

Archdiocese of Baltimore

FY 2015 Budget

Report on Allocation and Use of Cathedraticum

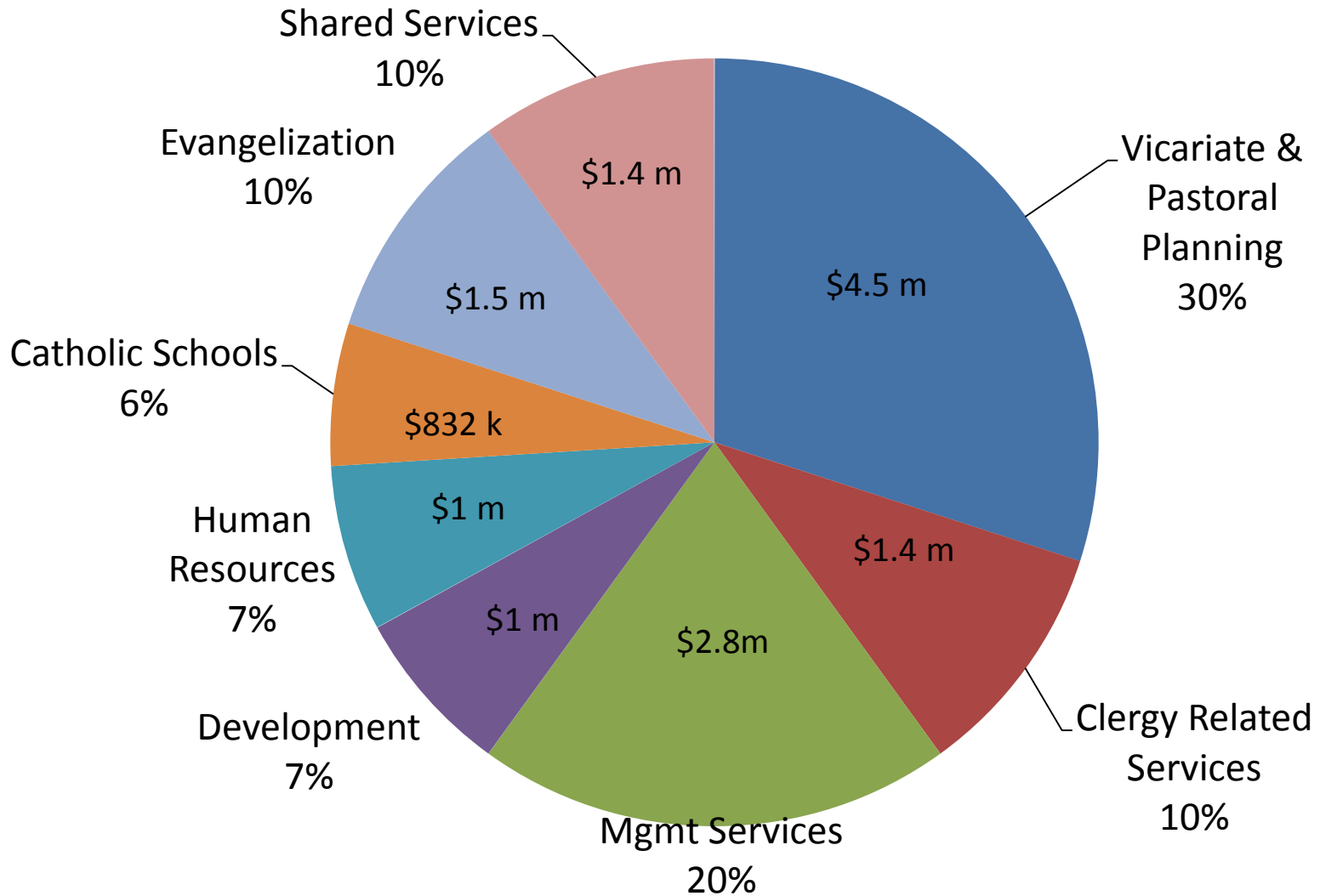
FY15 Budget Overview

Budget Area	Primary Restraint/ Budget Policy	Est. Expense
Central Service Core Operations	Must stay within Cathedraticum Estimated fees and other income help offset cathedraticum burden	20.9 million <u>(6.5)</u> million 14.4 million
External Assistance (1)	Must stay within income generated from unrestricted gifts and interest income and dividends	\$3.9 million
Insurance Health Benefits Risk	All insurance programs are sustained by premiums paid by participants of the program – parish/schools/agencies of the Archdiocese	\$40.9 million \$6.3 million \$9.3 million

(1) External assistance does not include approximately \$10 million in annual grants provided by the Archdiocese made possible from the funds raised in the Annual Appeal, Partners in Excellence and Catholic Community Foundation.

Catholic Center Core Operating Budget – FY15

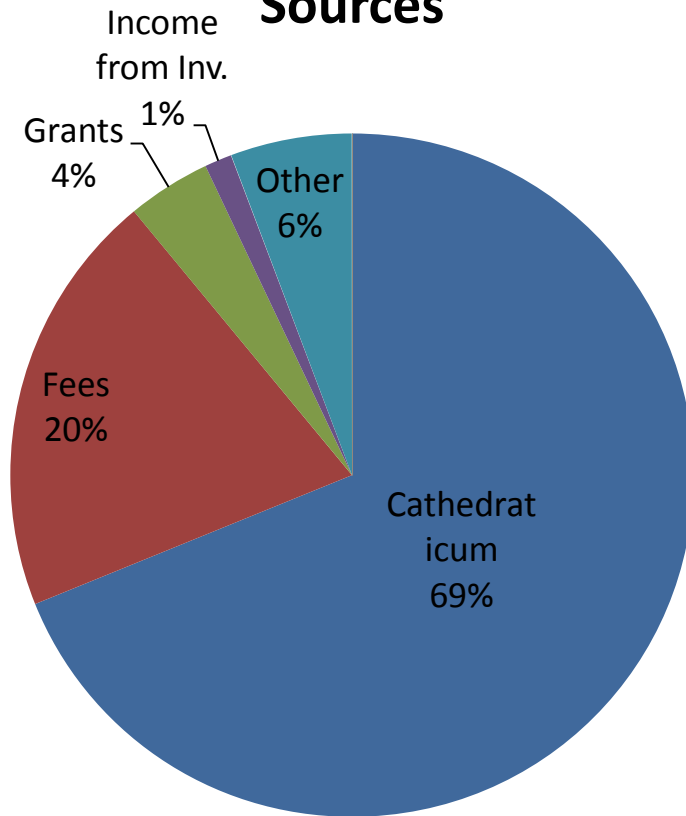
Allocation of \$14.4 Million Cathedraticum



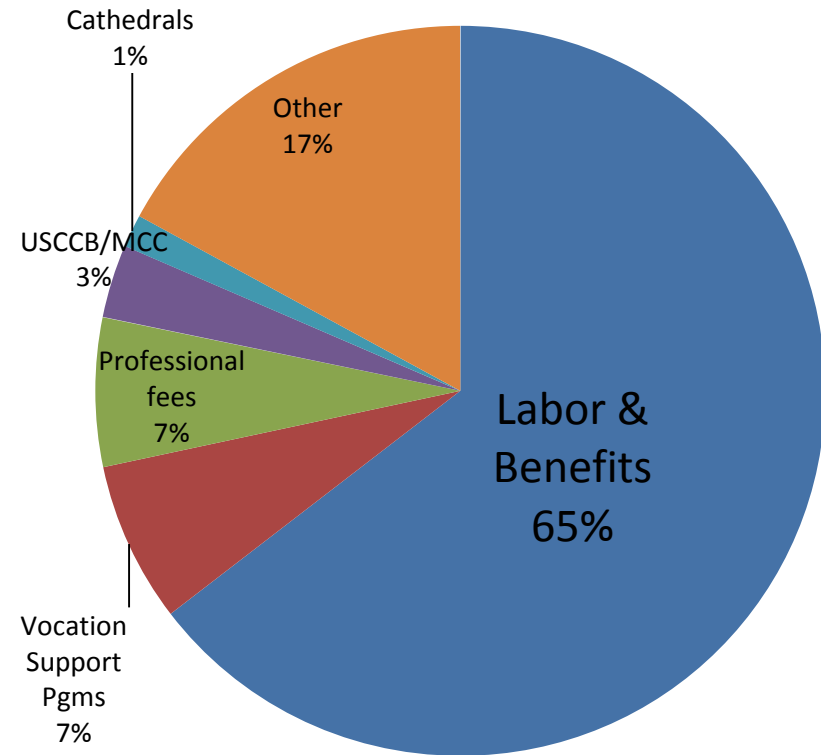
Overall Sources and Uses

FY15 Core Services Budget - \$20.9 m

Sources



Uses



What Generates the \$14.4 million of Cathedraticum?

- Assessment on parish only unrestricted income
- Step %
 - 1ST \$100K - 6.5%
 - 2ND \$100K – 12.5%
 - Therafter – 15.5%
- No campaign related collections or parish share income from Archbishop annual/capital appeals are taxed
- Deductions on taxable income are given for tuition assistance and catholic review expenditures and any expense associated with revenue generated activity such as child care services
- Top 10 parishes generate 25% of total (St. Mary, Annapolis largest. Tax represented 13.3% of operating income and 13% of operating expenses)
- Next 50 parishes generate 50% of total
- Remaining 88 parishes generate 25% (St. Michael, Clear Spring smallest. Tax represents 6.3% of oper. Income and 4.5% of oper. expense.)

Largest costs item is labor – Core Services Full Time Equivalent Headcount Remains consistent since layoffs of FY10

Department	FY15 FTE	FY11FYE	Notes
Vicariate & Pastoral Planning & Clergy Services	60.5	56.0	Added 3 for Bishop Residence as part of budget and increased by 2 Hospital Chaplains offset by decreases in Tribunal, Respect Life and Vocations
Management Services	49.5	47	Includes new Dir. Of Cemeteries
Development	17	17.5	Does not include EOM staff paid by campaign
Human Resources	9	10	
Evangelization	23.5	26.75	
Catholic Schools	9.25	10.5	
Totals	168.75	167.75	FY15 total salaries = \$9.54 million which represents a total increase 4.8% since FY11 budget or < 1% per year.

Vicariate & Pastoral Planning

FY15 Divisional Budgets and Use of Cathedraticum

- Office of the Archbishop – 8 .5positions - \$1,491,388
- Neumann Vicariate – 7 positions – \$715,134
- Seton Vicariate – 6.5 positions - \$652,888
- Office of the General Vicar – 6.5 positions – \$685,264
- Residence – 3 positions - \$298,573
- Tribunal Office – 5 positions - \$500,101
- Office of Child Protection – 4.5 positions - \$381,365
- Office of Communications – 4 positions - \$842,810
- Respect Life Office – 2 positions - 205,712
- Missions Office – 2.5 position - \$402,368

Total cost budget =	\$6,175,604
Less Support	
Program and Service fees	(795,355)
Investment/Grant/Other	(898,905)
 Cathedraticum Used	 \$4,481,344
 30% of Total Cathedraticum	

Major Programs/Events/Non-Labor Cost Items

- | | | |
|---------------------------|-----------------------|-----------------------------------|
| * Apostleship of the Sea | * Archives | * African/American Ministries |
| * Hispanic Ministries | * Planning Office | * Mission Cooperative & Haiti |
| * Catholic Communications | * Catholic University | * Consecrated Life Events/Support |
| * Chancellor Office | * Project Rachel | * Bishop's Residences and Events |

Vicariate and Pastoral Leadership Personnel Listing

- Office of the Archbishop

- Archbishop William E. Lori
- Rev. J. Marcello, Secretary to Archbishop
- Msgr. J. FitzGerald, AOS Program
- Msgr. A. Parker, Vice Chancellor
- Diane Barr, Chancellor
- Sr. Ortiz, Consecrated Life
- J. Runey, Admin
- M. Barrick, Admin
- Open, Admin

- Office of the Vicar General

- Msgr. R. Woy, Vicar General
- L. Markowski, Admin
- Msgr. R. Hartnett, Planning office
- L. Thomas, planning admin
- M. Pacione, planning
- Open planning position

- Neumann Vicariate

- Most Rev. Denis J. Madden, Vicar
- A. Scharbach, Associate
- D. Daly, Associate
- K. Mesaris, Admin
- Open, African/American Ministries, Director
- H. Roberts, African/American Ministries
- A. Cooper, Admin
- D. Mwaura, Housekeeping (split with Seton)

- Seton Vicariate

- Most Rev. Mitchell T. Rozanski, Vicar
- T. Little, Associate
- C. Yeung, Associate
- D. Weidner, Admin
- Sr. Mercedes Castillo-Razo, Hispanic Ministries, Director
- L. Pappas, Admin
- D. Mwaura, Housekeeping (split with Neumann)

Vicariate and Pastoral Leadership Personnel Listing

- **Tribunal**
 - Rev. Gilbert Seitz, Judicial Vicar
 - Rev. William Graham, Adjutant JV
 - T. Ewen, Admin/Notary
 - P. Walls, Admin/Notary
 - K. Passauer, Admin/Notary
 - Stipend Assistance
 - Rev. J. Ward
 - Rev. M. Carrion
 - Rev. C. Moore
 - Deacon A. Norcio
- **Office of Child Protection**
 - Alison D’Alessandro, Director
 - J. Burkhardt
 - C. Lewis
 - J. Tillman
 - Open, Admin
- **Communications Office**
 - Sean Caine, Director
 - S. Hall
 - A. Briggs
 - P. Nadolny
- **Respect Life Office**
 - Linda Brenegan, Director
 - J. Coughlin, Project Rachel
- **Missions Office**
 - Dr. R. Mortel, Director
 - R. Barron
 - S. Wright
- **Basilica Residence**
 - K Reid, Chef
 - R. Reier, Assistant to Archbishop
 - Open Laundry/Cleaning

Clergy Related Services

FY15 Divisional Budgets and Use of Cathedraticum

Core Operating Services & Administration

- Division of Clergy Personnel – 4 positions - \$365,440
- Vocations – 2 positions – \$1,581,149
- Hospital Chaplaincy – 5 positions - \$382,377

Special Clergy Related Areas (in external budget)

- Senior and Retired Priest
- Clergy on Assignment Outside of Parish – 20 priests

Major Programs/Events/Non-Labor Cost Items

- * Priest Retreats & Convocations
- * Permanent Diaconate Retreats & Convocations
- * Deacon Formation Programs
- * Room/Board/Support – Seminarians
- * Seminarian Internships & Formation
- * Quo Vadis Boys Camp/Fiat Days Girls Camp

Core Operating Areas

Total cost budget=	\$2,328,966
Less Support	
Program and Service fees	(131,836)
Investment/Grant/Other	(776,009)
Cathedraticum Used	\$1,421,121
10% of Total Cathedraticum	

Senior & Retired Priest Services

Cost of Assisted Living/Medical	\$2,221,186
Less Support	
Second collection Income	(345,000)
Endowment Income	(165,000)
Clergy withholdings	(624,000)
Program fees/profit share	(631,999)
Use of Unrestricted Gifts	(455,187)
Use of Cathedraticum *	zero
 Cost of Clergy on Outside Assignment	 \$1,003,361
Less Support provided by outside	(236,228)
Use of Unrestricted Gifts	(767,133)
Use of Cathedraticum *	zero

* Cathedraticum will be used if unrestricted gifts are not achieved in period.

Clergy Related Services Personnel Listing

- **Division of Clergy Personnel**

- Rev. Msgr. James Hannon, Director
- Rev. William Foley, Services to Retired Priests
- C. Orr, Admin
- C. Purwin, Admin

- **Vocations Office**

- Rev. Michael DeAscanis, Director
- J. Vidmar, Admin
- J. Bilenki, Summer Intern/Summer Camps

- **Hospital Chaplaincy**

- Rev. W. Spacek
- Rev. G. Kagere
- Rev. E. Szymanski
- Rev. A. Duggan
- Rev. J. Reusing
- Rev. Schmulmeister (benefits only)
- Rev. T. Malia (pension only)



Department of Management Services

FY15 Divisional Budget and Use of Cathedraticum



- Exec/Fiscal Serv. - 22 Position - \$2,905,913
- Facilities and Real Estate – 7 Position - \$1,080,255
- Information Technology – 15 Positions – \$1,573,960
- Building – 5.5 Positions – Cost Allocated

Major Programs/Events/Non-Labor Cost Items

- Accounting & Administration services
 IPLF, Inc.; CCF, Inc.; Insurance, Central Service budget;
 Lay and Clergy retirement plans; Development
 campaigns, 70 Internal audits; Investments; Quickbooks
 support; parish/school accounting support; financing.

-Real estate activity; support of major systems (boilers,
 UST; HVAC, roofs, etc); project management, capital
 project planning and support.

-Helpdesk; Archdiocesan email; Parishsoft;
 Powerschool; Geo-code mapping; Demographic
 planning; Website support; Business systems and
 machine support.



Total Cost Dept. of Mgmt Serv.	\$ 5,769,075
Less Support	
Fees from Insurance Prog.	(995,000)
Fees from IPLF	(200,000)
Fees from campaigns	(300,376)
Fees for Catholic Accounting Serv	(368,316)
Subsidized fee for CAS (external)	(270,119)
Income from Rental Property	(58,788)
Real Estate fees	(212,877)
Project Management fees	(22,500)
Allocated to other Depts (Sq ft)	(208,947)
Annual Appeal Grants	(45,000)
Powerschool fees	(223,379)
ParishSoft fees	(34,500)
Other	(96,591)
Cathedraticum Used	\$ 2,732,682

20% of Total Cathedraticum

Management Services Personnel Listing

• Office of the Executive/Fiscal Services



- B. Baird, Executive Director/CFO
- J. Franchy, Admin
- J. Matera, Controller/Director
- P. Kappes, Admin
- M. Stoval, Assistant Controller
- R. Barron, Senior Financial Analyst
- P. Watkins, Senior Financial Analyst
- D. Pachilis, Accounts Receivable
- R. Scannell, Accounts Payable
- A. Conley, Director, School Finance
- Open, School Accounting
- D. Wilson, Manager, Internal Audit
- B. Wilkerson, Senior Internal Auditor
- Open, Internal Auditor
- T. Palmer, Manager, Catholic Accounting Services
- J. Geldmacher, Staff Accountant
- D. Glenn, Staff Accountant
- E. McKay, Staff Accountant
- P. Sleeper, Staff Accountant
- N. Wagner, Staff Accountant
- T. Kennedy, Staff Accountant
- J. Watts, Staff Accountant



• Facilities and Real Estate Management

- N. McCoy, Director
- M. Buchanan, Admin
- B. Clancy, Project Manager
- D. Johnson, Project Manager
- D. Owens, Project Manager
- M. Reagan, Project Manager

• Information Technology



- B. Glover, Director/CIO
- K. Giron-Rodriques, Admin
- T. Rodgers, Director Operations
- W. Zhao, Systems Administrator
- R. Spadaro, Web Developer
- D. Honemann, Database Administrator
- Open Help Desk Coordinator
- G. Lucas, Infrastructure & Security Manager
- Open, Network & Telecom Specialist
- Open, Manager, Info Research
- S. Herd, Data Specialist
- R. Hurt, PIMS Manager
- L. Crosby, PIMS Coordinator
- J. Bell, External IT Coordinator
- S. Cramer, SIS Analyst

Management Services Personnel Listing

- **Building Operations**
 - H. Andes, Manager
 - C. Quick, Superintendent
 - M. Raszkiewicz, Maintenance Associate
 - D. Branch, Mail Room Clerk
 - M. Tobias, Receptionist

Department of Development

FY15 Budget and Use of Cathedraticum

Archbishop Annual Appeal - \$7-9 million campaign. Parishes receive approx \$2.5 million in parish share.

Partners in Excellence – Provides \$1 million in tuition assistance to disadvantaged families in Balto. city.

Catholic Community Foundation – Total Endowments have reached \$45 million mark providing \$1.8 million in funds to parishes/schools across Archdiocese.

Annual gala provides additional \$300k in funding for school tuition assistance.

Embracing our Mission capital campaign - \$100 million goal is achieved. Funding school capital projects, tuition assistance, school endowments, clergy retirement programs, support of cathedrals, and evangelization.

Parish offertory and EFT support programs

Total Cost Budget	\$ 2,160,673
Less Support	
Fees from Annual Appeal	(527,387)
Fees from CCF	(359,887)
Fees from Embracing Cap Camp.	(94,868)
Other fees & gift income	<u>(160,217)</u>
Cathedraticum Used	\$ 1,018,314
7% of Total Cathedraticum	

Operating funds generated by these campaign efforts (not including the Embracing Capital Campaign) provide approx \$10 million in funds used by parishes, schools and organization each year.



A return on investment of \$10 for every \$1 of cathedraticum supporting the department

Department of Development Personnel Listing

- Department of Development
 - P. Madden, Executive Director
 - C. Torsella, Admin
 - Open, Regional Director
 - Open, Operations Director
 - Open, Regional Director
 - G. Leitner, Regional Director/Director, Basilica Trust
 - M. Anthony, Assistant Director
 - J. Hammand, Grants Administrator
 - P. Lombardo, Annual Appeals
 - S. Dennis, Associate
 - J. Hackett, Manager Parish Appeals
 - J. Vitrano, Communication Specialist
 - K. Balsler, Manager Gifts & Database Administrator
 - K. Brackin, Sr. Gift Processing
 - M. August, Gift Processing
 - N. Hudson, Systems Administrator
 - Open, Data Analyst



Department of Human Resources

FY15 Divisional Budgets and Use of Cathedraticum



- HR Central Services - 2 Position - \$277,373
- HR Field – 5 Position - \$491,480
- HR HRMS – 2 Positions – \$276,668
- H&B Insurance – 5 Positions - Zero

Provides comprehensive Human Resource services to parishes, schools, and organizations within the Archdiocese. Including: Recruitment; Screening and Referrals; Policy development; Labor law compliance; crisis intervention and conflict resolution.

Administrates Lay and Clergy Retirement plans

Leading the Ultipro standardized payroll and human resource system that all parishes and schools will adopt.

Total Cost Budget	
Total Net Budget	<u>1,030,521</u>
Cathedraticum Used	\$ 1,030,521
7% of Total Cathedraticum	

Cost of Health & Benefit Programs

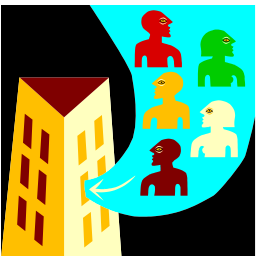
Administration budget	\$ 969,423
Premiums, Claims and Other	<u>46,290,366</u>
Total Annual cost	\$47,259,789
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(47,290,366)</u>
Cathedraticum Used	Zero

Cost of Risk Insurance

Administration budget	\$ 1,522,932
Premiums, Claims and Other	<u>7,797,179</u>
Total Annual cost	\$ 9,320,110
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(9,320,110)</u>
Cathedraticum Used	Zero

Human Resources Personnel Listing

- **HR Central Services**
 - S. Anderson, Manager
 - C. Kern, Admin
- **HR Management System (HRMS)**
 - M. Nguyen, Manager
 - L. Myers, Analyst
- **HR Field**
 - M. Merrick, Director
 - M. Fern, Employee Relations Manager
 - R. McCurdy, Employee Relations Manager
 - E. Bowman, Recruiter
 - C. Kuhn, Admin
- **Health & Benefits Insurance**
 - P. Phelps, Director
 - M. Barranco, Benefits Specialist
 - S. Thomason, Operations Specialist
 - C. Copper, HRMS Specialist
 - M. Ayres, HRMS Implementation Coord.
- **Risk Insurance (Mgmt Services)**
 - T. Alban, Director
 - C. O'Brien, Risk Specialist



Department of Catholic Schools

FY15 Divisional Budget and Use of Cathedraticum

Leads the Catholic School System of the Archdiocese of Baltimore.

- Curriculum and professional development
- Tuition and scholarship programs*
- Budget and Fiscal support
- Government Funded Programs
- Child Nutrition Lunch Program
- School Board development
- Mid-Atlantic Catholic School Consortium
- Teacher and Principal recruitment
- Child Nutrition Lunch Program (separate budget)

•Sources of Tuition Assistance and School Aid Projected for FY15 \$2,819,618

Partners in Excellence	\$1,000,000
Archdiocesan School Fund	1,050,000
Annual Appeal/EOM/CCF	769,618

Total Cost Budget	
Total cost of administration	\$ 1,253,712
Support of MACSC	25,000
Less Support	
Fees from schools per enrollment	(369,477)
Reimbursement of group purchase	(39,750)
Title Fund Reimbursement	(15,000)
Investment Income	(7,500)
Fees from Operation Teach	<u>(21,600)</u>
Cathedraticum Used	\$ 825,385

6% of Total Cathedraticum



Department of Catholic Schools Personnel Listing

- Department of Catholic Schools
 - B. Edmondson, Executive Director/Superintendent
 - V. Gainey, Admin
 - M. Dammeyer, Assoc. Superintendent, Curriculum & Professional Development
 - U. Glenn, Admin
 - C. Brown, Assoc. Superintendent, School Leadership & Community Schools
 - R. Ullman, Director, Enrollment & Secondary Programs
 - J. McClure, Admin
 - J. Rogers, Director, Government Funded Programs
 - K. Pinkowski, Operation TEACH Coordinator
 - Open
 - Child Nutrition Team (Separate Budget)
 - Isabelle Gerber, Coordinator
 - April Bain, Administrator
 - Cafeteria workers at supported schools





Department of Evangelization

FY15 Divisional Budgets and Use of Cathedraticum

- Executive Director – 2 positions - \$194,084
- Prison Ministries – 3 positions – \$182,310
- Office of Worship – 1 position - \$52,473
- Deaf Ministries – 1 position – \$106,843
- Disability Ministries– 1 position - \$160,754
- Catechetical & Pastoral Form. –7.5 positions - \$743,920
- Youth and Young Adult – 9 positions - \$930,396

- Msgr. O’Dwyer Retreat House – Own budget – Zero tax

Total cost budget =	\$2,370,781
Less Support	
Service contracts w/prisons	(52,400)
Religious Ed fees	(110,000)
Grants from AAA/CCF	(285,201)
MAC Income	(15,000)
Camp Glow program fees	(60,000)
Marriage Prep program fees	(56,400)
Equip for Ministry/Form. Fees	(20,000)
Youth Program fees	(272,100)
Newman Centers @ Univ collections	(47,268)
Investments/Other	(36,300)
Cathedraticum Used	\$1,416,113
10% of Total Cathedraticum	

<u>Adult Oriented Evangelization</u>		
- Prisons	- Deaf	- Disabled
-Formation Curriculum	- Marriage & Family	
- Special liturgy (Chrism/Rite of Election)		
- Hispanic Formation	- Mid-Atlantic Congress	

<u>Youth Oriented Evangelization</u>		
Newman Ctr (Towson, JHU, Frostbrg, UMBC, McDaniel, Morgan, UMBC, Stevenson)		
-High-Li	- Boy and Girl Scouts	- CYO
-Camp GLOW	- Justice Action Week	- March for Life
-Archdiocesan Pilgrimage; NCYC; World Youth Day		



Department of Evangelization Personnel Listing

- **Office of the Executive Director**
 - J. Romanowsky, Executive Director
 - P. Ashby, Admin (Worship/Deaf/Disabilities)

- **Prison Ministry**
 - S. Presberry, Director
 - Sr. Dougherty
 - Fr. J. Kightlinger
 - Stipend Assistance

- **Worship & Sacramental Formation**
 - X. De Broeck, Director
 - Stipend Assistance
 - Music Minister for Archdiocesan Celebrations

- **Deaf Ministry**
 - E. Finn, Director

- **Disabilities Ministry**
 - B. Fleming, Director

- **Catechetical & Pastoral Formation**
 - R. Puls, Director
 - R. Deludos, Admin.
 - C. Mahaley, Admin.
 - Open, Hispanic Formation Coordinator
 - L. Przybysz, Marriage & Family Life Coordinator
 - J. St. Croix Pastoral Leadership Formation Coordinator
 - S. Russell, Curriculum & Catechist Formation Coordinator

- **Youth & Young Adult**
 - OPEN, Director
 - A. League, Admin. (Youth & Young/Campus Ministry)
 - M. Brogden, Youth Ministry Formation Coordinator
 - S. Smith, Admin.

- **Division of Campus Ministry for Universities and Colleges**
 - K. Broadwater, Campus Ministry
 - Fr. T. Ryan, Campus Ministry
 - Stipend Assistance

Shared Services – FY15 Budget

(Items paid by Central Service that Support all Dept and/or AOB Locations)

Shared Services Area:

Legal Representation	\$ 927,000
USCCB and MCC Annual Dues	673,400
Support of Cathedrals	170,484
Annual Audit of Central Serv.	36,000
Audit of High Schools (20%)	25,760
Bank and Investment Fees	42,426
Depreciation and Other	117,436
Total Shared Service Costs	\$1,992,506

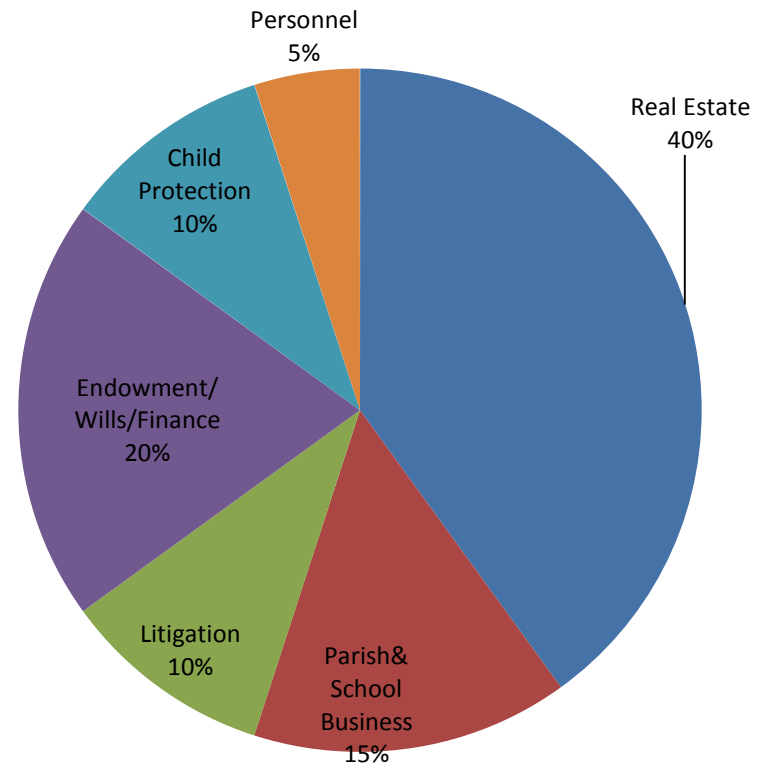
Less Support:

Estimated unfilled labor in core budget	\$ (575,021)
Unrestricted/Unknown gifts *	-

Cathedraticum Used	\$1,417,485
10% of Total Cathedraticum Used	

* Cathedraticum will be used if unrestricted gifts are not achieved in period

Legal Costs – Typical Areas of Use



External Budget – FY 2015

(Items paid by Central Service that support areas outside of core departments)

The Cost of Anticipated External Assistance

School Related Assistance:	
Bus Services	\$ 100,000
Tuition Assistance – Need Based	1,319,000
Subsidy Assistance	400,000
Hispanic Apostolate (ACC)	30,000
O’Dwyer Retreat House	30,000
Emergency Grants (Parish/Schools)	50,000
Unpaid Cathedraticum/Fees	300,000
Net Cost of LT Debt (Interest/Swaps)	262,848
Subsidy of Catholic Accounting Service	270,735
Senior and Retired Care for Clergy	455,187
Clergy on Assignment other than parish	767,133
Total External Assistance	\$3,984,903

Sources of External Funds

School Related Items:	
School Assessments from Parishes	\$ 900,000
Rental/Sale of old school real estate	150,000
Archbishop Annual Appeal	415,000
Catholic Community Foundation	354,618
Income from Unrestricted Investments	500,000
Grants/Gifts from Foundations to Archbishop	755,000
Use of excess Cathedraticum	<u>33,400</u>
Grants from Known Sources	\$ 3,108,018
Unrestricted Gifts/Bequest (not Identified)	876,885
Total Sources to Pay for External Budget*	\$ 3,984,903

* Cathedraticum and/or stable patrimony will be used if unrestricted gifts are not achieved period.