



# St. Kateri Parish Town Hall Meeting

September 19, 2015



# Agenda

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- “House Keeping” Items
- Parish Council Presentation
- Finance Council Presentation
- Q & A



# Parish Council Presentation

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- Introduction of Pastoral Council Members
- Roles of Parish and Finance Council
- Year in Review
- Looking Forward



# Pastoral Council Members

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- Janet Archibald
- Luisa Baars
- Brendan Cole  
(Youth)
- Vicky Critchley
- Michele Doherty
- Bill Doran
- Maryfran Fettinger
- Mike Messenger
- John Miller
- Peter Nowak
- Molly Ramich  
(Youth)
- Dan Schum
- Patty Sheridan
- Colleen White



# Parish and Finance Council Roles

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- **Advisory Board**
  - Vision and Mission
  - Mass Schedule
  - Relegation
  - Budgeting, investing, income, expense, etc.
  - Eyes and Ears for the Pastor
- **Parish Council Mtg – 4<sup>th</sup> Tuesday of the month**
- **Finance Council Mtg – 4<sup>th</sup> Monday of the month**
- **Open Forum, email address, bulletin**



# Year in Review –

## 2015 (July - June) Parish Stats

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- Enrollment in SKT School – consistent with 2014
- 314 Funeral Masses Celebrated
- 125 Baptisms Celebrated
- Marriage Ceremonies
  - 23 for 2014
  - 16 for 2015 (so far)



# Year in Review – Ministries

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- **Baptism Ministry**
  - Assist before and after celebration
  - Future gatherings
  - Expand to all sites – Volunteers needed
  
- **Youth Minister – Colleen Trevisani**
  - NYCY – Taking Stock



# Year in Review – Other Items

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- Parish Directory – 2 to 3 weeks
- Mass Schedule – Daily Masses
  - Two masses a day (M-F)
- Vision and Mission
  - Future





# Looking Forward

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- St. Thomas and Latin Mass Community
  - Memorandum of Understanding
- St. Salome Relegation
- Pope Francis – Philadelphia – Sept. 27<sup>th</sup>



# Finance Council Members

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- John Aloisio
- Richard Barone
- Paul Crane
- John Gantert
- Lori Klafehn
- Ellen Muratore
- Norb Rappi
- John Schoen
- David Shaheen
- Paul Zoltoski



# Year in Review – Income – FY 2015

		June 30, 2015		June 30, 2014	
		Amount	% of Revenue	Amount	% of Revenue
Operating Revenues:					
	Offertory	\$1,661,869	53%	\$1,635,774	54%
	Program Revenue	179,216	6%	153,334	5%
	School Tuition & Grants	798,786	25%	860,571	28%
	Gifts, Donations, Bequests	215,282	7%	56,963	2%
	Fundraising Revenue	167,572	5%	148,103	5%
	Rental Income	65,792	2%	117,835	4%
	Other	74,099	2%	64,564	2%
Total Operating Revenues		3,162,616	100%	3,037,144	100%



# Year in Review – Expenses – FY 2015

	June 30, 2015		June 30, 2014	
	Amount	% of Revenue	Amount	% of Revenue
<b>Operating Expenses:</b>				
Personnel Costs	2,208,203	70%	2,273,995	75%
Contracted Services	86,981	3%	50,143	2%
Buildings & Occupancy	370,456	11%	464,940	15%
Supplies	121,448	4%	138,079	5%
Program Costs	100,195	3%	93,604	3%
Fundraising Costs	92,803	3%	38,518	1%
Other	152,332	5%	181,278	6%
<b>Total Operating Expenses</b>	<b>3,132,418</b>	<b>99%</b>	<b>3,240,557</b>	<b>107%</b>



# Year in Review – Bottom Line – FY 2015

	June 30, 2015		June 30, 2014	
	Amount	% of Revenue	Amount	% of Revenue
Total Operating Revenues	3,162,616	100%	3,037,144	100%
Total Operating Expenses	3,132,418	99%	3,240,557	107%
Excess (Deficiency) of Operating Revenues over Operating Expenses	30,198	1%	(203,413)	-7%
Non-operating Revenue (Expense)	(107,387)	-3%	612,446	20%
Excess (Deficiency) of Revenues over Expenses	(\$77,189)	-2%	\$409,033	13%



# Year in Review – Assets – June 30, 2015

Assets			
		2015	2014
Cash:			
	Operating Accounts	\$310,588	\$376,328
	Parish Organizations' Accounts	14,499	24,051
Investments - Designated:			
	Renewals & Replacements	1,840,239	1,880,993
	Education	539,161	488,018
Tuition and Other Receivables		58,425	23,195
Other		12,017	8,231
Total Assets		\$2,774,930	\$2,800,816



# Year in Review – Liabilities and Fund Balance – June 30, 2015

Liabilities and Fund Balance				
			2015	2014
Accounts Payable & Accrued Expenses			\$144,414	\$140,541
Payroll Liabilities			2,717	5,580
Diocesan & Other Collections Liability			3,971	8,682
Other			31,008	21,976
Deferred Tuition & Other Revenue			77,820	31,231
Total Liabilities			259,930	208,010
Fund Balance			2,515,000	2,592,806
Total Liabilities & Fund Balance			\$2,774,930	\$2,800,816



# Looking Forward – FY 2016 Budget - Income

	Amount	% of Revenue
Operating Revenues:		
Offertory	\$1,736,000	52%
Program Revenue	246,000	7%
School Tuition & Grants	756,780	23%
Gifts, Donations, Bequests	269,500	8%
Fundraising Revenue	140,000	5%
Rental Income	108,600	3%
Other	75,600	2%
<b>Total Operating Revenues</b>	<b>3,332,480</b>	<b>100%</b>





# Looking Forward – FY 2016 Budget - Expense

	Amount	% of Revenue
Operating Expenses:		
Personnel Costs	2,225,352	67%
Contracted Services	162,881	5%
Buildings & Occupancy	519,947	15%
Supplies	117,000	3%
Program Costs	87,800	3%
Fundraising Costs	55,000	2%
Other	164,500	5%
<b>Total Operating Expenses</b>	<b>3,332,480</b>	<b>100%</b>



# Looking Forward – FY 2016 Budget – Bottom Line

	Amount	% of Revenue
Total Operating Revenues	3,332,480	100%
Total Operating Expenses	3,332,480	100%
Excess (Deficiency) of Operating Revenues over Operating Expenses	0	0%
Non-operating Revenue (Expense)	(683,753)	-21%
Excess (Deficiency) of Revenues over Expenses	(\$683,753)	-21%



# Looking Forward – Stable Patrimony



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## Long Term Asset Management (Stable Patrimony) Policy

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Issued by: Bishop Matthew H. Clark

Date Issued: June 6, 2012

Last Updated: November 4, 2013

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### KEY POLICY STATEMENTS:

- The purpose of this policy is to assist parishes in preserving their long term assets by avoiding the temptation to spend their long term assets on short term operating expenses and by cataloging items of value.

### Assets

- Funds exceeding 10% of a parish's annual offertory or \$30,000, whichever is greater, are generally considered long term funds, must be invested and are subject to this policy.
- Long Term funds require dual signatures for withdrawal, that of the Secretary/Treasurer (Pastor/Pastoral Administrator) AND the President (Bishop) or Vice President (Vicar General) or CFO or Chancellor. This requirement is not necessary if the funds are invested in The Communis Fund of the Diocese of Rochester.
- No more than 5% of the rolling 20 quarter average value of the invested funds may be withdrawn in any fiscal year without written permission of the President (Bishop) or his designee.



# Looking Forward – Stable Patrimony

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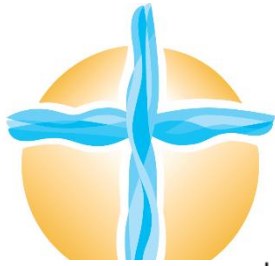
## Rationale

Stable Patrimony (Long Term Assets) is a category of ecclesiastical goods. It is destined to remain in the possession of the owner for a long or indefinite period of time to afford financial security for the future. It is the opposite of free or liquid capital which is intended to be used to meet operating expenses. There are four general categories of stable patrimony:

1. Non-Consumable Items
2. Long Term Investments
3. Restricted Funds
4. Alienation of Real Property

Each is discussed in more detail below.

As parish reorganization continues and parishes to pursue the sale of land, buildings, or other materials, there is a growing concern that such proceeds are being used for the purposes of ordinary administration thereby jeopardizing the long term financial security of the parish. The same applies to other monies or non-consumable items received such as gifts or bequests.



# Looking Forward – Stable Patrimony

## Long-Term Investments

Funds exceeding 10% of a parish's annual offertory or \$30,000, whichever is greater, are generally considered long term and therefore subject to this policy. If coded correctly, these funds would generally be reflected in the Chart of Accounts in the 1200-1300 range for Sage and 1050-1099 in Peachtree.

Proceeds of alienation, gifts, donations, unrestricted bequests and funds left over after expenses which can usefully be set aside should be invested (canon 1284, §2, 6) in accordance with the Parish's Investment Policy.

While gains from invested funds can be useful to offset operating losses, no more than 5% of the rolling 20 quarter average value of the invested funds may be withdrawn in any fiscal year as recommended by the Diocesan Stewardship Council and adopted by the Diocese. This is the same standard adopted by the New York Prudent Management of Institutional Funds Act (NYPMIFA).

In the event of extraordinary or unforeseen circumstances, in order to withdraw more than 5%, written consent from the Diocesan Bishop or his designee must be obtained.

Withdrawals from parish long term investment accounts require dual signatures of the Secretary{Treasurer (Pastor/Pastoral Administrator) and the President (Bishop) or Vice President (Vicar General) or CFO or Chancellor of the Diocese. An exception to this is when the Parish long term funds are invested in The Communis Fund of the Diocese of Rochester.



# Looking Forward – Stable Patrimony

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## **Restricted Funds**

Parishes will sometimes receive donor restricted funds. Donor restricted funds are funds provided by a donor for a specific purpose. The Parish is not obligated to accept donor restricted funds. Funds solicited by the Parish for a specific purpose are restricted funds and must be applied to the purpose specified in solicitation materials. Solicitation materials must be reviewed by diocesan counsel prior to publication and distribution.

Please consult the Gift Acceptance Policy.



# Questions

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