Program & Supporting Expenses
Salaries, benefit and taxes	\$ 27,517,112	2,190,382	29,707,494
Public relations	1,450,634	974,190	2,424,824
Utilities, repair and maintenance	221,547	256,535	478,082
Depreciation	320,069	144,046	464,115
Evangelism	659,078	10,153	669,231
Appropriations	6,894,177	11,110	6,905,287
Retirement plan contribution DB	-	4,108,655	4,108,655
Supplies and general	143,513	23,235	166,748
Expense distribution	250,779	(227,579)	23,200
Total expenses	\$ 37,456,909	7,490,727	44,947,636

Methods used for allocation of expenses among program and supporting services

The financial statements report depreciation expenses that are attributable to one or more program or supporting services of the Organization. Depreciation is allocated based on a square footage basis.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 17 – Nonoperating activity without donor restrictions

	2024	2023	2022	2021	2020
Other income	\$ 37,944	38,720	16,162	1,551,480	832,542
Miscellaneous income	904,090	750,496	788,548	-	-
Church and school properties added	5,487,342	369,301	1,894,461	3,687,514	1,697,965
Non-operating revenue	\$ <u>6,429,376</u>	<u>1,158,517</u>	<u>2,699,171</u>	<u>5,238,994</u>	<u>2,530,507</u>
Interest paid on debt	\$ (771,839)	(623,596)	(692,102)	(561,087)	(1,045,575)
Church and school depreciation	(2,085,788)	(2,096,602)	(2,038,669)	(2,017,920)	(1,982,375)
Appropriations to churches and school	(2,603,641)	(526,127)	(443,301)	(554,243)	(6,351,466)
Other expense	(43,953)	(394,525)	553,587	(26,053)	(9,049)
Non-operating expense	\$ <u>(5,505,221)</u>	<u>(3,640,850)</u>	<u>(2,620,485)</u>	<u>(3,159,303)</u>	<u>(9,388,465)</u>
Proceeds from sale of plant assets	\$ 2,362,406	375,650	262,340	136,284	6,185,842
Net value of plant assets sold	(774,260)	-	(1)	-	(622,747)
Net gain (loss) on sale of assets	\$ <u>1,588,146</u>	<u>375,650</u>	<u>262,339</u>	<u>136,284</u>	<u>5,563,095</u>
Unexpended plant resources spent	\$ (301,411)	(950,486)	(1,931,996)	(1,247,701)	(829,414)
Purchases added to net invested in plant	301,411	950,486	1,931,996	1,247,701	829,414
Unexpended asset held for sale transferred in	-	-	12,502	-	2,165,749
Assets held for sale transferred out of net invested	-	-	(12,502)	-	(2,165,749)
Net transfers between funds	\$ <u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Note 18 – Basis of special presentation

The accompanying special-purpose unconsolidated financial statements include all the accounts and activity of the Organization as a parent entity, except for the accounts and activity of LivingWell Adventist Book Center (ABC), which is a department of the Organization. Compliance with FASB Accounting Standards Codification 958-210-45 would require the ABC to be included in general-use financial statements of the Organization.

The accompanying special-purpose unconsolidated financial statements do not include any accounts or activity of, or investment in, Living Hope School of Evangelism, Inc (LHSE), Potomac Conference Education Foundation (PCEF) and Great Kids Development Center, Inc (GKDC); which are related entities controlled by the Organization. Compliance with FASB Accounting Standards Codification Section 958-810 would require a consolidated statement when presenting complete financial statements of the Organization.

The Organization believes this special presentation is useful to analyze the financial statements of the major portion of the Organization, excluding the ABC, and not consolidating LHSE, PCEF, and GKDC. Also, this presentation is in accordance with an agreement with Shore United Bank, formerly known as Severn Bank, Inc., for financing purposes.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 19 – Pension and other post-retirement benefits

Defined benefit plans

The Organization participates in the following non-contributory, defined benefit plans:

1. The defined benefit pension plan known as the Seventh-day Adventist Retirement Plan of the North American Division (NADRP). This plan, which covers substantially all employees of the Organization, is administered by the General Conference of Seventh-day Adventists, North American Division (NAD), in Columbia, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a "multiple-employer" plan of a church-related agency. This plan provides primarily monthly pension benefits based on years of service and other factors.

The NAD Committee voted to freeze accrual of service credit in NADRP effective December 31, 1999, except for employees who chose the career completion option, and to start a new defined contribution plan effective January 1, 2000. Certain employees will continue to be eligible for future benefits under this plan. The Organization continues to make contributions to this plan, at rates determined annually by the plan.

2. The defined benefit health care plan known as the General Conference of Seventh-day Adventist North American Division Retiree Auxiliary Healthcare Assistance and Death Benefit Plan (RAHAP). This plan, which covers substantially all employees of the Organization, is administered by NAD in Columbia, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a "multiple-employer" plan of a church-related agency. This plan provides primarily health-care benefits which supplement Medicare benefits. The extent of these benefits is based on years of service and the beneficiary's monthly contribution.

Accounting standards define these plans as "multiemployer" plans. As such, it is not required, nor is it possible, to determine the actuarial value of accumulated benefits or plan net assets for employees of the Organization apart from other plan participants.

Information about the required contributions to these plans, the actuarial obligation for future benefits, and the funded status of these plans, are presented in the tables below.

Required contributions from the Organization:

	NADRP	RAHAP	TOTAL
For the year ended December 31, 2024	\$ 3,529,507	1,260,538	4,790,045
For the year ended December 31, 2023	\$ 3,659,510	1,306,968	4,966,478
For the year ended December 31, 2022	\$ 3,410,546	1,218,052	4,628,598
For the year ended December 31, 2021	\$ 3,343,386	1,194,067	4,537,453
For the year ended December 31, 2020	\$ 3,027,430	1,081,225	4,108,655

Because the following information is not publicly available, it is required to be disclosed on the basis of information received from each plan.

Total contributions received from all employers:

For the plan year ended December 31, 2024	\$ *	*
For the plan year ended December 31, 2023	\$ 129,339,800	44,486,345
For the plan year ended December 31, 2022	\$ 121,177,397	44,486,345
For the plan year ended December 31, 2021	\$ 120,772,828	44,236,352
For the plan year ended December 31, 2020	\$ 110,214,223	40,842,097

Whether the Organization's contributions were more than or less than 5% of the total contributions received by each plan:

For the plan year ended December 31, 2024	*	*
For the plan year ended December 31, 2023	less than	less than
For the plan year ended December 31, 2022	less than	less than
For the plan year ended December 31, 2021	less than	less than
For the plan year ended December 31, 2020	less than	less than

Plan net assets available for benefits:

For the plan year ended December 31, 2024	\$ *	*
For the plan year ended December 31, 2023	\$ 378,365,485	157,985,481
For the plan year ended December 31, 2022	\$ 324,907,063	124,818,366
For the plan year ended December 31, 2021	\$ 360,211,817	132,382,939
For the plan year ended December 31, 2020	\$ 314,525,989	111,303,608

*2024 Retirement Plan information not yet available

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 19 – Pension and other post-retirement benefits (continued)

Actuarial obligation and funded status

Because the following information is not publicly available, it is required to be disclosed on the basis of information received from each plan.

Date of plan year-end for latest actuarial information

Actuarial liability for future benefits

Value of net assets available for benefits

Plan funded status as of date of last actuarial data

	<u>NADRP</u>	<u>RAHAP</u>
	12/31/2022	12/31/2022
	\$ 1,315,230,423	398,443,457
	\$ 324,904,063	124,818,366
	Less than 65%	Less than 65%

Risks and other information

The risks of participating in multiemployer plans are different from single-employer plans, in the following aspects:

- Assets contributed to a multiemployer plan by one employer may be used to provide benefits to employees of other participating employers.
- If a participating employer stops contributing to a plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- If the Organization chooses to stop participating in a multiemployer plan, the Organization may be required to pay the plan an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

Other information about risks and contingencies related to these plans are as follows:

- Information about the plans is not publicly available, so no "certified zone status" has been determined.
- The Organization's required contributions are not the subject of any collective bargaining agreement.
- No funding improvement plans or rehabilitation plans had been implemented or were pending.
- The Organization has not paid any "surcharge" to either of the plans.
- No minimum contribution for future periods has been determined or required of the Organization.
- No actuarial evaluation has been performed of the HCAPRP, so that information has been omitted.

Defined contribution plan

Effective January 1, 2000, the Organization participates in a defined contribution retirement plan known as "The Adventist Retirement Plan." This plan, which covers substantially all employees of the Organization, is administered by NAD in Silver Spring, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a multiple-employer plan of a church-related agency.

The Organization contributed \$1,895,222, \$1,873,398, \$1,830,194, \$1,650,428 and \$1,645,021 to the plan for the years ended December 31, 2024, 2023, 2022, 2021 and 2020 based on a stated percentage of each employee's earnings and a stated matching percentage of certain employee voluntary contributions. Investment management of the accumulated contributions designated for each employee is provided under an agreement between the NAD Corporation and Great-West Life & Annuity Insurance Company.

Note 20 – Split interest agreements

As of December 31, 2024, 2023, 2022, 2021 and 2020, the Organization served as trustee of 7, 7, 7, 5, and 8 unconditional irrevocable trusts, respectively. In accordance with accounting principles generally accepted by the denomination, the assets, liabilities, and net assets related to these trusts have been included in these financial statements.

As of December 31, 2024, 2023, 2022, 2021 and 2020, respectively, the Organization served as trustee of 1, 1, 1, 1 and 1 other irrevocable trusts of which the Organization was not a named beneficiary. In accordance with accounting principles generally accepted by the denomination, the assets of these trusts, and appropriate liabilities totaling an equal amount, have been included in these financial statements.

As of December 31, 2024, 2023, 2022, 2021 and 2020, respectively, the Organization also served as trustee of 2, 4, 4, 4, and 4 revocable trusts, respectively. Since the trustors of these agreements have reserved the right to direct and control investment of the related assets, no assets or liabilities related to these trusts are included in these financial statements.

The Organization is generally a remainder beneficiary of at least a portion of these various trust assets. The General Conference Auditing Service has performed a separate review of the Organization's fiduciary administration of the trusts for which the Organization is trustee, and has issued a separate report thereon dated August 9, 2023.

As of December 31, 2024, 2023, 2022, 2021 and 2020 the total value of assets held for split interest agreements was \$394,622, \$387,030, \$382,063, \$410,940 and \$405,100, respectively.

Also, the Organization may be a beneficiary of wills or trusts administered by other trustees, of which the Organization may not be aware.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 21 – Contingent liabilities and concentrations of risk

The Organization has guaranteed certain liabilities of local church congregations and school constituencies payable to CURF. The balance due on these loans was \$5,680,693, \$5,201,008, \$5,273,799, \$5,678,952 and \$5,415,380 at December 31, 2024, 2023, 2022, 2021 and 2020, respectively. Principal and interest payments on these loans are scheduled to be made by the local congregations and constituencies. At December 31, 2024, 2023, 2022, 2021 and 2020 no church congregations or school constituencies were delinquent on their payment schedules. During 2003, CURF implemented a policy "that any month a church is 60 days delinquent in payment, the conference treasurer will be notified, and if payment is not immediately forthcoming from either the church or the conference, the amount in arrears will be paid from reversion through the union to the conference."

The Organization receives most of their revenue in the form of contributions from members living within its territory. The amount of contributions are subject to economic conditions that could cause loss of income among church members. The amount of contributions could also be subject to decrease if any significant number of individuals cease to be active members.

The Organization's assets include \$26,410,622 of loans receivable from related organizations and \$0 of loans receivable from employees. These loans represent 22% of the Organization's total assets. Management's estimate of the collectability of these loans could be subject to a similar economic impact as mentioned above for contribution revenue.

The Organization maintains their cash accounts primarily in banks that operate in Virginia and the surrounding states. Total cash balances in interest-earning accounts are insured by the FDIC up to \$250,000 per bank. The Organization held cash balances on deposit with three banks at December 31, 2024, which exceeded the balance insured by the FDIC by \$772,190, \$181,066, and \$1,537,048.

Note 22 – Contributed services

Under provisions of Financial Accounting Standards Board's Accounting Standards Codification Section 958-605-25-16, contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The Organization has received the services of the General Conference Auditing Service who have audited the financial statements for the years ended December 31, 2024, 2023, 2022, 2021 and 2020. The amount of contributed services recognized and recorded as administrative expense for the periods are \$115,538, \$90,209, \$0, \$80,692 and \$71,523 for the years then ended, respectively. These amounts are the product of the number of person-hours spent in performing the audit and the cost-recovery rate established by the General Conference of Seventh-day Adventists. The cost of these services is paid 50% by the General Conference of Seventh-day Adventists, North American Division and 50% by Columbia Union Conference of Seventh-day Adventists.

Note 23 – Entity reorganization

On September 26, 2010, the constituents of Potomac Conference of Seventh-day Adventists voted to merge the Potomac Conference of Seventh-day Adventists into one entity to be known as the Potomac Conference Corporation of Seventh-day Adventists. The intention was that the commonly controlled District of Columbia Conference Corporation of Seventh-day Adventists and Virginia Conference Agency of Seventh-day Adventists, Inc. would also merge into Potomac Conference Corporation of Seventh-day Adventists which would amend its articles of incorporation. As of December 31, 2024, the necessary conforming changes have been made in the constitutions of these entities, but no amended articles of incorporation for Potomac Conference Corporation of Seventh-day Adventists have been filed with or approved by the District of Columbia. The organizations are continuing to pursue actions to complete this reorganization.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 24 – Liquidity and availability

	2024	2023	2022	2021	2020
Financial assets, at year-end*	\$ 48,859,152	51,528,195	52,382,178	55,351,322	61,240,119
Less those unavailable for general expenditures within one year, due to:					
<u>Contractual or donor-imposed restrictions:</u>					
Cash held for agency funds (Note 2)	(426,533)	(374,745)	(369,542)	(365,653)	(366,987)
Notes and loans receivable, noncurrent portion (Note 4)	(2,611,755)	(2,722,781)	(2,899,582)	(3,039,993)	(648,878)
Restricted by donor for permanent endowment (Note 13)	(158,194)	(158,194)	(158,194)	(158,194)	(158,194)
Restricted by donor with time or purpose restrictions (Note 13)	(2,860,456)	(3,209,190)	(3,057,109)	(3,103,548)	(2,986,432)
<u>Board designations:</u>					
Funds allocated for future plant acquisitions	(17,603,569)	(19,949,233)	(21,904,200)	(24,437,899)	(25,612,134)
Funds allocated for other funds liquidity	(141,134)	(119,549)	(92,652)	(149,352)	(122,642)
Financial assets available to meet cash needs for general expenditures within one year	\$ 25,057,511	24,994,503	23,900,899	24,096,683	31,344,852

As part of the Organization's liquidity management, it invests cash in excess of daily requirements in short-term investments.

*Calculation of financial assets at year end:

	2024	2023	2022	2021	2020
Total assets	\$ 121,325,420	119,250,068	121,054,718	122,535,438	125,693,680
Plant assets	(72,348,694)	(67,011,559)	(68,268,685)	(66,789,499)	(64,317,845)
Inventory/prepays	(117,574)	(710,314)	(403,855)	(394,617)	(135,716)
Financial assets at year-end*	\$ 48,859,152	51,528,195	52,382,178	55,351,322	61,240,119

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Notes to the Financial Statements

For the years ended December 31, 2024, 2023, 2022, 2021, and 2020

Note 25 – Working capital and liquidity

In order that adequate financial resources will be available for the sound and effective operation of all organizations, the Seventh-day Adventist denominational policy recommends organizations maintain specified levels of working capital and liquidity. This footnote summarizes the Organization's operating fund working capital and liquidity as compared to the policy recommendation stated in the North American Division Working

Working capitalCore expenses

	2024	2023	2022	2021	2020
Operating expenses	\$ 55,891,153	51,887,557	48,392,336	44,775,267	44,947,636
Minus: depreciation expense (Note 5)	(526,692)	(480,311)	(418,139)	(447,142)	(464,115)
Total core expenses	<u>55,364,461</u>	<u>51,407,246</u>	<u>47,974,197</u>	<u>44,328,125</u>	<u>44,483,521</u>

Available working capital

Current assets*	25,100,699	26,092,873	25,610,916	26,200,656	26,876,594
Minus: current liabilities*	(5,963,559)	(4,897,699)	(4,742,545)	(4,905,776)	(5,094,341)
Total working capital	<u>19,137,140</u>	<u>21,195,174</u>	<u>20,868,371</u>	<u>21,294,880</u>	<u>21,782,253</u>
Minus: current assets held for donor restrictions (Note 13)**	(2,577,830)	(2,945,268)	(2,825,214)	(2,810,883)	(2,720,233)
Available working capital	<u>\$ 16,559,310</u>	<u>18,249,906</u>	<u>18,043,157</u>	<u>18,483,997</u>	<u>19,062,020</u>

Recommended minimum available working capital

Six months of core expenses	\$ 27,682,231	25,703,623	23,987,099	22,164,063	22,241,761
Surplus/(deficit) in recommended minimum available working capital	<u>\$ (11,122,921)</u>	<u>(7,453,717)</u>	<u>(5,943,942)</u>	<u>(3,680,066)</u>	<u>(3,179,741)</u>

Available working capital in months

(a minimum of six months is recommended) **3.59** **4.26** **4.51** **5.00** **5.14**

Liquidity statement

Cash and cash equivalents (Note 2)	\$ 2,073,753	2,771,492	4,018,911	12,871,359	14,254,274
Accounts receivable - higher organization (Note 3)	-	-	3,278	97,770	44,013
Accounts receivable - church remittances (Note 3)	6,228,581	5,869,713	4,664,698	4,228,683	4,664,155
Cash held for agency (Note 2)	426,533	374,745	369,542	365,653	366,987
CURF 90-day note (Note 4)	13,173,876	12,722,703	12,416,658	3,820,428	3,766,019
Total liquid assets	<u>21,902,743</u>	<u>21,738,653</u>	<u>21,473,087</u>	<u>21,383,893</u>	<u>23,095,448</u>
Minus: current liabilities*	(5,963,559)	(4,897,699)	(4,742,545)	(4,905,776)	(5,094,341)
Minus: current assets held for donor restric. (Note 13)**	(2,577,830)	(2,945,268)	(2,825,214)	(2,810,883)	(2,720,233)
Available liquid assets	<u>\$ 13,361,354</u>	<u>13,895,686</u>	<u>13,905,328</u>	<u>13,667,234</u>	<u>15,280,874</u>

Recommended minimum available liquid assets

Three months of core expenses	\$ 13,841,115	12,851,812	11,993,549	11,082,031	11,120,880
Surplus/(deficit) in recommended minimum available liquid assets	<u>\$ (479,761)</u>	<u>1,043,875</u>	<u>1,911,779</u>	<u>2,585,203</u>	<u>4,159,994</u>

Available liquid assets in months

(a minimum of three months is recommended) **2.90** **3.24** **3.48** **3.70** **4.12**

*Inter-fund receivable and payable balances have been eliminated in the calculation of actual working capital.

**Excludes net assets with temporary donor restrictions that are associated with readily identifiable long-term assets.



LIVINGWELL ADVENTIST BOOK CENTER

FINANCIAL SCHEDULES

JANUARY 31, 2025, 2024, 2023, 2022, and 2021

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AUDITOR'S REPORT

To the Delegates
Potomac Conference Corporation of Seventh-day Adventists
Staunton, Virginia

Opinion

We have audited the financial schedules of LivingWell Adventist Book Center (ABC), a department of Potomac Conference Corporation of Seventh-day Adventists (Conference) which comprise the schedules of financial position at January 31, 2025, 2024, 2024, 2022 and 2021, and the schedules of financial activity, schedules of changes in net assets, and schedules of cash flows for the years then ended, and notes to the financial schedules, including a summary of significant accounting policies.

In our opinion, as auditors of the General Conference of Seventh-day Adventists, the accompanying financial schedules present fairly, in all material respects, the assets, liabilities, and net assets of the ABC as at January 31, 2025, 2024, 2024, 2022 and 2021, and its financial performance and its cash flows of this department for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP) adopted by the Seventh-day Adventist denomination.

Basis for opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), except the ethical requirement for the appearance of independence. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial schedules section of our report. We are independent of the ABC in accordance with the ethical requirements that are relevant to our audits of the financial schedules in the United States of America, and we have fulfilled our other ethical responsibilities in accordance with these requirements, except the ethical requirement for the appearance of independence, because of our affiliation with the Seventh-day Adventist denomination. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – basis of accounting and restriction on distribution and use

We draw attention to Note 12 to the financial schedules, which describes the basis of accounting. The financial schedules were prepared for a specific purpose to present only the accounts and activity of ABC, which is a department of Potomac Conference Corporation of Seventh-day Adventists. As a result, these financial schedules may not be suitable for another purpose. Our report is intended solely for the information and use of the officers of the ABC, its audit committee, its governing committee, the delegates to its constituency meetings, and the officers and their designees of higher denominational organizations and should not be distributed to or used by other than these specified parties. Our opinion is not modified in respect of this matter.

Responsibilities of management and those charged with governance for the financial schedules

Management is responsible for the preparation and fair presentation of the financial schedules in accordance with GAAP adopted by the Seventh-day Adventist denomination, and for the design, implementation, and maintenance of internal control as management determines is necessary to enable the preparation and fair presentation of financial schedules that are free from material misstatement, whether due to fraud or error.

In preparing the financial schedules, management is responsible for assessing the ABC's ability to continue as a going concern for the next year, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the ABC or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the ABC's financial reporting process.

Auditor's responsibilities for the audit of the financial schedules

Our objectives are to obtain reasonable assurance about whether the financial schedules as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial schedules.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial schedules, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial schedules.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern for a reasonable period of time. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial schedules or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial schedules, including the disclosures, and whether the financial schedules represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, and certain internal control-related matters, including any material weaknesses and significant deficiencies in internal control that we identify during our audit.

General Conference Auditing Service

August 8, 2025

LIVINGWELL ADVENTIST BOOK CENTER
Schedules of Financial Position
January 31, 2025, 2024, 2023, 2022, and 2021

ASSETS

Current assets

	2025	2024	2023	2022	2021
Cash and cash equivalents (Note 2)	\$ 220,840	497,323	541,294	594,400	469,465
Accounts receivable, net (Note 3)	138,951	86,940	145,946	86,175	144,466
Inventories (Note 4)	874,605	782,063	780,353	757,091	752,120
Prepaid expense	17,244	42,926	44,572	47,656	47,438
Notes receivable, current (Note 5)	97,847	94,458	646	638	30,415
Total current assets	<u>1,349,487</u>	<u>1,503,710</u>	<u>1,512,811</u>	<u>1,485,960</u>	<u>1,443,904</u>

Land, buildings, and equipment, net

Property, plant and equipment (Note 6)	5,613,513	5,766,146	5,736,857	5,735,426	5,818,582
Total land, buildings, and equipment, net	<u>5,613,513</u>	<u>5,766,146</u>	<u>5,736,857</u>	<u>5,735,426</u>	<u>5,818,582</u>

Other assets

Prepaid lease expense, long-term	146,160	163,341	179,196	192,511	106,735
Total other assets	<u>146,160</u>	<u>163,341</u>	<u>179,196</u>	<u>192,511</u>	<u>106,735</u>
Total assets	<u>\$ 7,109,160</u>	<u>7,433,197</u>	<u>7,428,864</u>	<u>7,413,897</u>	<u>7,369,221</u>

LIABILITIES

Current liabilities

Accounts payable, current (Note 7)	\$ 297,767	495,894	511,453	704,279	617,235
Deferred income	70,147	69,095	64,931	64,417	69,581
Notes payable, current (Note 8)	105,160	110,808	77,359	31,621	73,106
Capital lease liability, current (Note 9)	-	-	-	-	30,878
Total current liabilities	<u>473,074</u>	<u>675,797</u>	<u>653,743</u>	<u>800,317</u>	<u>790,800</u>

Other Liabilities

Accounts payable, long-term (Note 7)	38,742	38,036	50,596	43,945	25,057
Notes payable, long-term (Note 8)	2,597,654	2,709,457	2,820,265	2,897,624	2,906,011
Total other liabilities	<u>2,636,396</u>	<u>2,747,493</u>	<u>2,870,861</u>	<u>2,941,569</u>	<u>2,931,068</u>
Total liabilities	<u>3,109,470</u>	<u>3,423,290</u>	<u>3,524,604</u>	<u>3,741,886</u>	<u>3,721,868</u>

NET ASSETS

Unrestricted: unallocated	1,088,991	1,064,026	1,065,027	865,830	838,766
Unrestricted: net invested in plant	<u>2,910,699</u>	<u>2,945,881</u>	<u>2,839,233</u>	<u>2,806,181</u>	<u>2,808,587</u>
Total net assets without donor restrictions	<u>3,999,690</u>	<u>4,009,907</u>	<u>3,904,260</u>	<u>3,672,011</u>	<u>3,647,353</u>
Total net assets	<u>3,999,690</u>	<u>4,009,907</u>	<u>3,904,260</u>	<u>3,672,011</u>	<u>3,647,353</u>
Total liabilities and net assets	<u>\$ 7,109,160</u>	<u>7,433,197</u>	<u>7,428,864</u>	<u>7,413,897</u>	<u>7,369,221</u>

LIVINGWELL ADVENTIST BOOK CENTER
Schedules of Changes in Net Assets
For the Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS

<u>Revenues from operations without donor restrictions</u>	2025	2024	2023	2022	2021
Total sales	\$ 4,780,939	4,956,954	4,810,962	4,899,386	5,097,052
Less: cost of goods sold	(3,282,941)	(3,365,684)	(3,180,335)	(3,292,993)	(3,436,081)
Gross profit on sales	1,497,998	1,591,270	1,630,627	1,606,393	1,660,971
Shipping and handling income	5,126	6,477	7,116	8,426	8,387
Finance charge income	3,193	6,624	1,239	1,307	1,788
Rent income	456,802	397,884	350,100	306,357	228,601
Other income	73,999	98,986	107,667	70,266	63,328
Gross revenue from operations	2,037,118	2,101,241	2,096,749	1,992,749	1,963,075
<u>Operating expense</u>					
<u>Program services function</u>					
Advertising and selling expense (Note 10)	1,537,346	1,507,454	1,452,815	1,447,958	1,558,546
Total program services functions	1,537,346	1,507,454	1,452,815	1,447,958	1,558,546
<u>Supporting services function</u>					
General and administrative expense (Note 10)	379,948	469,976	379,173	418,862	495,450
Rental expense (Note 10)	163,662	137,861	131,663	177,960	249,463
Total supporting services function	543,610	607,837	510,836	596,822	744,913
Total operating expense	2,080,956	2,115,291	1,963,651	2,044,780	2,303,459
Net increase (decrease) from operations	(43,838)	(14,050)	133,098	(52,031)	(340,384)
NONOPERATING ACTIVITY WITHOUT DONOR RESTRICTIONS					
Subsidies without donor restrictions	31,621	31,621	97,621	31,621	249,499
Contributed services income (Note 13)	-	86,563	-	42,068	79,543
Donations without donor restrictions	2,000	1,513	1,530	3,000	3,700
Total subsidies and donations without donor restrictions	33,621	119,697	99,151	76,689	332,742
Increase (decrease) in net assets without donor restrictions	(10,217)	105,647	232,249	24,658	(7,642)
Net assets, beginning of year	4,009,907	3,904,260	3,672,011	3,647,353	3,654,995
Net assets, end of year	\$ 3,999,690	4,009,907	3,904,260	3,672,011	3,647,353

See accompanying notes.

LIVINGWELL ADVENTIST BOOK CENTER
Schedules of Cash Flows
For the Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

OPERATING ACTIVITIES	2025	2024	2023	2022	2021
Increase (decrease), net assets	\$ (10,217)	105,647	232,249	24,658	(7,642)
Adjustments to reconcile change in net assets to net cash provided:					
Depreciation expense (Note 6)	151,098	141,603	129,633	139,148	150,690
(Gain) loss on sale/disposal of plant assets	1,535	-	7	-	-
Provision for uncollectible accounts receivable (Note 3)	(829)	1,124	-	(5,635)	(1,645)
Amortization of notes payable (Note 8)	(31,621)	(31,621)	(31,621)	-	-
(Increase) decrease, accounts receivable	(51,182)	57,882	(59,771)	63,926	(44,470)
(Increase) decrease, inventories and prepaid expense	(49,679)	15,791	(6,863)	(90,965)	41,313
Increase (decrease), current accounts payable and deferred income	(197,075)	(11,395)	(192,312)	81,880	69,580
Net cash provided (used) by operating activities	<u>(187,970)</u>	<u>279,031</u>	<u>71,322</u>	<u>213,012</u>	<u>207,826</u>
INVESTING ACTIVITIES					
Purchases of plant assets	-	(170,892)	(131,071)	(55,992)	(37,550)
New notes receivable issued	(3,389)	(243,812)	-	-	-
Payments received on notes receivable	-	150,000	(8)	29,777	(527)
Net cash provided (used) by investing activities	<u>(3,389)</u>	<u>(264,704)</u>	<u>(131,079)</u>	<u>(26,215)</u>	<u>(38,077)</u>
FINANCING ACTIVITIES					
Proceeds (payments), long-term accounts payable and deferred income	706	(12,560)	6,651	18,888	(17,055)
Proceeds from external borrowing (interest paid)	-	-	-	(2,637,055)	130,303
Principal payments on notes payable	(85,830)	(45,738)	-	2,556,305	(214,910)
Net cash provided (used) by financing activities	<u>(85,125)</u>	<u>(58,298)</u>	<u>6,651</u>	<u>(61,862)</u>	<u>(101,662)</u>
Increase (decrease) cash for the year	(276,483)	(43,971)	(53,106)	124,935	68,087
Cash and cash equivalents, beginning of year	<u>497,323</u>	<u>541,294</u>	<u>594,400</u>	<u>469,465</u>	<u>401,378</u>
Cash and cash equivalents, end of year	<u>\$ 220,840</u>	<u>497,323</u>	<u>541,294</u>	<u>594,400</u>	<u>469,465</u>

Supplemental cash flow data:

Cash paid during 2025, 2024, 2023, 2022, and 2021 for interest was \$33,445, \$18,593, \$0, \$44,907, and \$137,437, respectively.

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 1 – Organization description and summary of significant accounting policies

LivingWell Adventist Book Center (ABC) is a department of the Potomac Conference Corporation of Seventh-day Adventists (Conference), whose objectives are to sell and distribute Christian literature and related merchandise to its constituents and congregations, and to serve as a witness and outreach to the community.

The ABC receives most of its revenue in the form of sales of its merchandise.

The ABC is a religious not-for-profit organization, and is exempt from federal, state and local income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code, and corresponding sections of applicable state and local codes, except for taxes on unrelated business income as described in sections 511-514 of the Internal Revenue Code.

Summary of significant accounting policies

(a) Basis of accounting: The significant accounting policies of the ABC are essentially the same as generally accepted accounting principles for not-for-profit ABCs as promulgated by the Financial Accounting Standards Board. These significant policies are described below to enhance the usefulness of the financial schedules. The financial schedules of the ABC have been prepared on the accrual basis of accounting. In conformity with the accrual basis of accounting, the ABC has evaluated events that occurred subsequent to the financial schedule date, up to August 8, 2025, which is the date the financial schedules were available to be issued.

(b) Use of estimates: The preparation of financial schedules in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial schedules and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(c) Restricted resources: The ABC reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with temporary donor restrictions are reclassified to net assets without donor restrictions and reported in the schedule of activities as net assets released from donor restrictions.

The ABC reports gifts of land, buildings and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used, and gifts of cash or other assets that must be used to acquire long-lived assets, are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the ABC reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

(d) Net assets without donor restrictions: Management maintains an operating reserve for working capital in accordance with guidelines of the North American Division Working Policy (see Note 15).

(e) Equipment and depreciation: Uses of funds for equipment acquisitions and debt service payments are accounted for as cash flows from investing and financing activities. Restricted proceeds from the sale of equipment and restricted income from plant related investments are recorded as restricted gains. Interest payments made to retire plant indebtedness are recorded as operating expense in the schedule of changes in net assets. Equipment is recorded at cost when purchased or at fair market value at date of gift. Furniture and equipment purchases \$2,000 and larger are capitalized. Purchases below \$2,000 may be capitalized at management's discretion. Depreciation of equipment is provided over the estimated useful lives of the respective assets, building 60-75 years, equipment 3-5 years, vehicles 5-10 years, and electronics 3-5 years, on a straight-line basis. Depreciation expense is recorded as operating expense in the schedule of changes in net assets.

(f) Cash equivalents: Cash equivalents are highly-liquid assets held for operating, which are readily convertible to cash and have a maturity date of less than three months from date of acquisition. Cash and investments held for other than operating are not classified as cash and cash equivalents. The increase or decrease in nonoperating cash and investments is reported in the schedule of cash flows as proceeds from or purchases of investments.

(g) Fair value of financial instruments: The methods and assumptions used to estimate fair values are:

Short-term financial instruments are valued at their carrying amounts in the financial schedules, which are reasonable estimates of fair value due to the relatively short period to maturity of the instruments. This applies to cash, cash equivalents, accounts receivable and certain current liabilities.

(h) Current assets and liabilities: Assets and liabilities are classified as current or long-term, depending on their characteristics. This excludes from current assets the cash and claims to cash that are restricted to use for other than current operations, committee allocated for the acquisition or construction of plant assets or for the liquidation of plant fund debt, or held as agent for others. This excludes from current liabilities the long-term portion of all debt, plant fund debt payable within the next fiscal year to the extent covered by designated plant fund liquid assets, or amounts held as fiscal agent for others. Working capital (current assets less current liabilities) for the ABC usually reflects operating working capital, since usually no plant-related assets or liabilities are classified as current.

(i) Concentrations of risk: The ABC receives most of its revenue from sales of merchandise. It is subject to the effect of economic trends that may decrease the ability of customers to purchase its merchandise. Also, it purchases most of its inventory from two major suppliers: Pacific Press Publishing Association, and Sunbelt Natural Foods. There is a risk that suppliers' pricing and product decisions could conflict with the ABC's sales objectives. Cash, which at times exceeds amounts covered by Federal Deposit Insurance Corporation (FDIC) insurance, is deposited in high-quality financial institutions.

(j) Provision for uncollectible accounts: An allowance for uncollectible accounts is provided through routine additions based on sales, historical bad debt experience and aging of receivables. Accounts deemed to be uncollectible are charged to the allowance.

(k) Inventory: Inventory is stated at the lower of cost or fair value under the first-in, first-out method.

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 1 – Summary of significant accounting policies (continued)

(l) Reclassification: Certain prior-year amounts have been reclassified to conform with current year classifications.

Note 2 – Cash and cash equivalents

	2025	2024	2023	2022	2021
Imprest cash	\$ 3,250	3,250	3,250	4,250	4,250
Checking accounts	217,590	494,073	538,044	590,150	465,215
Total cash and cash equivalents	<u>\$ 220,840</u>	<u>497,323</u>	<u>541,294</u>	<u>594,400</u>	<u>469,465</u>

Note 3 – Accounts receivable

	2025	2024	2023	2022	2021
Conference	\$ -	-	14,795	2,868	1,636
SDA organizations	6,750	798	482	1,186	1,796
Churches	89,785	82,629	76,625	63,542	62,396
Schools	489	6	38	164	1,884
Individuals	-	-	-	-	74
Adventist Health Care	16,983	-	42,781	2,196	83,055
Miscellaneous accounts receivable	5,732	1,999	2,469	903	3,139
5th Avenue Beauty	23,386	6,511	12,635	19,195	-
Total accounts receivable	<u>143,125</u>	<u>91,943</u>	<u>149,825</u>	<u>90,054</u>	<u>153,980</u>
Less: allowance for uncollectible accounts	<u>(4,174)</u>	<u>(5,003)</u>	<u>(3,879)</u>	<u>(3,879)</u>	<u>(9,514)</u>
Accounts receivable, net	<u>\$ 138,951</u>	<u>86,940</u>	<u>145,946</u>	<u>86,175</u>	<u>144,466</u>

Note 4 – Inventories

	2025	2024	2023	2022	2021
Books	\$ 287,513	238,609	249,349	250,017	222,108
Food	373,478	344,435	365,173	345,341	372,181
Other	213,614	199,019	165,831	161,733	157,831
Total inventories	<u>\$ 874,605</u>	<u>782,063</u>	<u>780,353</u>	<u>757,091</u>	<u>752,120</u>

Inventory is pledged as collateral for the Columbia Union Revolving Fund note payable set forth in Note 8.

Note 5 – Notes receivable

	2025	2024	2023	2022	2021
Columbia Union Revolving Fund (CURF), 90-day demand note*	\$ 97,847	94,458	646	638	30,415
Total notes receivable	<u>\$ 97,847</u>	<u>94,458</u>	<u>646</u>	<u>638</u>	<u>30,415</u>

*At January 31, 2025, 2024, 2023, 2022, and 2021, CURF interest rate was 3.50%, 3.50%, 2.00%, 1.25%, and 1.25%, respectively.

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 6 – Property, plant and equipment

	2025			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Land	\$ 2,243,016	-	2,243,016	-
Building	4,618,257	1,430,642	3,187,615	92,252
Electronics	10,650	10,649	1	-
Vehicles	21,581	21,580	1	-
Mountain View campmeeting Equipment:	22,717	22,714	3	2,680
Store, office, and computer	1,038,844	855,973	182,871	56,166
Silver Spring	94,264	94,258	6	-
Total plant assets	<u>\$ 8,049,329</u>	<u>2,435,816</u>	<u>5,613,513</u>	<u>151,098</u>

	2024			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Land	\$ 2,243,016	-	2,243,016	-
Building	4,618,257	1,338,390	3,279,867	84,752
Electronics	16,668	16,665	3	-
Vehicles	21,581	21,580	1	-
Mountain View campmeeting Equipment:	32,772	30,087	2,685	2,683
Store, office, and computer	1,222,303	981,738	240,565	54,168
Silver Spring	130,403	130,394	9	-
Total plant assets	<u>\$ 8,285,000</u>	<u>2,518,854</u>	<u>5,766,146</u>	<u>141,603</u>

	2023			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Land	\$ 2,243,016	-	2,243,016	-
Building	4,468,257	1,253,638	3,214,619	80,620
Electronics	16,668	16,665	3	2,130
Vehicles	21,581	21,580	1	-
Mountain View campmeeting Equipment:	32,772	27,404	5,368	2,683
Store, office, and computer	1,184,666	927,570	257,096	44,200
Silver Spring	130,403	130,394	9	-
Construction in process	16,745	-	16,745	-
Total plant assets	<u>\$ 8,114,108</u>	<u>2,377,251</u>	<u>5,736,857</u>	<u>129,633</u>

	2022			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Land	\$ 2,243,016	-	2,243,016	-
Building	4,406,268	1,173,018	3,233,250	80,343
Electronics	16,668	14,535	2,133	2,130
Vehicles	21,581	21,580	1	-
Mountain View campmeeting Equipment:	32,772	24,721	8,051	2,683
Store, office, and computer	1,112,468	915,233	197,235	37,733
Silver Spring	130,403	130,394	9	-
Equipment under capital lease	-	-	-	16,259
Construction in process	51,731	-	51,731	-
Total plant assets	<u>\$ 8,014,907</u>	<u>2,279,481</u>	<u>5,735,426</u>	<u>139,148</u>

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Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 6 – Property, plant and equipment (continued)

	2021			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Land	\$ 2,243,016	-	2,243,016	-
Building	4,400,738	1,092,675	3,308,063	79,194
Electronics	16,668	12,405	4,263	2,130
Vehicles	21,581	21,580	1	-
Mountain View Campmeeting Equipment:	32,772	22,038	10,734	2,683
Store, office and computer	940,099	779,947	160,152	50,424
Silver Spring	130,403	130,394	9	-
Equipment under capital lease	162,586	81,294	81,292	16,259
Construction in process	11,052	-	11,052	-
Total plant assets	<u>\$ 7,958,915</u>	<u>2,140,333</u>	<u>5,818,582</u>	<u>150,690</u>

Note 7 – Accounts payable

	2025	2024	2023	2022	2021
Trade	\$ 129,749	177,509	156,636	149,402	150,394
Accrued payroll	63,017	57,978	60,794	61,355	64,678
Conference	34,999	182,712	224,553	418,375	346,540
Sales taxes	6,032	7,599	39	6,430	7,340
Miscellaneous	9,945	8,080	26,773	26,623	31,568
Accounts receivable credit balances	31,166	42,592	36,419	28,536	5,540
Accrued retirement allowance payable	20,694	17,201	3,733	11,419	9,138
Property taxes	2,165	2,223	2,506	2,139	2,037
Total accounts payable, current	<u>\$ 297,767</u>	<u>495,894</u>	<u>511,453</u>	<u>704,279</u>	<u>617,235</u>
Accrued retirement allowance payable	\$ 6,367	5,661	18,221	11,570	10,647
Security deposit payable	32,375	32,375	32,375	32,375	14,410
Total accounts payable, long-term	<u>\$ 38,742</u>	<u>38,036</u>	<u>50,596</u>	<u>43,945</u>	<u>25,057</u>

Note 8 – Notes payable

	2025			2024		
	Current	Long-term	Total	Current	Long-term	Total
Conference, 1.25%**	\$ 31,621	247,696	279,317	31,621	279,317	310,938
Conference, 1.25%, \$9,017 monthly	73,539	2,349,958	2,423,497	79,187	2,430,140	2,509,327
Total notes payable	<u>\$ 105,160</u>	<u>2,597,654</u>	<u>2,702,814</u>	<u>110,808</u>	<u>2,709,457</u>	<u>2,820,265</u>

	2023			2022		
	Current	Long-term	Total	Current	Long-term	Total
Conference, 1.25%**	\$ 31,621	310,938	342,559	31,621	342,559	374,180
Conference, 1.25%, \$9,017 monthly	45,738	2,509,327	2,555,065	-	2,555,065	2,555,065
Total notes payable	<u>\$ 77,359</u>	<u>2,820,265</u>	<u>2,897,624</u>	<u>31,621</u>	<u>2,897,624</u>	<u>2,929,245</u>

	2021		
	Current	Long-term	Total
Conference, 1.25%**	\$ 31,621	374,180	405,801
CURF, 4.50%, \$13,036 monthly	41,485	2,531,831	2,573,316
Total notes payable	<u>\$ 73,106</u>	<u>2,906,011</u>	<u>2,979,117</u>

Principal amounts due in each of the next five years are:

2026	\$ 105,160
2027	112,896
2028	113,918
2029	114,953
2030	116,000
Future	2,139,887
Total	<u>\$ 2,702,814</u>

**The Conference made appropriations equal to the interest charged on the loan and wrote off principal balance of \$31,621 for the fiscal years ended January 31, 2025, 2024, 2023, 2022 and 2021.

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Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 9 – Capital lease liability

During 2016, the ABC entered into a capital lease contract with Arrow Capital Solutions for a point of sale system (POS). The assets and liabilities under the capital lease were recorded at the lower of the present value of minimum lease payments or the fair value of the assets. The assets were depreciated over the term of the lease. Principal and interest payments due each month totaled \$3,212. Depreciation of the POS under capital lease is included in depreciation expense included in Note 6 above for 2022 and 2021. After the lease expired in November 2021, the ABC acquired the asset under the purchase upon termination option in the contract.

	2022			2021		
	Current	Long-term	Total	Current	Long-term	Total
Point of sale system lease - Arrow lease						
8.67% interest, \$3,212 monthly	\$ -	-	-	30,878	-	30,878
Total capital lease liability	\$ -	-	-	30,878	-	30,878

Note 10 – Analysis of expenses

	2025 Program Services		2025 Supporting Services		2025 Total Program & Supporting Expenses
	Advertising & Selling	Total Program Services	General and Administrative	Rental	
Salary and allowances	\$ 858,111	858,111	214,529	-	1,072,640
Retirement contribution	135,526	135,526	33,881	-	169,407
Advertising	42,968	42,968	-	-	42,968
Utilities, repair, and maintenance	123,993	123,993	61,179	28,417	213,589
Depreciation	71,247	71,247	35,570	44,281	151,098
Bank fees	9,071	9,071	-	-	9,071
Interest expense	33,445	33,445	-	-	33,445
Credit card discounts	170,763	170,763	-	-	170,763
Orchard Center CAM	9,198	9,198	4,530	12,673	26,401
Office and computer	55,901	55,901	27,533	-	83,434
Supplies and general	27,123	27,123	2,726	78,291	108,140
Total expense	\$ 1,537,346	1,537,346	379,948	163,662	2,080,956

	2024 Program Services		2024 Supporting Services		2024 Total Program & Supporting Expenses
	Advertising & Selling	Total Program Services	General and Administrative	Rental	
Salary and allowances	\$ 848,452	848,452	212,113	-	1,060,565
Retirement contribution	133,456	133,456	33,364	-	166,820
Contributed services	-	-	86,563	-	86,563
Advertising	57,540	57,540	-	-	57,540
Utilities, repair, and maintenance	129,677	129,677	63,986	8,251	201,914
Depreciation	67,315	67,315	33,607	40,681	141,603
Bank fees	5,364	5,364	-	-	5,364
Interest expense	18,593	18,593	-	-	18,593
Credit card discounts	140,216	140,216	-	-	140,216
Orchard Center CAM	9,246	9,246	4,554	12,738	26,538
Office and computer	69,271	69,271	34,118	-	103,389
Supplies and general	28,324	28,324	1,671	76,191	106,186
Total expense	\$ 1,507,454	1,507,454	469,976	137,861	2,115,291

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 10 – Analysis of expenses (continued)

	2023 Program Services		2023 Supporting Services			2023 Total Program & Supporting Expenses
	Advertising & Selling	Total Program Services	General and Administrative	Rental	Total Supporting Services	
Salary and allowances	\$ 845,012	845,012	211,253	-	211,253	1,056,265
Retirement contribution	141,072	141,072	35,268	-	35,268	176,340
Contributed services	-	-	-	-	-	-
Advertising	58,619	58,619	-	-	-	58,619
Utilities, repair, and maintenance	122,995	122,995	60,694	359	61,053	184,048
Depreciation	60,742	60,742	30,326	38,565	68,891	129,633
Bank fees	6,274	6,274	-	-	-	6,274
Interest expense	-	-	-	-	-	-
Credit card discounts	117,421	117,421	-	-	-	117,421
Orchard Center CAM	8,909	8,909	4,388	6,161	10,549	19,458
Office and computer	63,166	63,166	31,111	-	31,111	94,277
Supplies and general	28,605	28,605	6,133	86,578	92,711	121,316
Total expense	\$ 1,452,815	1,452,815	379,173	131,663	510,836	1,963,651

	2022 Program Services		2022 Supporting Services			2022 Total Program & Supporting Expenses
	Advertising & Selling	Total Program Services	General and Administrative	Rental	Total Supporting Services	
Salary and allowances	\$ 836,210	836,210	209,053	-	209,053	1,045,263
Retirement contribution	136,400	136,400	34,100	-	34,100	170,500
Contributed services	-	-	42,068	-	42,068	42,068
Advertising	84,699	84,699	-	-	-	84,699
Utilities, repair, and maintenance	117,407	117,407	57,938	2,759	60,697	178,104
Depreciation	69,640	69,640	34,768	34,740	69,508	139,148
Bank fees	7,747	7,747	-	-	-	7,747
Interest expense	(2,023)	(2,023)	-	46,930	46,930	44,907
Credit card discounts	96,570	96,570	-	-	-	96,570
Orchard Center CAM	3,929	3,929	1,935	6,723	8,658	12,587
Office and computer	65,586	65,586	32,303	-	32,303	97,889
Supplies and general	31,793	31,793	6,697	86,808	93,505	125,298
Total expense	\$ 1,447,958	1,447,958	418,862	177,960	596,822	2,044,780

	2021 Program Services		2021 Supporting Services			2021 Total Program & Supporting Expenses
	Advertising & Selling	Total Program Services	General and Administrative	Rental	Total Supporting Services	
Salary and allowances	\$ 908,854	908,854	227,213	-	227,213	1,136,067
Retirement contribution	153,428	153,428	38,357	-	38,357	191,785
Contributed services	-	-	79,543	-	79,543	79,543
Advertising	65,248	65,248	-	-	-	65,248
Utilities, repair, and maintenance	123,576	123,576	60,999	6,855	67,854	191,430
Depreciation	69,035	69,035	34,466	47,189	81,655	150,690
Bank fees	7,577	7,577	-	-	-	7,577
Interest expense	18,217	18,217	-	119,220	119,220	137,437
Credit card discounts	88,610	88,610	-	-	-	88,610
Orchard Center CAM	12,051	12,051	5,936	6,711	12,647	24,698
Office and computer	73,288	73,288	36,097	-	36,097	109,385
Supplies and general	38,662	38,662	12,839	69,488	82,327	120,989
Total expense	\$ 1,558,546	1,558,546	495,450	249,463	744,913	2,303,459

Methods used for allocation of expenses among program and supporting services

The special-purpose financial schedules report certain categories of expenses that are attributable to one or more program or supporting services of the ABC. Those expenses include depreciation and plant maintenance. Depreciation and plant maintenance are allocated based on a square footage basis.

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 11 – Pension and other post-retirement benefits

Defined benefit plans

The ABC participates in the following non-contributory, defined benefit plans:

1. The defined benefit pension plan known as the Seventh-day Adventist Retirement Plan of the North American Division (NADRP). This plan, which covers substantially all employees of the ABC, is administered by the General Conference of Seventh-day Adventists, North American Division (NAD), in Columbia, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a "multiple-employer" plan of a church-related agency. This plan provides primarily monthly pension benefits based on years of service and other factors.

The NAD Committee voted to freeze accrual of service credit in NADRP effective December 31, 1999, except for employees who chose the career completion option, and to start a new defined contribution plan effective January 1, 2000. Certain employees will continue to be eligible for future benefits under this plan. The ABC continues to make contributions to this plan, at rates determined annually by the plan.

2. The defined benefit health care plan known as the General Conference of Seventh-day Adventist North American Division Retiree Auxiliary Healthcare Assistance and Death Benefit Plan (RAHAP). This plan, which covers substantially all employees of the ABC, is administered by NAD in Columbia, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a "multiple-employer" plan of a church-related agency. This plan provides primarily health-care benefits which supplement Medicare benefits. The extent of these benefits is based on years of service and the beneficiary's monthly contribution.

Accounting standards define these plans as "multiemployer" plans. As such, it is not required, nor is it possible, to determine the actuarial value of accumulated benefits or plan net assets for employees of the ABC apart from other plan participants.

Information about the required contributions to these plans, the actuarial obligation for future benefits, and the funded status of these plans, is presented in the tables below.

Required contributions from the Organization:

	NADRP	RAHAP	TOTAL
For the plan year ended January 31, 2025	\$ 86,107	33,990	120,097
For the plan year ended January 31, 2024	\$ 84,449	33,335	117,784
For the plan year ended January 31, 2023	\$ 91,448	36,098	127,546
For the plan year ended January 31, 2022	\$ 85,920	33,916	119,836
For the plan year ended January 31, 2021	\$ 101,163	39,933	141,096

Because the following information is not publicly available, it is required to be disclosed on the basis of information received from each plan.

Total contributions received from all employers:

For the plan year ended December 31, 2024	\$ 127,263,485	46,599,306
For the plan year ended December 31, 2023	\$ 129,339,800	47,283,106
For the plan year ended December 31, 2022	\$ 121,177,397	44,486,345
For the plan year ended December 31, 2021	\$ 120,772,828	44,236,352
For the plan year ended December 31, 2020	\$ 110,214,223	40,842,097

Whether the ABC's contributions were more than or less than 5% of the

total contributions received by each plan:

For the plan year ended December 31, 2024	less than	less than
For the plan year ended December 31, 2023	less than	less than
For the plan year ended December 31, 2022	less than	less than
For the plan year ended December 31, 2021	less than	less than
For the plan year ended December 31, 2020	less than	less than

Plan net assets available for benefits:

For the plan year ended December 31, 2024	\$ 442,782,901	185,912,335
For the plan year ended December 31, 2023	\$ 378,365,485	157,985,481
For the plan year ended December 31, 2022	\$ 324,907,063	124,818,366
For the plan year ended December 31, 2021	\$ 360,211,817	132,382,939
For the plan year ended December 31, 2020	\$ 314,525,989	111,303,608

Actuarial obligation and funded status

Because the following information is not publicly available, it is required to be disclosed on the basis of information received from each plan.

Date of plan year-end for latest actuarial information

	12/31/2022	12/31/2022
Actuarial liability for future benefits	\$ 1,315,230,423	398,443,457
Value of net assets available for benefits	\$ 442,782,901	185,912,335
Plan funded status as of date of last actuarial data	Less than 65%	Less than 65%

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Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 11 – Pension and other post-retirement benefits (continued)

Risks and other information

The risks of participating in multiemployer plans are different from single-employer plans, in the following aspects:

- Assets contributed to a multiemployer plan by one employer may be used to provide benefits to employees of other participating employers.
- If a participating employer stops contributing to a plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- If the Organization chooses to stop participating in a multiemployer plan, the Organization may be required to pay the plan an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

Other information about risks and contingencies related to these plans are as follows:

- Information about the plans is not publicly available, so no “certified zone status” has been determined.
- The Organization's required contributions are not the subject of any collective bargaining agreement.
- No funding improvement plans or rehabilitation plans had been implemented or were pending.
- The Organization has not paid any “surcharge” to either of the plans.
- No minimum contribution for future periods has been determined or required of the Organization.

Defined contribution plan

Effective January 1, 2000, the ABC participates in a defined contribution retirement plan known as “The Adventist Retirement Plan.” This plan, which covers substantially all employees of the ABC, is administered by NAD in Columbia, Maryland, and is exempt from the Employee Retirement Income Security Act of 1974 as a multiple-employer plan of a church-related agency. The ABC contributed \$49,310, \$49,036, \$48,794, \$50,664, and \$50,689 to the plan for the years ended January 31, 2025, 2024, 2023, 2022, and 2021, respectively, based on a stated percentage of each employee's earnings and a stated matching percentage of certain employee voluntary contributions. Administration of the accumulated contributions designated for each employee is provided under an agreement between NAD Corporation and Great-West Life & Annuity Insurance Company.

Note 12 – Basis of special presentation

The accompanying financial schedules include only the accounts and activity of the ABC, which is a department of the Conference. Compliance with Financial Accounting Standards Board (FASB) Accounting Standard Codification 958-210-45 would require the whole organization to be included in general-use financial statements. The Conference believes this special presentation is useful to analyze this department apart from the rest of the entity.

Note 13 – Contributed services

Under provisions of Financial Accounting Standards Board Statement of Financial Accounting Standards No. 116, contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The ABC has received the services of the General Conference Auditing Service who have audited the special-purpose financial schedules for the years ended January 31, 2025, 2024, 2023, 2022, and 2021. The amount of contributed services recognized as revenues for the periods are \$0, \$86,563, \$0, \$42,068, and \$79,543 for the years then ended, respectively. These amounts are a product of the number of person-hours spent in performing the audit and the cost-recovery rate established by the General Conference of Seventh-day Adventists.

Note 14 – Liquidity and availability

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Financial assets available to meet cash needs for general expenditures within one year*	\$ 457,638	678,721	687,886	681,213	644,346
*Calculation of financial assets at year-end:					
Total assets	\$ 7,109,160	7,433,197	7,428,864	7,413,897	7,369,221
Plant assets	(5,613,513)	(5,766,146)	(5,736,857)	(5,735,426)	(5,818,582)
Inventory/prepays	(1,038,009)	(988,330)	(1,004,121)	(997,258)	(906,293)
Financial assets at year-end	\$ 457,638	678,721	687,886	681,213	644,346

LIVINGWELL ADVENTIST BOOK CENTER
Notes to the Financial Schedules
Years Ended January 31, 2025, 2024, 2023, 2022, and 2021

Note 15 – Working capital and liquidity

In order that adequate financial resources will be available for the sound and effective operation of all organizations, the Seventh-day Adventist denominational policy recommends organizations maintain specified levels of working capital and liquidity. This footnote summarizes the ABC's operating fund working capital and liquidity as compared to the policy recommendation stated in the *North American Division of the General Conference of Seventh-day Adventists Working Policy*.

Working capital

Core expenses

	2025	2024	2023	2022	2021
Operating expenses	\$ 2,080,956	2,115,291	1,963,651	2,044,780	2,303,459
Minus: depreciation expense	(151,098)	(141,603)	(129,633)	(139,148)	(150,690)
Total core expenses	1,929,858	1,973,688	1,834,018	1,905,632	2,152,769

Available working capital

Current assets	1,349,487	1,503,710	1,512,811	1,485,960	1,443,904
Current liabilities	(473,074)	(675,797)	(653,743)	(800,317)	(790,800)
Working capital	876,413	827,913	859,068	685,643	653,104
Available working capital	\$ 876,413	827,913	859,068	685,643	653,104

Recommended minimum available working capital

Six months of core expenses	\$ 964,929	986,844	917,009	952,816	1,076,385
Surplus/(shortfall) in recommended minimum available working capital	\$ (88,516)	(158,931)	(57,941)	(267,173)	(423,281)

Available working capital in months

(a minimum of six months recommended)	5.4	5.0	5.6	4.3	3.6
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Available liquid assets

Cash and cash equivalents (Note 2)	\$ 220,840	497,323	541,294	594,400	469,465
Receivable from higher organization (Note 3)	-	-	14,795	2,868	1,636
Columbia Union Revolving Fund deposit (Note 5)	97,847	94,458	646	638	30,415
Total liquid current assets	318,687	591,781	556,735	597,906	501,516
Minus: current liabilities	(473,074)	(675,797)	(653,743)	(800,317)	(790,800)
Available liquid assets	\$ (154,387)	(84,016)	(97,008)	(202,411)	(289,284)

Recommended minimum available liquid assets

Three months of total core expenses	\$ 482,465	493,422	458,505	476,408	538,192
Surplus/(shortfall) in recommended minimum available liquid assets	\$ (636,852)	(577,438)	(555,513)	(678,819)	(827,476)

Available liquid assets in months

(a minimum of three months recommended)	(1.0)	(0.5)	(0.6)	(1.3)	(1.6)
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SHENANDOAH VALLEY ACADEMY

FINANCIAL STATEMENTS

June 30, 2024, 2023, 2022, 2021, and 2020

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AUDITOR'S REPORT

To the Delegates
Shenandoah Valley Academy
New Market, Virginia

Opinion

We have audited the financial statements of Shenandoah Valley Academy (Organization), which comprise the statements of financial position as of June 30, 2024, 2023, 2022, 2021, and 2020, and the statements of changes in net assets and statements of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, as auditors of the General Conference of Seventh-day Adventists, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2024, 2023, 2022, 2021, and 2020, and its financial performance and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP) adopted by the Seventh-day Adventist denomination.

Basis for opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), except the ethical requirement for the appearance of independence. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audits of the financial statements in the United States of America, and we have fulfilled our other ethical responsibilities in accordance with these requirements, except the ethical requirement for the appearance of independence, because of our affiliation with the Seventh-day Adventist denomination. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control as management determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern for the next year, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern for a reasonable period of time. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, and certain internal control-related matters, including any material weaknesses and significant deficiencies in internal control that we identify during our audit.

General Conference Auditing Service

August 5, 2025

SHENANDOAH VALLEY ACADEMY
Statements of Financial Position
June 30, 2024, 2023, 2022, 2021, and 2020

ASSETS	2024	2023	2022	2021	2020
<u>Current assets</u>					
Cash and cash equivalents (Note 2)	\$ 321,189	540,537	1,317,808	1,061,786	788,372
Accounts receivable, net (Note 4)	40,191	54,502	19,950	25,419	21,525
Notes and loans receivable (Note 5)	619,030	601,553	392,589	-	-
Inventory	12,865	17,102	12,935	14,952	21,205
Prepaid expense	1,178	6,600	20,064	28,828	20,738
Cash held for agency accounts (Note 2)	35,853	37,700	38,807	53,105	53,367
Total current assets	<u>1,030,306</u>	<u>1,257,994</u>	<u>1,802,153</u>	<u>1,184,090</u>	<u>905,207</u>
<u>Plant assets, net (Note 6)</u>	<u>723,914</u>	<u>565,894</u>	<u>416,059</u>	<u>336,266</u>	<u>361,465</u>
<u>Other assets</u>					
Cash held for unexpended plant (Note 7)	313,319	254,628	646,443	1,629,575	228,298
Cash held for endowment fund (Note 7)	2,186	7,505	47,549	32,327	6,913
Investments (Note 3)	1,629,888	1,451,576	1,311,105	1,482,673	1,032,133
Notes and loans receivable (Note 8)	740,083	792,039	732,531	723,718	752,231
Total other assets	<u>2,685,476</u>	<u>2,505,748</u>	<u>2,737,628</u>	<u>3,868,293</u>	<u>2,019,575</u>
Total assets	<u>\$ 4,439,696</u>	<u>4,329,636</u>	<u>4,955,840</u>	<u>5,388,649</u>	<u>3,286,247</u>
LIABILITIES					
<u>Current liabilities</u>					
Accounts payable (Note 9)	\$ 209,462	411,348	358,320	297,431	302,340
Agency funds	35,853	37,700	38,807	53,105	53,367
Deferred income	33,463	31,215	19,725	9,340	11,098
Total current liabilities	<u>278,778</u>	<u>480,263</u>	<u>416,852</u>	<u>359,876</u>	<u>366,805</u>
<u>Other liabilities</u>					
Retirement allowance accrual (Note 9)	<u>8,618</u>	<u>4,972</u>	<u>2,300</u>	<u>9,464</u>	<u>17,721</u>
Total other liabilities	<u>8,618</u>	<u>4,972</u>	<u>2,300</u>	<u>9,464</u>	<u>17,721</u>
Total liabilities	<u>287,396</u>	<u>485,235</u>	<u>419,152</u>	<u>369,340</u>	<u>384,526</u>
NET ASSETS					
Unrestricted: unallocated	473,826	564,518	1,028,833	676,353	335,310
Unrestricted: allocated (Note 18)	886,367	836,044	783,904	847,728	646,188
Unrestricted: net invested in plant	<u>723,914</u>	<u>565,894</u>	<u>416,059</u>	<u>336,266</u>	<u>361,465</u>
Total net assets without donor restrictions	<u>2,084,107</u>	<u>1,966,456</u>	<u>2,228,796</u>	<u>1,860,347</u>	<u>1,342,963</u>
Net assets with temporary donor restrictions (Note 13)	1,818,137	1,630,073	2,069,131	2,921,899	1,361,476
Net assets with permanent donor restrictions (Note 13)	<u>250,056</u>	<u>247,872</u>	<u>238,761</u>	<u>237,063</u>	<u>197,282</u>
Total net assets with donor restrictions	<u>2,068,193</u>	<u>1,877,945</u>	<u>2,307,892</u>	<u>3,158,962</u>	<u>1,558,758</u>
Total net assets	<u>4,152,300</u>	<u>3,844,401</u>	<u>4,536,688</u>	<u>5,019,309</u>	<u>2,901,721</u>
Total liabilities and net assets	<u>\$ 4,439,696</u>	<u>4,329,636</u>	<u>4,955,840</u>	<u>5,388,649</u>	<u>3,286,247</u>

*Inter-fund borrowing is eliminated in the combined totals.
See accompanying notes.

SHENANDOAH VALLEY ACADEMY
Statements of Changes in Net Assets (page 1 of 2)
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	2024	2023	2022	2021	2020
<u>Revenues and support without donor restrictions</u>					
Tuition	\$ 2,324,050	2,384,955	2,240,920	2,443,448	2,173,298
Fees	219,163	210,885	192,178	218,929	204,303
Investment income	17,488	9,033	8,350	8,072	9,450
Miscellaneous income	302,556	343,128	208,745	117,849	230,533
Total educational and general income	2,863,257	2,948,001	2,650,193	2,788,298	2,617,584
Auxiliaries	1,688,397	1,924,415	1,824,494	1,633,552	1,395,850
Total revenues without donor restrictions	4,551,654	4,872,416	4,474,687	4,421,850	4,013,434
Released from donor restrictions - operating	927,237	938,748	551,262	585,718	346,686
Total revenues and support without donor restrictions	5,478,891	5,811,164	5,025,949	5,007,568	4,360,120
<u>Expenses and losses</u>					
<u>Educational and general program services</u>					
Instructional (Note 10)	2,118,302	2,223,403	1,833,279	1,659,074	1,540,039
Student services (Note 10)	395,824	351,559	251,271	204,844	261,223
Student financial aid (Note 10)	1,454,069	1,502,118	1,300,838	1,662,019	1,509,082
Total program services	3,968,195	4,077,080	3,385,388	3,525,937	3,310,344
<u>Supporting services</u>					
Fundraising (Note 10)	175,494	169,751	157,595	121,621	143,268
Institutional support (Note 10)	506,053	661,380	593,997	593,070	608,979
Total supporting service functions less auxiliaries	681,547	831,131	751,592	714,691	752,247
Auxiliaries (Note 10)	1,994,272	1,957,715	1,614,960	1,594,222	1,327,796
Total supporting service functions	2,675,819	2,788,846	2,366,552	2,308,913	2,080,043
Total operating expenses and losses	6,644,014	6,865,926	5,751,940	5,834,850	5,390,387
Net increase (decrease) without subsidy	(1,165,123)	(1,054,762)	(725,991)	(827,282)	(1,030,267)
Subsidies without donor restrictions received (Note 11)	1,095,000	1,040,000	1,006,405	1,048,720	1,004,610
Contributed services (Note 14)	51,838	49,592	38,640	43,275	52,589
Donated services (Note 15)	-	7,308	6,948	6,425	6,424
Net increase (decrease) net assets without donor restrictions	(18,285)	42,138	326,002	271,138	33,356
NONOPERATING ACTIVITY WITHOUT DONOR RESTRICTIONS					
Nonoperating revenue (Note 12)	10,427	7,348	13,968	10,972	2,519
Nonoperating expense (Note 12)	(45,820)	(757,655)	(2,000,744)	(386,590)	(111,887)
Net gain (loss) on investments (Note 12)	74,897	57,453	(61,787)	176,577	(46,659)
Net gain (loss) on sale of assets (Note 12)	6,624	3,000	(477)	2,536	(1,039)
Released from restrictions - capital	7,790	360,439	2,057,760	403,818	256,786
Released from restrictions - endowment	64,377	18,027	27,162	31,761	-
Released from restrictions - endowment	17,641	6,910	6,565	7,172	-
Net increase (decrease) nonoperating activity	135,936	(304,478)	42,447	246,246	99,720
Increase (decrease) net assets without donor restrictions	117,651	(262,340)	368,449	517,384	133,076

See accompanying notes.

SHENANDOAH VALLEY ACADEMY
Statements of Changes in Net Assets (page 2 of 2)
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	2024	2023	2022	2021	2020
Increase (decrease) net assets without donor restrictions	\$ 117,651	(262,340)	368,449	517,384	133,076
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS					
Changes in net assets with temporary donor restrictions					
<u>Income with temporary donor restrictions</u>					
Restricted operating donations	985,280	642,987	1,101,170	536,472	456,830
Restricted capital donations	67,731	118,458	740,491	1,773,140	449,059
Restricted endowment investment return	104,172	79,203	(83,624)	238,514	(64,402)
Restricted endowment donations	30,285	37,508	25,379	33,594	35,535
Total operating income with temporary donor restrictions	1,187,468	878,156	1,783,416	2,581,720	877,022
Released from restrictions - operating	(927,237)	(938,748)	(551,262)	(585,718)	(346,686)
Released from restrictions - capital	(7,790)	(360,439)	(2,057,760)	(403,818)	(256,786)
Released from donor restrictions - endowment	(64,377)	(18,027)	(27,162)	(31,761)	-
Increase (decrease) net assets with temporary donor restrictions	188,064	(439,058)	(852,768)	1,560,423	273,550
Changes in net assets with permanent donor restrictions					
<u>Income with permanent donor restrictions</u>					
Endowment fund interest income	19,825	16,021	(16,737)	46,453	(12,412)
Endowment fund donations	-	-	25,000	500	-
Total income with permanent donor restrictions received	19,825	16,021	8,263	46,953	(12,412)
Released from restrictions - endowment	(17,641)	(6,910)	(6,565)	(7,172)	-
Increase (decrease) net assets with permanent donor restrictions	2,184	9,111	1,698	39,781	(12,412)
Increase (decrease) net assets with donor restrictions	190,248	(429,947)	(851,070)	1,600,204	261,138
Increase (decrease) net assets	307,899	(692,287)	(482,621)	2,117,588	394,214
Net assets, beginning of year	3,844,401	4,536,688	5,019,309	2,901,721	2,507,507
Net assets, end of year	<u>\$ 4,152,300</u>	<u>3,844,401</u>	<u>4,536,688</u>	<u>5,019,309</u>	<u>2,901,721</u>

See accompanying notes.

SHENANDOAH VALLEY ACADEMY
Statements of Cash Flows
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
OPERATING ACTIVITIES					
Increase (decrease) in net assets	\$ 307,899	(692,287)	(482,621)	2,117,588	394,214
<u>Adjustments to reconcile change in net assets to net cash provided</u>					
Depreciation expense (Note 6)	98,600	69,230	53,634	50,984	44,546
Provision for uncollectable accounts receivable	-	-	-	(6,507)	6,507
(Gain) loss on sale of plant assets (Note 12)	(6,624)	(3,000)	477	(2,536)	1,039
Realized and unrealized (gain) loss on investments	(143,303)	(116,159)	195,812	(432,318)	171,725
Construction in progress transfer	(49,700)	-	-	-	-
(Increase) decrease accounts receivable	14,311	(34,552)	5,469	2,613	(516)
(Increase) decrease inventories and prepaid expense	9,659	9,297	10,781	(1,837)	(1,780)
Increase (decrease) accounts payable	(198,240)	55,700	53,725	(13,166)	56,474
Increase (decrease) deferred income	2,248	11,490	10,385	(1,758)	(22,540)
(Increase) decrease agency fund cash	1,847	1,107	14,298	262	1,089
Increase (decrease) agency fund liability	(1,847)	(1,107)	(14,298)	(262)	(1,089)
Net cash provided (used) by operating	<u>34,850</u>	<u>(700,281)</u>	<u>(152,338)</u>	<u>1,713,063</u>	<u>649,669</u>
INVESTING ACTIVITIES					
(Increase) decrease nonoperating cash	(53,372)	431,859	967,910	(1,426,691)	(157,091)
New notes receivable	(17,477)	(308,964)	(8,301)	(26,030)	(52,575)
Payments received on notes receivable	51,956	40,492	241,187	54,543	-
Proceeds from sale of plant assets (Note 12)	56,900	5,400	-	7,336	141
Purchases of investments	(35,009)	(24,312)	(24,244)	(18,222)	(4,022)
Purchases of plant assets	(257,196)	(221,465)	(133,904)	(30,585)	(146,886)
Net cash provided (used) by investing	<u>(254,198)</u>	<u>(76,990)</u>	<u>1,042,648</u>	<u>(1,439,649)</u>	<u>(360,433)</u>
Increase (decrease) cash and equivalents	(219,348)	(777,271)	890,310	273,414	289,236
Cash and cash equivalents, beginning	540,537	1,317,808	427,498	788,372	499,136
Cash and cash equivalents, ending	<u>\$ 321,189</u>	<u>540,537</u>	<u>1,317,808</u>	<u>1,061,786</u>	<u>788,372</u>

See accompanying notes.

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies

Organization description

Shenandoah Valley Academy (Organization) is operated by the Potomac Conference Corporation of Seventh-day Adventists (Conference) to provide a Christian education in a boarding school environment to secondary level students within its territory.

The Organization receives most of its revenue in the form of tuition and other charges from the parents or guardians of its students. It also receives operating and capital subsidies from the Conference.

The Organization is a religious not-for-profit organization, and is exempt from federal, state, and local income taxes under provisions of Section 501(c)(3) of the Internal Revenue Code, and corresponding sections of applicable state and local codes; except for taxes on unrelated business income as described in sections 511-514 of the Internal Revenue Code.

Summary of significant accounting policies

(a) Basis of accounting: The significant accounting policies of the Organization are essentially the same as generally accepted accounting principles for not-for-profit organizations as promulgated by the Financial Accounting Standards Board. The significant policies are described below to enhance the usefulness of the financial statements. The financial statements of the Organization have been prepared on the accrual basis of accounting. The Organization has evaluated events that occurred subsequent to the financial statement date, up to August 5, 2025, which is the date the financial statements were available to be issued.

(b) Use of estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(c) Restricted resources: The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with temporary donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of changes in net assets as net assets released from donor restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

(d) Net assets without donor restrictions: The Board of Trustees of the Organization has several standing policies that affect the presentation of board designations on net assets. Bequests without donor restrictions are designated for operations (allocated funds). The board has established a quasi-endowment for student scholarships.

(e) Net assets with permanent donor restrictions: The Organization records all donor-restricted perpetual endowments as net assets with permanent donor restrictions. The Organization interprets state law to require it to record all other endowments, absent donor stipulations, as net assets with permanent donor restrictions.

(f) Plant assets and depreciation: Plant assets are recorded at cost when purchased or at fair market value at date of gift. Depreciation of equipment is provided over the estimated useful lives of the respective assets on a straight-line basis, over 3 to 10 years. The Organization capitalizes assets greater than \$1,000.

(g) Cash and equivalents: Cash equivalents are highly-liquid assets of the operating fund, which are readily convertible to cash and have a maturity date of less than three months from date of acquisition. Cash and investments of funds other than operating are not classified as cash and cash equivalents. The increase or decrease in nonoperating cash and investments is reported in the statement of cash flows from investing activities. Cash is deposited in high-quality financial institutions.

(h) Fair value of financial instruments: Following are the major methods and assumptions used to estimate fair values:

Short-term financial instruments are valued at their carrying amounts included in the statement of financial position, which are reasonable estimates of fair value due to the relatively short period to maturity of the instruments. This applies to cash, cash equivalents, accounts receivable, and certain current liabilities.

Investment securities are valued at the quoted market price or other reasonably obtainable market value estimate at the reporting date for those or similar securities. The difference between aggregate market value and cost for each type of investment is recorded in a valuation account. The change in this account each year is recognized as gain or loss.

(i) Student accounts receivable are deemed non-current when a student is no longer enrolled at the Organization, and these accounts continue to be collected. Current student balances must be paid in full before returning for the fall semester. Students enrolled in the monthly payment program could be suspended for financial reasons if payments are more than one month in arrears. Semester-by-semester payee balances must be paid in full by the first month of each semester; full annual payee balances must be paid in full by the first month of the school year. Semester and annual payees who do not meet these deadlines are converted to monthly payment plans.

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies (continued)

(j) Provision for uncollectable accounts: An allowance for uncollectable accounts is recorded based on an analysis of the collectability of accounts. Factors considered include historical collection experience, the aging of receivables, and facts and circumstances surrounding specific accounts.

(k) Inventory: Inventories are presented at the lower of cost or market using the first-in first-out method.

(l) Current assets and liabilities: Assets and liabilities are classified as current or long-term, depending on their characteristics. This excludes from current assets, cash and claims to cash that are: restricted to use for other than current operations, board allocated for the acquisition or construction of plant assets. This excludes from current liabilities: long-term portion of all debt. Working capital (current assets less current liabilities) for the Organization usually reflects working capital of only the operating fund, since usually no assets or liabilities of the endowment fund are classified as current.

(m) Investment income: Ordinary income from investments, loans, and the like is accounted for in the fund owning the assets, except for the endowment fund. Unrestricted income on endowment fund investments is accounted for as income of the operating fund. Restricted income on endowment fund investments is accounted for as restricted support and net assets with temporary donor restrictions until spent for the restricted purpose designated by the endowment instrument.

(n) Related organizations: The Organization is an affiliate of the Conference by reason of the following circumstances:

1. The officers of the Conference, and certain other members of the Conference staff, are members of the Board of Trustees of the Organization.
2. Legal title to all real property of the Organization is vested in the Conference. Asset values and related depreciation accounts are maintained in the financial records of the Conference.
3. A significant degree of financial support for operating purposes is received by appropriation from the Conference.

All individuals who perform services at the Organization are legally employees of the Conference, and perform those services by agreement between the entities. The Conference, as the employer, determines rates of compensation, eligibility for other benefits, eligibility to participate in denominational retirement plans, and amounts of related retirement plan contributions. By agreement, the Conference determines the total cost of those services, which include all elements of compensation and benefits, and the Conference bills the Organization a calculated amount to recover some or all of those costs. The Organization records those billed costs as "contract services" expense, and distributes them among appropriate program and supporting services functions in the presentation of expenses in its statement of changes in net assets.

Details of amounts due payable to the Conference, and financial transactions, other than those in the ordinary course of business, between the Organization and the Conference, are set forth in Notes 9 and 11.

(o) Concentrations of risk: The Organization receives most of its revenue from student-related activity. Budget and staff employment decisions each year typically must be made before actual enrollment is known. There is a risk that enrollment will be less than anticipated, which would reduce the ability of the Organization to finance its budgeted level of operations.

(p) Fund accounting: To ensure observance of limitations and restrictions placed on the use of resources available to the Organization, the accounts are maintained in accordance with the principles of fund accounting. Resources are classified for accounting and reporting into funds established according to their nature and purposes. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds have been combined into groups, and totals are presented for the Organization as a whole. The funds and fund groups are described in further detail below.

Operating funds: Include unrestricted and restricted resources available for current operations. These funds reflect the educational and general, auxiliaries, and independent operations operating activities. Additionally, they include plant assets acquired, respective accumulated depreciation, and funds for capital projects. Since the amount is not material, the operating fund also shows the total held as fiscal agent for others.

Endowment funds: Include assets subject to restrictions of gift instruments requiring that the principal be held in perpetuity, be invested, and only the income from such investments be used. The principal of true endowments is reported as net assets with permanent donor restrictions. Unspent income is recorded as net assets with temporary donor restrictions.

(q) The comparative financial statements have been reclassified from statements previously presented to conform to the presentation of the 2024 financial statements.

Note 2 – Cash

Operating funds

	2024	2023	2022	2021	2020
Imprest cash	\$ 4,576	3,864	4,166	4,166	2,186
Checking accounts	264,790	286,708	464,852	193,403	241,852
Money market accounts	87,676	287,665	887,597	283,034	121,461
Savings accounts	-	-	-	634,288	476,240
Total cash and cash equivalents	357,042	578,237	1,356,615	1,114,891	841,739
Less: cash held for agency	(35,853)	(37,700)	(38,807)	(53,105)	(53,367)
Total operating cash	\$ 321,189	540,537	1,317,808	1,061,786	788,372

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 3 – Investments

	2024			2023		
	Cost	Market	Unrealized Appreciation (Decline)	Cost	Market	Unrealized Appreciation (Decline)
<u>Investments held for other than operating</u>						
General Conference investments fund	\$ 1,041,059	1,629,888	588,829	1,006,050	1,451,576	445,526
Total cost for other than operating	<u>\$ 1,041,059</u>	<u>1,629,888</u>	<u>588,829</u>	<u>1,006,050</u>	<u>1,451,576</u>	<u>445,526</u>
	2022			2021		
	Cost	Market	Unrealized Appreciation (Decline)	Cost	Market	Unrealized Appreciation (Decline)
<u>Investments held for other than operating</u>						
General Conference investments fund	\$ 981,738	1,311,105	329,367	957,494	1,482,673	525,179
Total cost for other than operating	<u>\$ 981,738</u>	<u>1,311,105</u>	<u>329,367</u>	<u>957,494</u>	<u>1,482,673</u>	<u>525,179</u>
	2020			2020		
				Cost	Market	Unrealized Appreciation (Decline)
<u>Investments held for other than operating</u>						
General Conference investments fund				\$ 939,272	1,032,133	92,861
Total cost for other than operating				<u>\$ 939,272</u>	<u>1,032,133</u>	<u>92,861</u>
<u>Composition of investment return</u>	2024	2023	2022	2021	2020	
Investment income	\$ 38,413	24,313	24,244	18,222	31,095	
Realized gain (loss) on sale of investments	-	-	-	-	-	
Unrealized gain (loss) in value of investments	143,303	116,159	(195,812)	432,318	(171,725)	
Net gain (loss) on investments for which carrying value is fair value*	143,303	116,159	(195,812)	432,318	(171,725)	
Total investment return	<u>\$ 181,716</u>	<u>140,472</u>	<u>(171,568)</u>	<u>450,540</u>	<u>(140,630)</u>	

* The Organization did not have any gain or loss on investments for which carrying value is not fair value.

The Organization is subject to accounting principles that require disclosure about the information used to determine fair values for assets and liabilities that are subject to fair value accounting on either a recurring or non-recurring basis. This information is separated into three "levels" of inputs, as follows:

Level 1: Observable quoted market prices in active markets for identical assets or liabilities.

Level 2: Direct or indirect observable market data, such as quoted prices in inactive markets for identical assets or liabilities, quoted prices in active markets for similar assets or liabilities, and other observable market data correlated to identical or similar assets or liabilities. Investments in General Conference Investment Funds are valued at net asset value (NAV) as reported by the General Conference investment office.

Level 3: Unobservable inputs and assumptions based on the best information available to the entity.

The Organization used the following inputs to determine fair values of assets

valued on a recurring basis:

General Conference investments fund

Totals

2024			
Level 1	Level 2	Level 3	Total
\$ -	1,629,888	-	1,629,888
<u>\$ -</u>	<u>1,629,888</u>	<u>-</u>	<u>1,629,888</u>

The Organization used the following inputs to determine fair values of

assets valued on a recurring basis:

General Conference investments fund

Totals

2023			
Level 1	Level 2	Level 3	Total
\$ -	1,451,576	-	1,451,576
<u>\$ -</u>	<u>1,451,576</u>	<u>-</u>	<u>1,451,576</u>

The Organization used the following inputs to determine fair values of

assets valued on a recurring basis:

General Conference investments fund

Totals

2022			
Level 1	Level 2	Level 3	Total
\$ -	1,311,105	-	1,311,105
<u>\$ -</u>	<u>1,311,105</u>	<u>-</u>	<u>1,311,105</u>

The Organization used the following inputs to determine fair values of

assets valued on a recurring basis:

General Conference investments fund

Totals

2021			
Level 1	Level 2	Level 3	Total
\$ -	1,482,673	-	1,482,673
<u>\$ -</u>	<u>1,482,673</u>	<u>-</u>	<u>1,482,673</u>

The Organization used the following inputs to determine fair values of

assets valued on a recurring basis:

General Conference investments fund

Totals

2020			
Level 1	Level 2	Level 3	Total
\$ -	1,032,133	-	1,032,133
<u>\$ -</u>	<u>1,032,133</u>	<u>-</u>	<u>1,032,133</u>

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For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 4 – Accounts receivable

<u>Operating fund</u>	2024	2023	2022	2021	2020
Current student accounts	\$ 13,018	12,944	10,785	14,938	19,760
Former student accounts	-	390	325	601	6,507
Total student accounts	13,018	13,334	11,110	15,539	26,267
Less: allowance for uncollectable accounts	-	-	-	-	(6,507)
Total student accounts	13,018	13,334	11,110	15,539	19,760
Other	27,173	41,168	8,840	9,880	1,765
Net current accounts receivable	<u>\$ 40,191</u>	<u>54,502</u>	<u>19,950</u>	<u>25,419</u>	<u>21,525</u>

Note 5 – Notes and loans receivable - operating

	2024	2023	2022	2021	2020
Columbia Union Revolving Fund (CURF), 90-day demand note*	\$ 619,030	601,553	392,589	-	-
Total notes receivable	<u>\$ 619,030</u>	<u>601,553</u>	<u>392,589</u>	<u>-</u>	<u>-</u>

*At June 30, 2024, 2023, 2022, 2021 and 2020, CURF interest rate was 3.50%, 2.00%, 1.25%, 1.50% and 2.00%, respectively.

Note 6 – Plant assets

	2024			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Equipment - educational, general, and auxiliaries	\$ 2,150,395	1,427,367	723,028	98,600
Equipment - independent operations	8,865	7,979	886	-
Total plant assets	<u>\$ 2,159,260</u>	<u>1,435,346</u>	<u>723,914</u>	<u>98,600</u>

	2023			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Equipment - educational, general, and auxiliaries	\$ 1,889,064	1,374,006	515,058	69,230
Equipment - independent operations	11,365	10,229	1,136	-
Construction in progress	49,700	-	49,700	-
Total plant assets	<u>\$ 1,950,129</u>	<u>1,384,235</u>	<u>565,894</u>	<u>69,230</u>

	2022			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Equipment - educational, general, and auxiliaries	\$ 1,738,386	1,323,463	414,923	53,634
Equipment - independent operations	11,365	10,229	1,136	-
Total plant assets	<u>\$ 1,749,751</u>	<u>1,333,692</u>	<u>416,059</u>	<u>53,634</u>

	2021			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Equipment - educational, general, and auxiliaries	\$ 1,644,130	1,309,000	335,130	50,984
Equipment - independent operations	11,365	10,229	1,136	-
Total plant assets	<u>\$ 1,655,495</u>	<u>1,319,229</u>	<u>336,266</u>	<u>50,984</u>

	2020			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
Equipment - educational, general, and auxiliaries	\$ 1,714,400	1,354,071	360,329	44,546
Equipment - independent operations	11,365	10,229	1,136	-
Total plant assets	<u>\$ 1,725,765</u>	<u>1,364,300</u>	<u>361,465</u>	<u>44,546</u>

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Note 7 – Cash held for other than operating

	Unexpended Plant	Endowment	2024 Total
Checking accounts*	\$ 313,319	2,186	315,505
Total other funds cash	<u>\$ 313,319</u>	<u>2,186</u>	<u>315,505</u>
	Unexpended Plant	Endowment	2023 Total
Checking accounts*	\$ 254,628	7,505	262,133
Total other funds cash	<u>\$ 254,628</u>	<u>7,505</u>	<u>262,133</u>
	Unexpended Plant	Endowment	2022 Total
Checking accounts*	\$ 646,443	47,549	693,992
Total other funds cash	<u>\$ 646,443</u>	<u>47,549</u>	<u>693,992</u>
	Unexpended Plant	Endowment	2021 Total
Checking accounts*	\$ 1,629,575	32,327	1,661,902
Total other funds cash	<u>\$ 1,629,575</u>	<u>32,327</u>	<u>1,661,902</u>
	Unexpended Plant	Endowment	2020 Total
Checking accounts*	\$ 228,298	6,913	235,211
Total other funds cash	<u>\$ 228,298</u>	<u>6,913</u>	<u>235,211</u>

*The Organization was required to maintain a minimum balance of \$2,500 in the endowment fund checking account with Truist Bank (formally known as SunTrust Bank) to avoid bank fees.

Note 8 – Notes and loans receivable - other than operating

<u>Endowment fund</u>	2024	2023	2022	2021	2020
CURF 90-day demand note*	\$ 740,083	792,039	732,531	723,718	752,231
Total notes receivable	<u>\$ 740,083</u>	<u>792,039</u>	<u>732,531</u>	<u>723,718</u>	<u>752,231</u>

*At June 30, 2024, 2023, 2022, 2021 and 2020, CURF interest rate was 3.50%, 2.00%, 1.25%, 1.50% and 2.00%, respectively.

Note 9 – Accounts payable

<u>Operating fund</u>	2024	2023	2022	2021	2020
Commercial accounts	\$ 40,819	99,554	70,855	59,909	58,736
Conference	70,302	161,551	82,054	60,120	110,448
Student credit balances	55,698	59,965	65,865	54,539	66,118
Vacation accrual	12,491	9,255	15,373	12,477	12,053
Payroll accrual	12,236	10,750	10,671	8,533	7,907
Retirement allowance accrual, current	-	-	46,145	41,659	31,298
Miscellaneous	17,916	70,273	67,357	60,194	15,780
Current accounts payable	209,462	411,348	358,320	297,431	302,340
Retirement allowance accrual, long-term	8,618	4,972	2,300	9,464	17,721
Total accounts payable	<u>\$ 218,080</u>	<u>416,320</u>	<u>360,620</u>	<u>306,895</u>	<u>320,061</u>

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Note 10 – Analysis of expenses

	2024 Program Services			
	Instructional	Student Services	Student Financial Aid	Total Program Services
Salaries, benefits, and taxes	\$ 1,486,590	42,906	-	1,529,496
Travel expenses	275	155	-	430
Utilities, repair, and maintenance	236,975	3,107	-	240,082
Depreciation	43,389	40,912	-	84,301
Evangelism	-	7,129	-	7,129
Retirement plan contribution DB	131,737	5,548	-	137,285
Supplies and general	219,336	296,067	1,454,069	1,969,472
Total expenses	<u>\$ 2,118,302</u>	<u>395,824</u>	<u>1,454,069</u>	<u>3,968,195</u>

	2024 Supporting Services				2024 Total Program & Supporting Expenses
	Total Program Services	Fundraising	Institutional Support	Auxiliaries	Total Supporting Services
Salaries, benefits, and taxes	\$ 1,529,496	83,900	334,216	813,814	1,231,930
Travel expenses	430	-	457	70,662	71,119
Public relations	-	32,469	1,456	25,550	59,475
Utilities, repair, and maintenance	240,082	-	14,103	387,096	401,199
Depreciation	84,301	-	459	13,840	14,299
Evangelism	7,129	-	-	-	-
Interest expense	-	-	44	-	44
Retirement plan contribution DB	137,285	9,942	26,789	57,818	94,549
Supplies and general	1,969,472	49,183	128,529	625,492	803,204
Total expenses	<u>\$ 3,968,195</u>	<u>175,494</u>	<u>506,053</u>	<u>1,994,272</u>	<u>2,675,819</u>

	2023 Program Services			
	Instructional	Student Services	Student Financial Aid	Total Program Services
Salaries, benefits, and taxes	\$ 1,426,154	39,083	-	1,465,237
Travel expenses	20,336	105	-	20,441
Utilities, repair, and maintenance	270,317	3,331	-	273,648
Depreciation	28,889	30,478	-	59,367
Evangelism	-	8,999	-	8,999
Retirement plan contribution DB	139,967	2,711	-	142,678
Supplies and general	337,740	266,852	1,502,118	2,106,710
Total expenses	<u>\$ 2,223,403</u>	<u>351,559</u>	<u>1,502,118</u>	<u>4,077,080</u>

	2023 Supporting Services				2023 Total Program & Supporting Expenses
	Total Program Services	Fundraising	Institutional Support	Auxiliaries	Total Supporting Services
Salaries, benefits, and taxes	\$ 1,465,237	69,480	448,973	845,904	1,364,357
Travel expenses	20,441	99	(462)	65,281	64,918
Public relations	-	36,025	2,914	26,773	65,712
Utilities, repair, and maintenance	273,648	-	15,119	475,755	490,874
Depreciation	59,367	-	167	9,696	9,863
Evangelism	8,999	-	-	-	-
Interest expense	-	-	259	-	259
Retirement plan contribution DB	142,678	9,315	34,516	63,126	106,957
Supplies and general	2,106,710	54,832	159,894	471,180	685,906
Total expenses	<u>\$ 4,077,080</u>	<u>169,751</u>	<u>661,380</u>	<u>1,957,715</u>	<u>2,788,846</u>

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 10 – Analysis of expenses (continued)

	2022 Program Services			
	Instructional	Student Services	Student Financial Aid	Total Program Services
Salaries, benefits, and taxes	\$ 1,141,624	34,251	-	1,175,875
Travel expenses	75	62	-	137
Utilities, repair, and maintenance	332,945	3,315	-	336,260
Depreciation	16,187	33,931	-	50,118
Evangelism	-	9,919	-	9,919
Retirement plan contribution DB	116,111	2,350	-	118,461
Supplies and general	226,337	167,443	1,300,838	1,694,618
Total expenses	<u>\$ 1,833,279</u>	<u>251,271</u>	<u>1,300,838</u>	<u>3,385,388</u>

	2022 Supporting Services				2022 Total Program & Supporting Expenses
	Total Program Services	Fundraising	Institutional Support	Auxiliaries	Total Supporting Services
Salaries, benefits, and taxes	\$ 1,175,875	66,353	404,065	701,448	2,347,741
Travel expenses	137	-	146	63,133	63,416
Public relations	-	44,744	-	13,503	58,247
Utilities, repair, and maintenance	336,260	-	15,046	455,404	806,710
Depreciation	50,118	-	-	3,516	53,634
Evangelism	9,919	-	-	-	9,919
Interest expense	-	-	510	-	510
Retirement plan contribution DB	118,461	8,946	31,133	55,520	214,060
Supplies and general	1,694,618	37,552	143,097	322,436	2,197,703
Total expenses	<u>\$ 3,385,388</u>	<u>157,595</u>	<u>593,997</u>	<u>1,614,960</u>	<u>5,751,940</u>

	2021 Program Services			
	Instructional	Student Services	Student Financial Aid	Total Program Services
Salaries, benefits, and taxes	\$ 1,128,751	32,580	-	1,161,331
Travel expenses	366	86	-	452
Utilities, repair, and maintenance	246,131	2,131	-	248,262
Depreciation	16,941	30,674	-	47,615
Evangelism	-	6,613	-	6,613
Retirement plan contribution DB	103,704	2,385	-	106,089
Supplies and general	163,181	130,375	1,662,019	1,955,575
Total expenses	<u>\$ 1,659,074</u>	<u>204,844</u>	<u>1,662,019</u>	<u>3,525,937</u>

	2021 Supporting Services				2021 Total Program & Supporting Expenses
	Total Program Services	Fundraising	Institutional Support	Auxiliaries	Total Supporting Services
Salaries, benefits, and taxes	\$ 1,161,331	64,704	402,289	710,169	2,338,493
Travel expenses	452	1,942	80	47,335	49,809
Public relations	-	5,743	223	12,321	18,287
Utilities, repair, and maintenance	248,262	-	9,672	429,713	687,647
Depreciation	47,615	-	-	3,370	50,985
Evangelism	6,613	-	-	-	6,613
Interest expense	-	-	207	-	207
Retirement plan contribution DB	106,089	9,008	31,124	56,460	202,681
Supplies and general	1,955,575	40,224	149,475	334,854	2,480,128
Total expenses	<u>\$ 3,525,937</u>	<u>121,621</u>	<u>593,070</u>	<u>1,594,222</u>	<u>5,834,850</u>

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 10 – Analysis of expenses (continued)

	2020 Program Services			
	Instructional	Student Services	Student Financial Aid	Total Program Services
Salaries, benefits, and taxes	\$ 1,076,661	24,540	-	1,101,201
Travel expenses	117	91	-	208
Utilities, repair, and maintenance	182,471	2,783	-	185,254
Depreciation	14,766	25,866	-	40,632
Evangelism	-	7,317	-	7,317
Retirement plan contribution DB	124,558	2,178	-	126,736
Supplies and general	141,466	198,448	1,509,082	1,848,996
Total expenses	\$ 1,540,039	261,223	1,509,082	3,310,344

		2020 Supporting Services				2020 Total
	Total Program		Institutional		Total	Program &
	Services	Fundraising	Support	Auxiliaries	Supporting	Supporting
					Services	Expenses
Salaries, benefits, and taxes	\$ 1,101,201	86,640	391,436	630,426	1,108,502	2,209,703
Travel expenses	208	2,058	1,286	42,240	45,584	45,792
Public relations	-	7,147	1,594	22,888	31,629	31,629
Utilities, repair, and maintenance	185,254	-	12,630	353,751	366,381	551,635
Depreciation	40,632	-	394	3,520	3,914	44,546
Evangelism	7,317	-	-	-	-	7,317
Interest expense	-	-	728	-	728	728
Retirement plan contribution DB	126,736	8,810	32,256	52,784	93,850	220,586
Supplies and general	1,848,996	38,613	168,655	222,187	429,455	2,278,451
Total expenses	\$ 3,310,344	143,268	608,979	1,327,796	2,080,043	5,390,387

Methods used for allocation of expenses among program and supporting services

The financial statements report certain categories of expenses that are attributable to one or more program or supporting services of the Organization. Those expenses include depreciation, health care benefits, and plant maintenance. Depreciation and plant maintenance are allocated based on a square footage basis, and health care benefits are allocated as a percentage of payroll costs.

Note 11 – Subsidies received

	2024	2023	2022	2021	2020
General operating subsidies - Conference	\$ 1,095,000	1,040,000	1,006,405	1,048,720	1,004,610
Total unrestricted subsidies received	\$ 1,095,000	1,040,000	1,006,405	1,048,720	1,004,610

Note 12 – Nonoperating activity without donor restrictions

	2024	2023	2022	2021	2020
Endowment income	\$ 10,427	7,348	13,867	10,885	2,450
Miscellaneous income	-	-	101	87	69
Nonoperating revenue	\$ 10,427	7,348	13,968	10,972	2,519
Capital appropriation expense	\$ (16,362)	(742,474)	(1,981,639)	(372,460)	(80,270)
Miscellaneous expense	-	-	-	-	(18,309)
Independent operations expense	(29,458)	(15,181)	(19,105)	(14,130)	(13,308)
Nonoperating expenses	\$ (45,820)	(757,655)	(2,000,744)	(386,590)	(111,887)
Unrealized gain (loss) investment value	\$ 74,897	57,453	(61,787)	176,577	(46,659)
Net gain (loss) on investments	\$ 74,897	57,453	(61,787)	176,577	(46,659)
Proceeds from sale of plant assets	\$ 56,900	5,400	-	7,336	141
Net value of plant assets sold / disposed of	(50,276)	(2,400)	(477)	(4,800)	(1,180)
Net gain (loss) on sale of assets	\$ 6,624	3,000	(477)	2,536	(1,039)

SHENANDOAH VALLEY ACADEMY
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Note 13 – Net assets with donor restrictions

	Balance 6/30/24	Balance 6/30/23	Balance 6/30/22	Balance 6/30/21	Balance 6/30/20
<u>Temporary restrictions</u>					
Instructional	\$ 40,393	32,379	41,202	14,748	24,649
Student success	154,054	164,585	150,000	-	-
SVA missions and student services	14,727	-	87,444	112,825	110,825
Nursing	2,567	2,634	11,005	-	-
Student aid	7,156	7,156	9,017	4,478	44,017
Institutional advancement	-	-	100,000	-	-
Girl's and boy's dorm	1,488	1,488	5,335	-	-
Agriculture	45,900	-	200,000	-	-
PFE	-	-	-	-	1,806
Subtotal operating functions	266,285	208,242	604,003	132,051	181,297
Capital projects	314,568	254,627	396,608	1,635,921	266,599
Total operating fund - net assets with donor restrictions	<u>\$ 580,853</u>	<u>462,869</u>	<u>1,000,611</u>	<u>1,767,972</u>	<u>447,896</u>
General endowment	\$ 944,147	895,696	838,948	917,349	742,898
Koppel	163	92	86	35	214
Feltman spiritual leadership	111,377	106,871	95,845	100,405	76,793
Music ministries	87,619	82,235	68,210	65,206	47,332
Class of 1977 friendship	13,288	10,700	10,020	11,173	8,571
Class of 2009	5,414	4,950	4,608	4,972	3,939
Walter and Doris Sheer	16,443	15,275	14,048	15,092	12,289
Edward O. Spencer	15,671	14,327	13,556	14,954	11,847
Wiedemann & Koliadko Music	20,279	16,542	13,589	14,372	9,697
Shirley John Worthy Student	10,559	10,162	9,610	10,369	-
Class of 1953 WS Contributions	11,326	10,354	-	-	-
Class of 1993 Contributions	998	-	-	-	-
Total other funds - net assets with donor restrictions	<u>\$ 1,237,284</u>	<u>1,167,204</u>	<u>1,068,520</u>	<u>1,153,927</u>	<u>913,580</u>
Total net assets with temporary donor restrictions	<u>\$ 1,818,137</u>	<u>1,630,073</u>	<u>2,069,131</u>	<u>2,921,899</u>	<u>1,361,476</u>
<u>Permanent restrictions</u>					
Koppel	\$ 18,625	18,358	18,209	18,090	17,953
Excellentia	206,736	205,757	198,077	194,164	159,196
Jean Hicks Alexander	14,358	13,813	13,069	14,428	11,753
Paul and Doris Riley	10,337	9,944	9,406	10,381	8,380
Total net assets with permanent donor restrictions	<u>\$ 250,056</u>	<u>247,872</u>	<u>238,761</u>	<u>237,063</u>	<u>197,282</u>
Total net assets with donor restrictions	<u>\$ 2,068,193</u>	<u>1,877,945</u>	<u>2,307,892</u>	<u>3,158,962</u>	<u>1,558,758</u>

Note 14 – Contributed services

Under provisions of Financial Accounting Standards Board's Accounting Standards Codification Section 958-605-25-16, contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The Organization has received the services of the General Conference Auditing Service who have assisted in the audit of the financial statements for the years ended June 30, 2024, 2023, 2022, 2021 and 2020. The amount of contributed services recognized as revenues and recorded as administrative expense for the periods are \$51,838, \$49,784, \$38,640, \$43,275, and \$52,589 for the years then ended, respectively. These amounts are product of the number of person-hours spent in performing the audit and the cost-recovery rate established by the General Conference of Seventh-day Adventists. The cost of these services is paid 50% by General Conference of Seventh-day Adventists, North American Division and 50% by Columbia Union Conference of Seventh-day Adventists.

Note 15 – Donated services

Additionally, the Organization has received the services of Dr. Hanon who taught Chemistry classes during the years ended June 30, 2023, 2022, 2021 and 2020. The value of the donated services recognized as revenues and recorded as institutional support expense for the years ended June 30, 2023, 2022, 2021 and 2020 were \$7,308, \$6,948, \$6,425 and \$6,424, respectively.

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 16 – Concentration of risk

At June 30, 2024, 2023, 2022, 2021 and 2020 approximately 77%, 78%, 78%, 75% and 84% of enrolled students receive financial aid from an external third party, respectively. There is a risk that this third party may not continue to provide funds in the future, which may negatively impact either student enrollment or student account balances.

The Organization holds investments in General Conference unitized funds. For the years ended June 30, 2024, 2023, 2022, 2021, and 2020 these investments totaled \$1,629,888, \$1,451,576, \$1,311,105, \$1,482,673, and \$1,032,133 and represent 37%, 34%, 26%, 28%, and 31% of the Organization's total assets, respectively.

Note 17 – Uncertain tax positions

Tax positions are taken based on interpretation of federal, state and local income tax laws. Management periodically reviews and evaluates the status of uncertain tax positions and makes estimates of amounts, including interest and penalties, ultimately due or owed. No amounts have been identified, or recorded as uncertain tax positions. Federal, state, and local tax returns generally remain open for examination by the various taxing authorities for a period of three to four years.

Note 18 – Endowments

The Organization is subject to the provisions of the Virginia Prudent Management of Institutional Funds Act (VPMIFA) and has chosen to preserve the fair value of the original gift of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result, the Organization classifies net assets with permanent donor restrictions as (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument. The remaining portion of the donor-restricted endowment fund that is not classified as net assets with permanent donor restrictions is classified as net assets with temporary donor restrictions until those amounts are appropriated for expenditure by the Organization. The Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds.

1. The duration and preservation of the fund
2. The purposes of the Organization and the donor-restricted endowment fund
3. General economic conditions
4. The possible effect of inflation and deflation
5. The expected total return from income and the appreciation of investments
6. Other resources of the Organization
7. The investment policies of the Organization

Investment earnings from donor-restricted endowment funds are classified as income without donor restrictions absent explicit donor stipulations to the contrary. In the event that the fair value of donor-restricted endowment funds falls below the level required to be maintained in perpetuity, the resulting deficiency is recorded as a reduction of net assets with donor restrictions. The appreciation (decline) recorded during the years ended June 30, 2024, 2023, 2022, 2021, and 2020 amounted to \$143,303, \$116,159, (\$195,812), \$432,318, and (\$171,725), respectively.

Endowment investment policies – return objectives, risk parameters, and strategies: The Organization recognizes the perpetual nature of endowments and the need to maintain an investment return sufficient to support the program for which the principal was given, the endowment pool principal will be invested in those assets which have the highest statistical probability of preserving, in real rather than nominal terms, the principal, while simultaneously generating the maximum possible rate of return.

Endowment spending policies and relation to investment objectives: The Organization will allocate 80% of the average of the prior three year returns net of the Organization's tuition inflation rate for scholarship funding. The residual 20% would be retained to permit scholarship funding during years in which the endowment earnings were flat. There will be a minimum allocation of \$5,000 per year for scholarship funding.

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 18 – Endowments (continued)

<u>Endowment net asset composition</u>	2024	2023	2022	2021	2020
Endowments by type	Total	Total	Total	Total	Total
Donor-restricted endowments	\$ 1,487,340	1,415,076	1,307,281	1,390,990	1,110,862
Board-designated endowment	886,367	836,044	783,904	847,728	646,188
Total endowments	<u>\$ 2,373,707</u>	<u>2,251,120</u>	<u>2,091,185</u>	<u>2,238,718</u>	<u>1,757,050</u>

Changes in endowment net assets

Endowment net asset, beginning of year	\$ 2,251,120	2,091,185	2,238,718	1,757,050	1,910,429
Investment return:					
Investment income	55,591	36,518	33,663	29,252	14,576
Net appreciation (decline) realized and unrealized	143,303	116,159	(195,811)	432,292	(138,049)
Investment return	198,894	152,677	(162,148)	461,544	(123,473)
Contributions	40,712	44,856	64,246	44,979	37,985
Appropriation of endowment assets for expenditure	(117,019)	(37,598)	(49,631)	(24,855)	(67,891)
Endowment net asset, end of year	<u>\$ 2,373,707</u>	<u>2,251,120</u>	<u>2,091,185</u>	<u>2,238,718</u>	<u>1,757,050</u>

Composition of endowment assets with donor restrictions

<u>Net assets with permanent donor restrictions</u>	2024	2023	2022	2021	2020
Portion of perpetual endowments required to be retained permanently, either by explicit donor stipulation or by VPMIFA	\$ 250,056	247,872	238,761	237,063	197,282
Total endowment assets classified as net assets with permanent donor restrictions	<u>\$ 250,056</u>	<u>247,872</u>	<u>238,761</u>	<u>237,063</u>	<u>197,282</u>

Note 19 – Liquidity and availability

	2024	2023	2022	2021	2020
Financial assets, at year-end*	\$ 3,701,739	3,740,040	4,506,782	5,008,603	2,882,839
Less those unavailable for general expenditures within one year, due to:					
<u>Contractual or donor-imposed restrictions:</u>					
Cash held for agency funds (Note 2)	(35,853)	(37,700)	(38,807)	(53,105)	(53,367)
Restricted by donor for permanent endowment (Note 18)	(250,056)	(247,872)	(238,761)	(237,063)	(197,282)
Restricted by donor with time or purpose restrictions (Note 13)	(1,818,137)	(1,630,073)	(2,069,131)	(2,921,899)	(1,361,476)
<u>Board designations:</u>					
Board designated endowment (Note 18)	(886,367)	(836,044)	(783,904)	(847,728)	(646,188)
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 711,326</u>	<u>988,351</u>	<u>1,376,179</u>	<u>948,808</u>	<u>624,526</u>

*Total assets, less nonfinancial assets (e.g. PPE, inventory, prepaids)

As part of the Organization's liquidity management, it invests cash in excess of daily requirements in the Columbia Union Revolving Fund. Additionally, the Organization has a quasi-endowment of \$752,900. Although the Organization does not intend to spend from its quasi-endowment other than amounts appropriated for general expenditure as part of its annual budget approval and appropriation, amounts from its quasi-endowment could be made available if necessary.

**Calculation of financial assets at year-end:

Total assets	\$ 4,439,696	4,329,636	4,955,840	5,388,649	3,286,247
Plant assets	(723,914)	(565,894)	(416,059)	(336,266)	(361,465)
Inventory/prepaids	(14,043)	(23,702)	(32,999)	(43,780)	(41,943)
Financial assets at year-end	<u>\$ 3,701,739</u>	<u>3,740,040</u>	<u>4,506,782</u>	<u>5,008,603</u>	<u>2,882,839</u>

SHENANDOAH VALLEY ACADEMY
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 20 – Working capital and liquidity - operating funds

In order that adequate financial resources will be available for the sound and effective operation of all organizations, the Seventh-day Adventist denominational policy recommends organizations maintain specified levels of working capital and liquidity. This footnote summarizes the Organization's operating fund working capital and liquidity as compared to the policy recommendation stated in the *North American Division of the General Conference of Seventh-day Adventists Working Policy*.

<u>Working capital</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Core expenses:					
Operating expenses	\$ 6,644,014	6,865,926	5,751,940	5,834,850	5,390,387
Minus: depreciation expense (Note 6)	(565,894)	(69,230)	(53,634)	(50,984)	(44,546)
Total core expenses	<u>6,078,120</u>	<u>6,796,696</u>	<u>5,698,306</u>	<u>5,783,866</u>	<u>5,345,841</u>
<u>Available working capital</u>					
Current assets	1,030,306	1,257,994	1,802,153	1,184,090	905,207
Minus: current liabilities	(278,778)	(480,263)	(416,852)	(359,876)	(366,805)
Total working capital	<u>751,528</u>	<u>777,731</u>	<u>1,385,301</u>	<u>824,214</u>	<u>538,402</u>
Minus: current assets held for donor restrictions (Note 13)	(266,285)	(208,242)	(604,003)	(132,051)	(181,297)
Available working capital	<u>\$ 485,243</u>	<u>569,489</u>	<u>781,298</u>	<u>692,163</u>	<u>357,105</u>
<u>Recommended minimum available working capital:</u>					
Six months of core expenses	\$ 3,039,060	3,398,348	2,849,153	2,891,933	2,672,921
Surplus/(shortfall) in recommended minimum available working capital	<u>\$ (2,553,817)</u>	<u>(2,828,859)</u>	<u>(2,067,855)</u>	<u>(2,199,770)</u>	<u>(2,315,816)</u>
Available working capital in months (a minimum of six months is recommended)	0.96	1.01	1.65	1.44	0.80
<u>Available liquid assets:</u>					
Cash and cash equivalents (Note 2)	\$ 321,189	540,537	1,317,808	1,061,786	788,372
Cash held for agency (Note 2)	35,853	37,700	38,807	53,105	53,367
CURF 90 day demand (Note 5)	619,030	601,553	392,589	-	-
Total liquid current assets	<u>976,072</u>	<u>1,179,790</u>	<u>1,749,204</u>	<u>1,114,891</u>	<u>841,739</u>
Minus: current liabilities	(278,778)	(480,263)	(416,852)	(359,876)	(366,805)
Minus: current assets held for donor restrictions (Note 13)	(266,285)	(208,242)	(604,003)	(132,051)	(181,297)
Available liquid assets	<u>\$ 431,009</u>	<u>491,285</u>	<u>728,349</u>	<u>622,964</u>	<u>293,637</u>
<u>Recommended minimum available liquid assets:</u>					
Three months of total core expenses	\$ 1,519,530	1,699,174	1,424,577	1,445,967	1,336,460
Surplus/(shortfall) in recommended minimum available liquid assets	<u>\$ (1,088,521)</u>	<u>(1,207,889)</u>	<u>(696,228)</u>	<u>(823,003)</u>	<u>(1,042,823)</u>
Available liquid assets in months (a minimum of three months is recommended)	0.85	0.87	1.53	1.29	0.66



TAKOMA ACADEMY

FINANCIAL STATEMENTS

June 30, 2024, 2023, 2022, 2021, and 2020

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To the Delegates
Takoma Academy
Takoma Park, Maryland

Opinion

We have audited the financial statements of Takoma Academy, Inc. (the Organization), which comprise the statements of financial position as of June 30, 2024, 2023, 2022, 2021 and 2020, and the statements of financial activity, statements of changes in net assets, and statements of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, as auditors of the General Conference of Seventh-day Adventists, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2024, 2023, 2022, 2021 and 2020, and its financial performance and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP) adopted by the Seventh-day Adventist denomination.

Basis for opinion

We conducted our audits in accordance auditing standards generally accepted in the United States of America (GAAS), except the ethical requirement for the appearance of independence. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audits of the financial statements in United States of America, and we have fulfilled our other ethical responsibilities in accordance with these requirements, except the ethical requirement for the appearance of independence, because of our affiliation with the Seventh-day Adventist denomination. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control as management determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern for the next year, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern for a reasonable period of time. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, and certain internal control-related matters, including any material weaknesses and significant deficiencies in internal control that we identify during our audit.

General Conference Auditing Service

August 7, 2025

TAKOMA ACADEMY
Statements of Financial Position
June 30, 2024, 2023, 2022, 2021, and 2020

ASSETS	2024	2023	2022	2021	2020
<u>Current assets</u>					
Cash (Note 2)	\$ 21,366	101,804	27,866	219,090	203,849
Accounts receivable (Note 3)	181,979	145,951	160,266	144,417	280,319
Notes receivable, current (Note 4)	373	363	357	352	347
Prepaid expense	-	1,865	11,220	-	-
Cash held for agency accounts (Note 2)	50,792	46,840	43,612	39,085	38,182
Total current assets	<u>254,510</u>	<u>296,823</u>	<u>243,321</u>	<u>402,944</u>	<u>522,697</u>
<u>Plant assets, net, (Note 5)</u>	<u>717,219</u>	<u>646,966</u>	<u>473,388</u>	<u>359,563</u>	<u>428,460</u>
<u>Other assets</u>					
Notes receivable, long-term (Note 4)	118,328	113,975	112,146	110,685	109,040
Cash held for other than operating (Note 2)	-	-	5	5	5
Total other assets	<u>118,328</u>	<u>113,975</u>	<u>112,151</u>	<u>110,690</u>	<u>109,045</u>
Total assets	<u>\$ 1,090,057</u>	<u>1,057,764</u>	<u>828,860</u>	<u>873,197</u>	<u>1,060,202</u>
LIABILITIES					
<u>Current liabilities</u>					
Accounts payable (Note 6)	\$ 653,597	752,028	455,138	414,278	330,842
Agency accounts	50,792	46,840	43,612	39,085	38,182
Capital leases payable, current	54,763	46,510	42,829	35,783	42,604
Total current liabilities	<u>759,152</u>	<u>845,378</u>	<u>541,579</u>	<u>489,146</u>	<u>411,628</u>
<u>Other liabilities</u>					
Long-term accrued expenses (Note 6)	5,034	9,174	5,952	49,719	43,751
Note payable, long-term	-	-	57,174	164,674	272,174
Capital leases payable, long-term	108,923	136,156	172,232	55,932	91,715
Total other liabilities	<u>113,957</u>	<u>145,330</u>	<u>235,358</u>	<u>270,325</u>	<u>407,640</u>
Total liabilities	<u>873,109</u>	<u>990,708</u>	<u>776,937</u>	<u>759,471</u>	<u>819,268</u>
NET ASSETS					
Unrestricted: unallocated	(573,014)	(588,751)	(312,347)	(86,346)	168,352
Unrestricted: net invested in plant	553,533	464,300	201,153	103,174	21,967
Total net assets without donor restrictions	<u>(19,481)</u>	<u>(124,451)</u>	<u>(111,194)</u>	<u>16,828</u>	<u>190,319</u>
Net assets with temporary donor restrictions (Note 11)	<u>236,429</u>	<u>191,507</u>	<u>163,117</u>	<u>96,898</u>	<u>50,615</u>
Total net assets with donor restrictions	<u>236,429</u>	<u>191,507</u>	<u>163,117</u>	<u>96,898</u>	<u>50,615</u>
Total net assets	<u>216,948</u>	<u>67,056</u>	<u>51,923</u>	<u>113,726</u>	<u>240,934</u>
Total liabilities and net assets	<u>\$ 1,090,057</u>	<u>1,057,764</u>	<u>828,860</u>	<u>873,197</u>	<u>1,060,202</u>

* Inter-fund borrowing is eliminated in the combined totals.
See accompanying notes.

TAKOMA ACADEMY
Statements of Changes in Net Assets (page 1 of 2)
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

CHANGES IN NET ASSETS WITHOUT DONOR

RESTRICTIONS	2024	2023	2022	2021	2020
<u>Revenues and support without donor restrictions</u>					
Tuition	\$ 2,388,715	2,388,062	2,266,411	2,193,542	2,662,710
Fees	162,908	167,475	161,458	149,665	182,490
Investment income	4,363	1,836	1,465	1,650	2,167
Development income	93,939	35,239	33,551	15,010	39,258
Grant income	2,800	1,615	2,020	2,860	4,760
Miscellaneous income	84,666	141,627	44,656	47,951	113,229
Total revenues without donor restrictions	2,737,391	2,735,854	2,509,561	2,410,678	3,004,614
Released from donor restrictions	553,603	516,610	490,481	134,754	310,175
Total revenues and support without donor restrictions	3,290,994	3,252,464	3,000,042	2,545,432	3,314,789
<u>Expenses and losses</u>					
<u>Educational and general program services</u>					
Instructional (Note 14)	2,286,478	2,251,688	2,163,950	1,886,669	2,207,429
Student services (Note 14)	217,380	162,423	157,807	120,458	136,872
Student financial aid (Note 14)	312,803	346,407	409,103	344,343	449,408
Total educational and general program services	2,816,661	2,760,518	2,730,860	2,351,470	2,793,709
<u>Supporting services</u>					
Institutional support (Note 14)	1,006,981	1,138,880	999,566	924,454	881,302
Auxiliaries (Note 14)	15,067	17,716	17,851	23,432	23,277
Total supporting services functions	1,022,048	1,156,596	1,017,417	947,886	904,579
Total operating expenses and losses	3,838,709	3,917,114	3,748,277	3,299,356	3,698,288
Net increase (decrease) without subsidy	(547,715)	(664,650)	(748,235)	(753,924)	(383,499)
Subsidies without donor restrictions received (Note 9)	715,000	604,693	610,024	600,605	840,040
Contributed services (Note 12)	-	59,197	76,247	-	40,381
Increase (decrease) in net assets without donor restrictions	167,285	(760)	(61,964)	(153,319)	496,922
NONOPERATING ACTIVITY WITHOUT DONOR RESTRICTIONS					
Nonoperating revenue (Note 10)	(62,315)	(12,497)	(66,058)	(20,172)	(6,911)
Net increase (decrease) from nonoperating activity	(62,315)	(12,497)	(66,058)	(20,172)	(6,911)
Increase (decrease) in net assets without donor restrictions	104,970	(13,257)	(128,022)	(173,491)	490,011

See accompanying notes.

TAKOMA ACADEMY
Statements of Changes in Net Assets (page 2 of 2)
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	2024	2023	2022	2021	2020
Increase (decrease) in net assets without donor restrictions	\$ 104,970	(13,257)	(128,022)	(173,491)	490,011
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS					
Changes in net assets with temporary donor restrictions					
Operating donations with donor restrictions	524,080	344,580	556,700	181,037	316,239
Capital donations with donor restrictions	74,445	200,420	-	-	-
Total income with temporary donor restrictions	598,525	545,000	556,700	181,037	316,239
Released from donor restricted operations	(553,603)	(516,610)	(490,481)	(134,754)	(310,175)
Increase (decrease) net assets with temporary donor restrictions	44,922	28,390	66,219	46,283	6,064
Increase (decrease) in net assets with donor restrictions	44,922	28,390	66,219	46,283	6,064
Increase (decrease) in net assets	149,892	15,133	(61,803)	(127,208)	496,075
Net assets, beginning of year	67,056	51,923	113,726	240,934	(255,141)
Net assets, end of year	\$ 216,948	67,056	51,923	113,726	240,934

See accompanying notes.

TAKOMA ACADEMY
Statements of Cash Flows
For the years ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
OPERATING ACTIVITIES					
Increase (decrease) in net assets	\$ 149,892	15,133	(61,803)	(127,208)	496,075
Adjustments to reconcile change in net assets to net cash provided:					
Depreciation expense (Note 5)	107,312	103,269	71,482	104,725	108,357
(Assets) added for capital leases	(32,398)	(9,601)	(231,653)	-	-
Liabilities added for capital leases	32,398	9,601	231,653	-	-
Provision for uncollectible accounts receivable	8,759	10,732	6,027	45,936	(22,607)
Net gain or (loss) on lease termination	-	-	32,163	-	-
(Increase) decrease, accounts receivable	(44,787)	3,583	(21,876)	89,966	(25,890)
(Increase) decrease, inventories and prepaid	1,865	9,355	(11,220)	-	1,503
Increase (decrease), accounts payable	(98,431)	296,890	40,860	83,436	(151,847)
Increase (decrease), accrued expenses	(4,140)	3,222	(43,767)	5,968	7,468
(Increase) decrease, agency account cash	(3,952)	(3,228)	(4,527)	(903)	(11,562)
Increase (decrease), agency account liability	3,952	3,228	4,527	903	11,562
Net cash provided (used) by operating activities	<u>120,470</u>	<u>442,184</u>	<u>11,866</u>	<u>202,823</u>	<u>413,059</u>
INVESTING ACTIVITIES					
Notes receivable issued/reinvested interest	(4,363)	(1,830)	(1,466)	(1,650)	(2,166)
Purchases of plant assets	(145,167)	(267,246)	(41,749)	(35,828)	(52,409)
Net cash provided (used) by investing activities	<u>(149,530)</u>	<u>(269,076)</u>	<u>(43,215)</u>	<u>(37,478)</u>	<u>(54,575)</u>
FINANCING ACTIVITIES					
Principal payments on long-term debt	-	(57,174)	(107,500)	(107,500)	(114,145)
Principal payments on capital leases	(51,378)	(41,996)	(52,375)	(42,604)	(48,939)
Net cash provided (used) by financing activities	<u>(51,378)</u>	<u>(99,170)</u>	<u>(159,875)</u>	<u>(150,104)</u>	<u>(163,084)</u>
Increase (decrease), cash and cash equivalents	(80,438)	73,938	(191,224)	15,241	195,400
Cash and cash equivalents, beginning of year	101,804	27,866	219,090	203,849	8,449
Cash and cash equivalents, end of year	<u>\$ 21,366</u>	<u>101,804</u>	<u>27,866</u>	<u>219,090</u>	<u>203,849</u>

Supplemental cash flow data:

Cash paid for interest during 2024, 2023, 2022, 2021, and 2020 was \$7,375, \$9,247, \$4,460, \$3,659, and \$6,911, respectively.

See accompanying notes.

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies

Takoma Academy (Organization) is operated by the Potomac Conference Corporation of Seventh-day Adventists (Conference) to provide a Christian education to secondary level students within its territory.

The Organization receives most of its revenue in the form of tuition and other charges from the parents or guardians of its students. It also receives operating and capital subsidies from the Conference.

The Organization is a religious not-for-profit organization, and is exempt from federal, state, and local income taxes under provisions of section 501(c)(3) of the Internal Revenue Code, and corresponding sections of applicable state and local codes; except for taxes on unrelated business income as described in sections 511-514 of the Internal Revenue Code.

Summary of significant accounting policies

(a) Basis of accounting: The significant accounting policies of the Organization are essentially the same as generally accepted accounting principles for not-for-profit organizations as promulgated by the Financial Accounting Standards Board. The significant policies are described below to enhance the usefulness of the financial statements. The financial statements of the Organization have been prepared on the accrual basis of accounting. The Organization evaluates subsequent events and transactions that occur after year end for potential recognition or disclosure in the financial statements. These subsequent events have been considered through the auditors' opinion date, up to August 7, 2025, which was the date the financial statements were available to be issued.

(b) Use of estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(c) Restricted resources: The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with temporary donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from donor restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

(d) Net assets without donor restrictions: The governing board of the Organization has several standing policies that affect the presentation of board designations on net assets. Funds have been designated for future capital purchases, and education purposes.

(e) Plant assets and depreciation: Resources used for plant acquisitions and debt service payments are recorded as nonoperating activity. Restricted proceeds from sale of assets and restricted income from plant-related investments are recorded as restricted gains. Interest payments on plant-related debt are recorded as nonoperating expense. Plant assets are recorded at cost when purchased or at fair market value at date of gift. Plant assets that cost less than \$1,000 are not capitalized but are charged to expense. Depreciation of equipment is provided over the estimated useful lives of the respective assets on a straight-line basis. The following ranges of useful lives are assigned to plant assets: equipment, 3 - 20 years; library books, 10 years; textbooks, 3 years. Depreciation expense is distributed among the various instructional, auxiliary, and administrative expense functions that benefit from the respective assets.

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies (continued)

(f) Cash and equivalents: Cash equivalents are highly-liquid assets held for operating purposes, which are readily convertible to cash and have a maturity date of less than three months from date of acquisition. Cash equivalents held for other than operating purposes are classified as other assets. The increase or decrease in nonoperating cash and investments is reported in the statement of cash flows as investment activities.

(g) Fair value of financial instruments: Following are the major methods and assumptions used to estimate fair values.

Short-term financial instruments are valued at their carrying amounts included in the statement of financial position, which are reasonable estimates of fair value due to the relatively short period to maturity of the instruments. This applies to cash, cash equivalents, accounts receivable, and certain current liabilities.

(h) Current assets and liabilities: Assets and liabilities are classified as current or long-term, depending on their characteristics. This excludes from current assets, cash and claims to cash that are: restricted to use for other than current operations or board allocated for the acquisition or construction of plant assets or for the liquidation of plant-related debt. This excludes from current liabilities: long-term portion of all debt or plant-related debt payable within the next fiscal year to the extent covered by designated plant-related liquid assets. Working capital is calculated as current assets minus current liabilities.

(i) Investment income: Unrestricted income from operating investments, loans, and the like is accounted for as investment income. Unrestricted income from nonoperating investments is accounted for as nonoperating revenue.

(j) Functional allocation of expenses: The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, depreciation and plant maintenance expenses have been allocated among program and supporting services based upon square footage.

(k) Related organizations: The Organization is an affiliate of the Conference by reason of the following circumstances:

1. The officers of the Conference, and certain other members of the Conference staff, are members of the Board of Trustees of the Organization.
2. Legal title to all real property of the Organization is vested in the Conference. Asset values and related depreciation accounts are maintained in the financial records of the Conference.
3. A significant degree of financial support for operating purposes is received by appropriation from the Conference.

Details of amounts payable to the Conference, and financial transactions, other than those in the ordinary course of business, between the Organization and Conference, are set forth in Notes 6, 7, and 9.

(l) Concentrations of risk: The Organization receives most of its revenue from student-related activity. Budget and staff employment decisions each year typically must be made before actual enrollment is known. There is a risk that enrollment will be less than anticipated, which would reduce the ability of the Organization to finance its budgeted level of operations. Receivables which expose the Organization to credit risk are disclosed in Note 3. Additionally, the Organization has notes receivable outstanding from the Columbia Union Revolving Fund.

The Organizations maintain their cash accounts primarily in banks that operate nationwide. The total cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 1 – Organization description and summary of significant accounting policies (continued)

(m) Accounts receivable and provision for uncollectable accounts: Accounts receivable are stated at the amount management expects to collect from outstanding balances. An estimated allowance for uncollectable accounts is provided through routine additions based on charges, historical collection experience, and aging of receivables. Accounts deemed to be uncollectable are charged to the allowance.

Note 2 – Cash

	2024	2023	2022	2021	2020
<u>Operating cash</u>					
Imprest cash	\$ 99	99	99	99	99
Checking accounts	72,059	148,545	71,379	258,076	241,932
Total cash	72,158	148,644	71,478	258,175	242,031
Less: cash held for agency accounts	(50,792)	(46,840)	(43,612)	(39,085)	(38,182)
Total operating cash	\$ 21,366	101,804	27,866	219,090	203,849
<u>Other than operating</u>					
Checking account	\$ -	-	5	5	5
Total other than operating cash	\$ -	-	5	5	5

Note 3 – Accounts receivable

	2024	2023	2022	2021	2020
<u>Operating accounts receivables</u>					
Current students	\$ 156,028	128,942	116,239	121,184	263,434
Non-current students	862,296	845,633	853,599	847,572	801,636
Total student accounts	1,018,324	974,575	969,838	968,756	1,065,070
Allowance for doubtful accounts	(873,090)	(864,331)	(853,599)	(847,572)	(801,636)
Net student accounts	145,234	110,244	116,239	121,184	263,434
Faculty and staff accounts	4,346	4,346	4,346	4,346	4,346
Higher organizations	3,070	10,275	5,778	11,217	-
Other denominational institutions	12,739	16,566	16,233	3,900	9,769
Miscellaneous	16,590	4,520	17,670	3,770	2,770
Total accounts receivable, current	\$ 181,979	145,951	160,266	144,417	280,319

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 4 – Notes receivable

		2024		
		Current	Long-term	Total
<u>Operating fund</u>				
Columbia Union Revolving Fund (CURF) - 90 day demand note, 3.50%*	\$	373	118,328	118,701
Total notes receivable	\$	373	118,328	118,701

		2023		
		Current	Long-term	Total
<u>Operating fund</u>				
CURF - 90 day demand note, 2.00%*	\$	363	113,975	114,338
Total notes receivable	\$	363	113,975	114,338

		2022		
		Current	Long-term	Total
<u>Operating fund</u>				
CURF - 90 day demand note, 1.25%*	\$	357	112,146	112,503
Total notes receivable	\$	357	112,146	112,503

		2021		
		Current	Long-term	Total
<u>Operating fund</u>				
CURF - 90 day demand note, 1.50%*	\$	352	110,685	111,037
Total notes receivable	\$	352	110,685	111,037

		2020		
		Current	Long-term	Total
<u>Operating fund</u>				
CURF - 90 day demand note, 2.00%*	\$	347	109,040	109,387
Total notes receivable	\$	347	109,040	109,387

*Long-term portion allocated for student scholarships

Note 5 – Plant assets

		2024			
		Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
<u>Educational, general, and auxiliaries</u>					
Equipment	\$	780,856	496,139	284,717	43,307
Leased equipment		273,651	96,390	177,261	48,299
Library books		897	897	-	-
Textbooks		168,815	134,527	34,288	15,706
Construction in progress		220,953	-	220,953	-
Total plant assets	\$	1,445,172	727,953	717,219	107,312

		2023			
		Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
<u>Educational, general, and auxiliaries</u>					
Equipment	\$	682,255	452,832	229,423	36,771
Leased equipment		241,253	48,091	193,162	48,091
Library books		897	897	-	-
Textbooks		156,106	118,821	37,285	18,407
Construction in progress		187,096	-	187,096	-
Total plant assets	\$	1,267,607	620,641	646,966	103,269

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 5 – Plant assets (continued)

	2022			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
<u>Educational, general, and auxiliaries</u>				
Equipment	\$ 619,692	416,061	203,631	31,797
Leased equipment	231,652	-	231,652	17,619
Library books	897	897	-	-
Textbooks	138,519	100,414	38,105	22,066
Total plant assets	<u>\$ 990,760</u>	<u>517,372</u>	<u>473,388</u>	<u>71,482</u>

	2021			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
<u>Educational, general, and auxiliaries</u>				
Equipment	\$ 577,943	384,264	193,679	31,292
Leased equipment	265,974	160,261	105,713	49,983
Library books	897	897	-	19
Textbooks	138,519	78,348	60,171	23,431
Total plant assets	<u>\$ 983,333</u>	<u>623,770</u>	<u>359,563</u>	<u>104,725</u>

	2020			
	Total Cost	Accumulated Depreciation	Net Value	Depreciation Expense
<u>Educational, general, and auxiliaries</u>				
Equipment	\$ 551,575	352,972	198,603	33,021
Leased equipment	265,974	110,279	155,695	53,195
Library books	897	878	19	55
Textbooks	129,059	54,916	74,143	22,086
Total plant assets	<u>\$ 947,505</u>	<u>519,045</u>	<u>428,460</u>	<u>108,357</u>

Note 6 – Accounts payable

	2024	2023	2022	2021	2020
<u>Current accounts payable</u>					
Commercial	\$ 32,085	65,492	88,698	38,954	23,503
Conference	505,136	590,784	258,225	255,473	197,557
Student credit balances	43,705	43,654	45,301	41,888	46,221
Deferred income	46,318	25,550	35,346	45,284	38,177
Accrued vacation payable	19,867	19,175	21,719	26,680	17,577
Accrued employee expenses	6,486	7,373	5,849	5,999	7,807
Total current accounts payable	<u>\$ 653,597</u>	<u>752,028</u>	<u>455,138</u>	<u>414,278</u>	<u>330,842</u>
<u>Long-term accounts payable</u>					
Retirement allowance accrual	\$ 5,034	9,174	5,952	49,719	43,751
Total long-term accounts payable	<u>\$ 5,034</u>	<u>9,174</u>	<u>5,952</u>	<u>49,719</u>	<u>43,751</u>

Note 7 – Notes payable

	2024	2023	2022	2021	2020
Conference; \$750,000 @1.25%, principal and interest payable at \$6,645 per month	\$ -	-	57,514	164,674	272,174
Total	<u>\$ -</u>	<u>-</u>	<u>57,514</u>	<u>164,674</u>	<u>272,174</u>

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 8 – Capital lease liability

The Organization leased smart boards, copiers and printers from DCA Imaging Systems from 2022-2024, Marlin Leasing Company from 2020-2022 and Xerox in 2020. The obligation is recorded at the present value of lease payments. The assets are depreciated over the lower of the related lease term or the estimated productive life.

	2024	2023	2022	2021	2020
DCA - boards lease, 4.5%, \$1,054 per month	\$ 27,520	38,650	47,941	-	-
DCA - boards lease, 4.5%, \$604 per month	27,485	-	-	-	-
DCA - copier lease, 4.5%, \$3,249 per month	102,508	136,018	167,120	-	-
DCA - printer lease, 4.5%, \$179 per month	6,173	7,998	-	-	-
Xerox C70 and WC5955, 12.12%, \$1,644 per month	-	-	-	-	7,979
Marlin copier and printers, 3.3%, \$3,189 per month	-	-	-	91,715	126,340
Total capital lease - net present value	<u>\$ 163,686</u>	<u>182,666</u>	<u>215,061</u>	<u>91,715</u>	<u>134,319</u>
Future minimum lease payments:		DCA Boards	DCA Boards	DCA Copier	DCA Printer
2025 \$		11,643	6,144	35,067	1,909
2026		12,177	6,426	36,707	1,997
2027		3,700	6,722	30,734	2,089
2028		-	7,030	-	178
2029		-	1,163	-	-
Total future principal payments		27,520	27,485	102,508	6,173
Future interest payments		1,489	2,705	6,782	450
Total future minimum lease payments \$		<u>29,009</u>	<u>30,190</u>	<u>109,290</u>	<u>6,623</u>

Note 9 – Subsidies received

	2024	2023	2022	2021	2020
General operating - Conference	\$ 715,000	604,693	610,024	600,605	840,040
Total subsidies without donor restrictions received	<u>\$ 715,000</u>	<u>604,693</u>	<u>610,024</u>	<u>600,605</u>	<u>840,040</u>

Note 10 – Nonoperating activity

	2024	2023	2022	2021	2020
Gain (loss) on asset disposal	\$ -	-	(61,598)	-	-
Plant-related interest expense	(7,375)	(9,247)	(4,460)	(3,659)	(6,911)
Miscellaneous	(54,940)	(3,250)	-	(16,513)	-
Total nonoperating expense	<u>\$ (62,315)</u>	<u>(12,497)</u>	<u>(66,058)</u>	<u>(20,172)</u>	<u>(6,911)</u>

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 11 – Net assets with temporary donor restrictions

<u>Operating</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Student aid (scholarship)	\$ 16,737	39,742	46,483	23,140	-
Other	121,382	106,583	96,776	51,100	40,388
Development	5,416	19,427	7,427	10,227	10,227
Capital projects	92,894	25,755	12,431	12,431	-
Total net assets with temporary donor restrictions	<u>\$ 236,429</u>	<u>191,507</u>	<u>163,117</u>	<u>96,898</u>	<u>50,615</u>

Note 12 – Contributed services

Under provisions of Financial Accounting Standards Board's Accounting Standards Codification Section 958-605-25-16, contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The Organization has received the services of the General Conference Auditing Service during the years ended June 30, 2024, 2023, 2022, 2021, and 2020. The amount of contributed services recognized as revenues for the periods are \$0, \$59,197, \$76,247, \$0 and \$40,381 for the years then ended, respectively. These amounts are product of the number of person-hours spent in performing the audit and the cost-recovery rate established by the General Conference of Seventh-day Adventists. The cost of these services is paid 50% by General Conference of Seventh-day Adventists, North American Division and 50% by Columbia Union Conference of Seventh-day Adventists.

Note 13 – Related party transaction - personnel services

As described in Note 1, the Organization is affiliated with the Conference. All individuals who perform services at the Organization are legally employees of the Conference, and perform those services by agreement between the entities. The Conference, as the employer, determines rates of compensation, eligibility for other benefits, eligibility to participate in denominational retirement plans, and amounts of related retirement plan contributions. By agreement, the Conference determines the total cost of those services, which include all elements of compensation and benefits, and the Conference bills the Organization a calculated amount to recover some or all of those costs. The Organization records those billed costs as "contract services" expense, and distributes them among appropriate program and supporting services functions in the presentation of expenses in its statement of changes in net assets. Amounts charged for personnel services by the Conference amount to \$2,349,467, \$2,343,885, \$2,258,039, \$2,264,789, and \$2,277,204, and of these amounts \$245,581, \$251,258, \$197,367, \$267,832, and \$269,540 were charged for pension for the years ended June 30, 2024, 2023, 2022, 2021, and 2020, respectively.

Note 14 – Analysis of expenses

	<u>2024 Program Services</u>			<u>Total Program Services</u>
	<u>Instructional</u>	<u>Student Services</u>	<u>Student Financial Aid</u>	
Salaries, benefits, and taxes	\$ 1,309,910	-	-	1,309,910
Utilities, repair, and maintenance	352,400	88,545	-	440,945
Depreciation	54,259	24,471	-	78,730
Evangelism	1,389	-	-	1,389
Appropriations	-	-	312,803	312,803
Retirement plan contribution DB	122,082	-	-	122,082
Supplies and general	446,438	104,364	-	550,802
Total expenses	<u>\$ 2,286,478</u>	<u>217,380</u>	<u>312,803</u>	<u>2,816,661</u>

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 14 – Analysis of expenses (continued)

	2024 Supporting Services			2024 Total Program & Supporting Expenses
	Institutional Support	Auxiliaries	Total Supporting Services	
Salaries, benefits, and taxes	\$ 646,343	-	646,343	1,956,253
Travel expenses	134	-	134	134
Public relations	71,092	-	71,092	71,092
Utilities, repair, and maintenance	158,108	-	158,108	599,053
Depreciation	13,516	15,067	28,583	107,313
Evangelism	-	-	-	1,389
Appropriations	-	-	-	312,803
Retirement plan contribution DB	-	-	-	122,082
Supplies and general	117,788	-	117,788	668,590
Total expenses	<u>\$ 1,006,981</u>	<u>15,067</u>	<u>1,022,048</u>	<u>3,838,709</u>

	2023 Program Services			Total Program Services
	Instructional	Student Services	Student Financial Aid	
Salaries, benefits, and taxes	\$ 1,358,806	-	-	1,358,806
Utilities, repair, and maintenance	338,465	84,616	-	423,081
Depreciation	50,745	13,591	-	64,336
Evangelism	1,447	-	-	1,447
Appropriations	-	-	346,407	346,407
Retirement plan contribution DB	120,188	-	-	120,188
Supplies and general	382,037	64,216	-	446,253
Total expenses	<u>\$ 2,251,688</u>	<u>162,423</u>	<u>346,407</u>	<u>2,760,518</u>

	2023 Supporting Services			2023 Total Program & Supporting Expenses
	Institutional Support	Auxiliaries	Total Supporting Services	
Salaries, benefits, and taxes	\$ 607,545	-	607,545	1,966,351
Travel expenses	16,702	-	16,702	16,702
Public relations	60,839	-	60,839	60,839
Utilities, repair, and maintenance	155,819	-	155,819	578,900
Depreciation	21,217	17,716	38,933	103,269
Evangelism	-	-	-	1,447
Appropriations	-	-	-	346,407
Retirement plan contribution DB	-	-	-	120,188
Supplies and general	276,758	-	276,758	723,011
Total expenses	<u>\$ 1,138,880</u>	<u>17,716</u>	<u>1,156,596</u>	<u>3,917,114</u>

Takoma Academy
Notes to the Financial Statements
For the years ended June 30, 2024, 2023, 2022, 2021, and 2020

Note 14 – Analysis of expenses (continued)

	2022 Program Services			Total Program Services
	Instructional	Student Services	Student Financial Aid	
Salaries, benefits, and taxes	\$ 1,337,283	-	-	1,337,283
Utilities, repair, and maintenance	356,611	89,153	-	445,764
Depreciation	31,567	8,666	-	40,233
Evangelism	600	-	-	600
Appropriations	-	-	409,103	409,103
Retirement plan contribution DB	119,993	-	-	119,993
Supplies and general	317,896	59,988	-	377,884
Total expenses	<u>\$ 2,163,950</u>	<u>157,807</u>	<u>409,103</u>	<u>2,730,860</u>

	2022 Supporting Services			2022 Total Program & Supporting Expenses
	Institutional Support	Auxiliaries	Total Supporting Services	
Salaries, benefits, and taxes	\$ 533,278	-	533,278	1,870,561
Travel expenses	3,529	-	3,529	3,529
Public relations	52,660	-	52,660	52,660
Utilities, repair, and maintenance	164,465	149	164,614	610,378
Depreciation	13,547	17,702	31,249	71,482
Evangelism	-	-	-	600
Appropriations	-	-	-	409,103
Retirement plan contribution DB	-	-	-	119,993
Supplies and general	232,087	-	232,087	609,971
Total expenses	<u>\$ 999,566</u>	<u>17,851</u>	<u>1,017,417</u>	<u>3,748,277</u>

	2021 Program Services			Total Program Services
	Instructional	Student Services	Student Financial Aid	
Salaries, benefits, and taxes	\$ 1,327,400	-	-	1,327,400
Utilities, repair, and maintenance	225,335	56,334	-	281,669
Depreciation	47,910	12,937	-	60,847
Appropriations	-	-	344,343	344,343
Retirement plan contribution DB	124,440	-	-	124,440
Supplies and general	161,584	51,187	-	212,771
Total expenses	<u>\$ 1,886,669</u>	<u>120,458</u>	<u>344,343</u>	<u>2,351,470</u>

	2021 Supporting Services			2021 Total Program & Supporting Expenses
	Institutional Support	Auxiliaries	Total Supporting Services	
Salaries, benefits, and taxes	\$ 610,139	-	610,139	1,937,539
Public relations	17,409	-	17,409	17,409
Utilities, repair, and maintenance	104,145	-	104,145	385,814
Depreciation	20,446	23,432	43,878	104,725
Appropriations	-	-	-	344,343
Retirement plan contribution DB	-	-	-	124,440
Supplies and general	172,315	-	172,315	385,086
Total expenses	<u>\$ 924,454</u>	<u>23,432</u>	<u>947,886</u>	<u>3,299,356</u>

Takoma Academy
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Note 14 – Analysis of expenses (continued)

	2020 Program Services			Total Program Services
	Instructional	Student Services	Student Financial Aid	
Salaries, benefits, and taxes	\$ 1,377,329	-	-	1,377,329
Travel expenses	2,939	-	-	2,939
Utilities, repair, and maintenance	327,924	81,981	-	409,905
Depreciation	52,954	12,912	-	65,866
Evangelism	656	-	-	656
Appropriations	-	-	449,408	449,408
Retirement plan contribution DB	129,196	-	-	129,196
Supplies and general	316,431	41,979	-	358,410
Total expenses	<u>\$ 2,207,429</u>	<u>136,872</u>	<u>449,408</u>	<u>2,793,709</u>

	2020 Supporting Services			2020 Total Program & Supporting Expenses
	Institutional Support	Auxiliaries	Total Supporting Services	
Salaries, benefits, and taxes	\$ 549,352	-	549,352	1,926,681
Travel expenses	6,948	-	6,948	9,887
Public relations	30,240	-	30,240	30,240
Utilities, repair, and maintenance	152,737	1,190	153,927	563,832
Depreciation	20,404	22,087	42,491	108,357
Evangelism	-	-	-	656
Appropriations	-	-	-	449,408
Retirement plan contribution DB	-	-	-	129,196
Supplies and general	121,621	-	121,621	480,031
Total expenses	<u>\$ 881,302</u>	<u>23,277</u>	<u>904,579</u>	<u>3,698,288</u>

Methods used for allocation of expenses among program and supporting services

The financial statements report certain categories of expenses that are attributable to one or more program or supporting services of the Organization. Those expenses include depreciation, health care benefits, and plant maintenance. Depreciation and plant maintenance are allocated based on a square footage basis, and health care benefits are allocated as a percentage of payroll costs.

Takoma Academy
Notes to the Financial Statements
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Note 15 – Liquidity and availability

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Financial assets, at year-end*	\$ 372,838	408,933	344,252	513,634	631,742
Less those unavailable for general expenditures within one year, due to: <u>Contractual or donor-imposed restrictions:</u>					
Cash held for agency funds (Note 2)	(50,792)	(46,840)	(43,612)	(39,085)	(38,182)
Notes and loans receivable, long-term (Note 4)	(118,328)	(113,975)	(112,146)	(110,685)	(109,040)
Restricted by donor with time or purpose restrictions (Note 11)	<u>(236,429)</u>	<u>(191,507)</u>	<u>(163,117)</u>	<u>(96,898)</u>	<u>(50,615)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ (32,711)</u>	<u>56,611</u>	<u>25,377</u>	<u>266,966</u>	<u>433,905</u>

*Total assets, less nonfinancial assets (e.g. PPE, inventory, prepaids)

As part of the Organization's liquidity management, it invests cash in excess of daily requirements in short-term investments.

*Calculation of financial assets at year-end:

Total assets	\$ 1,090,057	1,057,764	828,860	873,197	1,060,202
Plant assets	(717,219)	(646,966)	(473,388)	(359,563)	(428,460)
Inventory/prepaids	<u>-</u>	<u>(1,865)</u>	<u>(11,220)</u>	<u>-</u>	<u>-</u>
Financial assets at year-end	<u>\$ 372,838</u>	<u>408,933</u>	<u>344,252</u>	<u>513,634</u>	<u>631,742</u>

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Notes to the Financial Statements
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Note 16 – Working capital and liquidity - operating fund

In order that adequate financial resources will be available for the sound and effective operation of all organizations, the Seventh-day Adventist denominational policy recommends organizations maintain specified levels of working capital and liquidity. This footnote summarizes the Organization's operating fund working capital and liquidity as compared to the policy recommendation stated in the *North American Division Working Policy*.

Working capital

Core expenses:	2024	2023	2022	2021	2020
Operating expenses	\$ 3,838,709	3,917,114	3,748,277	3,299,356	3,698,288
Minus: depreciation expense (Note 5)	(107,312)	(103,269)	(71,482)	(104,725)	(108,357)
Total core expenses	<u>3,731,397</u>	<u>3,813,845</u>	<u>3,676,795</u>	<u>3,194,631</u>	<u>3,589,931</u>

Available working capital

Current assets	254,510	296,823	243,321	402,944	522,697
Minus: current liabilities	(759,152)	(845,378)	(541,579)	(489,146)	(411,628)
Total working capital	<u>(504,642)</u>	<u>(548,555)</u>	<u>(298,258)</u>	<u>(86,202)</u>	<u>111,069</u>
Minus: current assets held for donor restrictions (Note 11)	(236,429)	(191,507)	(163,117)	(96,898)	(50,615)
Available working capital	<u>\$ (741,071)</u>	<u>(740,062)</u>	<u>(461,375)</u>	<u>(183,100)</u>	<u>60,454</u>

Recommended minimum available

<u>working capital</u>					
Six months of core expenses	\$ 1,865,699	1,906,923	1,838,398	1,597,316	1,794,966
Surplus/(deficit) in recommended minimum available working capital	<u>\$ (2,606,770)</u>	<u>(2,646,985)</u>	<u>(2,299,773)</u>	<u>(1,780,416)</u>	<u>(1,734,512)</u>

Available working capital in months (a minimum of six months is recommended)

(2.38)	(2.33)	(1.51)	(0.69)	0.20
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Liquidity statement

Cash and investments (Note 2)	\$ 21,366	101,804	27,866	219,090	203,849
Cash held for agency (Note 2)	50,792	46,840	43,612	39,085	38,182
Account receivable from higher organization (Note 3)	3,070	10,275	5,778	11,217	-
Columbia Union Revolving Fund, 90-day demand note (Note 4)	<u>373</u>	<u>363</u>	<u>357</u>	<u>352</u>	<u>347</u>
Total liquid assets	<u>75,601</u>	<u>159,282</u>	<u>77,613</u>	<u>269,744</u>	<u>242,378</u>
Minus: current liabilities	(759,152)	(845,378)	(541,579)	(489,146)	(411,628)
Minus: current assets held for donor restrictions (Note 11)	(236,429)	(191,507)	(163,117)	(96,898)	(50,615)
Available liquid assets	<u>\$ (919,980)</u>	<u>(877,603)</u>	<u>(627,083)</u>	<u>(316,300)</u>	<u>(219,865)</u>

Recommended minimum available

<u>liquid assets</u>					
Three months of core expenses	\$ 932,849	953,461	919,199	798,658	897,483
available liquid assets	<u>\$ (1,852,829)</u>	<u>(1,831,064)</u>	<u>(1,546,282)</u>	<u>(1,114,958)</u>	<u>(1,117,348)</u>

Available liquid assets in months (a minimum of three months is recommended)

(2.96)	(2.76)	(2.05)	(1.19)	(0.73)
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