

Archdiocese of Baltimore

FY 2016 Budget

Report on Allocation and Use of Cathedraticum

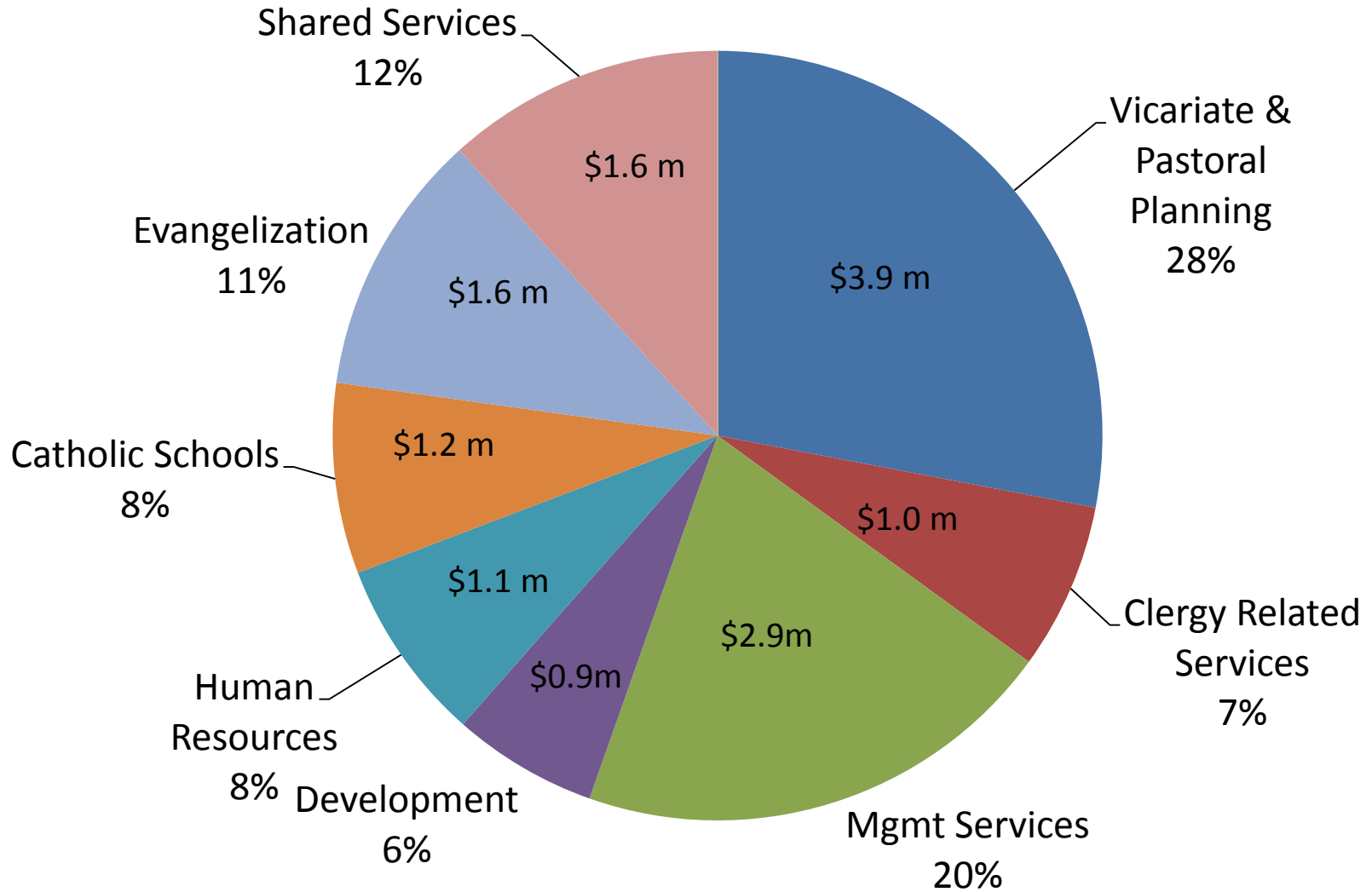
FY16 Budget Overview

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	22.5 million <u>(8.3)</u> million 14.2 million
External Assistance (1)	Must stay within income generated from unrestricted gifts and interest income and dividends	\$4.8 million
Insurance Health Benefits Risk	All insurance programs are sustained by premiums paid by participants of the program – parish/schools/agencies of the Archdiocese	\$42.4 million \$6.9 million \$9.5 million

(1) External assistance does not include approximately \$9 million in annual grants provided by the Archdiocese made possible from the funds raised in the Annual Appeal and Catholic Community Foundation.

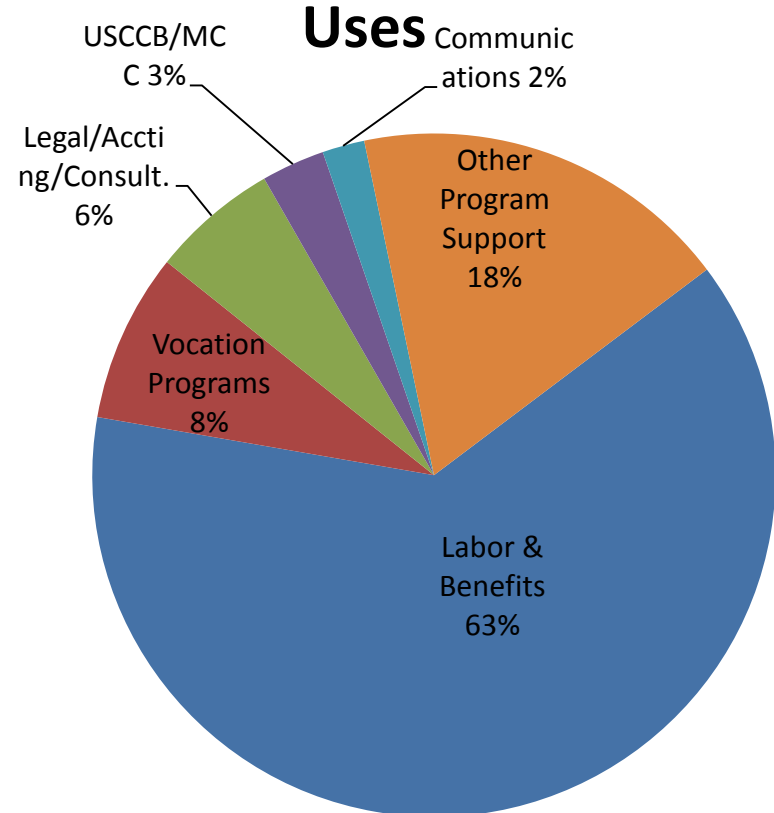
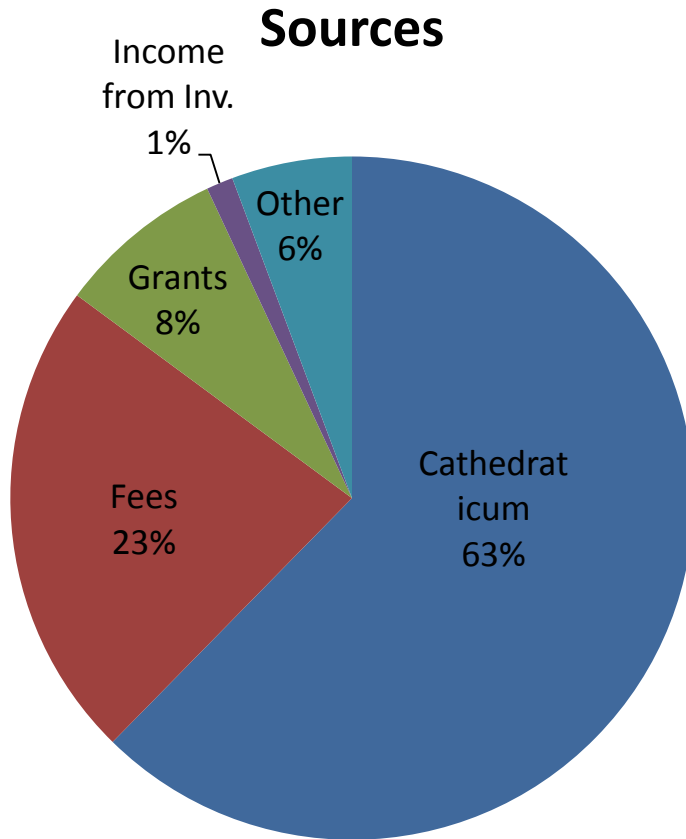
Catholic Center Core Operating Budget – FY16

Allocation of \$14.2 Million Cathedraticum



Overall Sources and Uses

FY16 Core Services Budget - \$22.5 m



What Generates the \$14.2 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 (Nativity was largest in FY14. Tax represented 14% of operating income and 15% of operating expense)
- Next 50 parishes generate 50% of total (represents on average 11.8% of operating income)
- Remaining 88 parishes generate 25% (St. Michael, Clear Spring smallest. Tax represents 6.3% of operating income and 4.5% of operating expense)

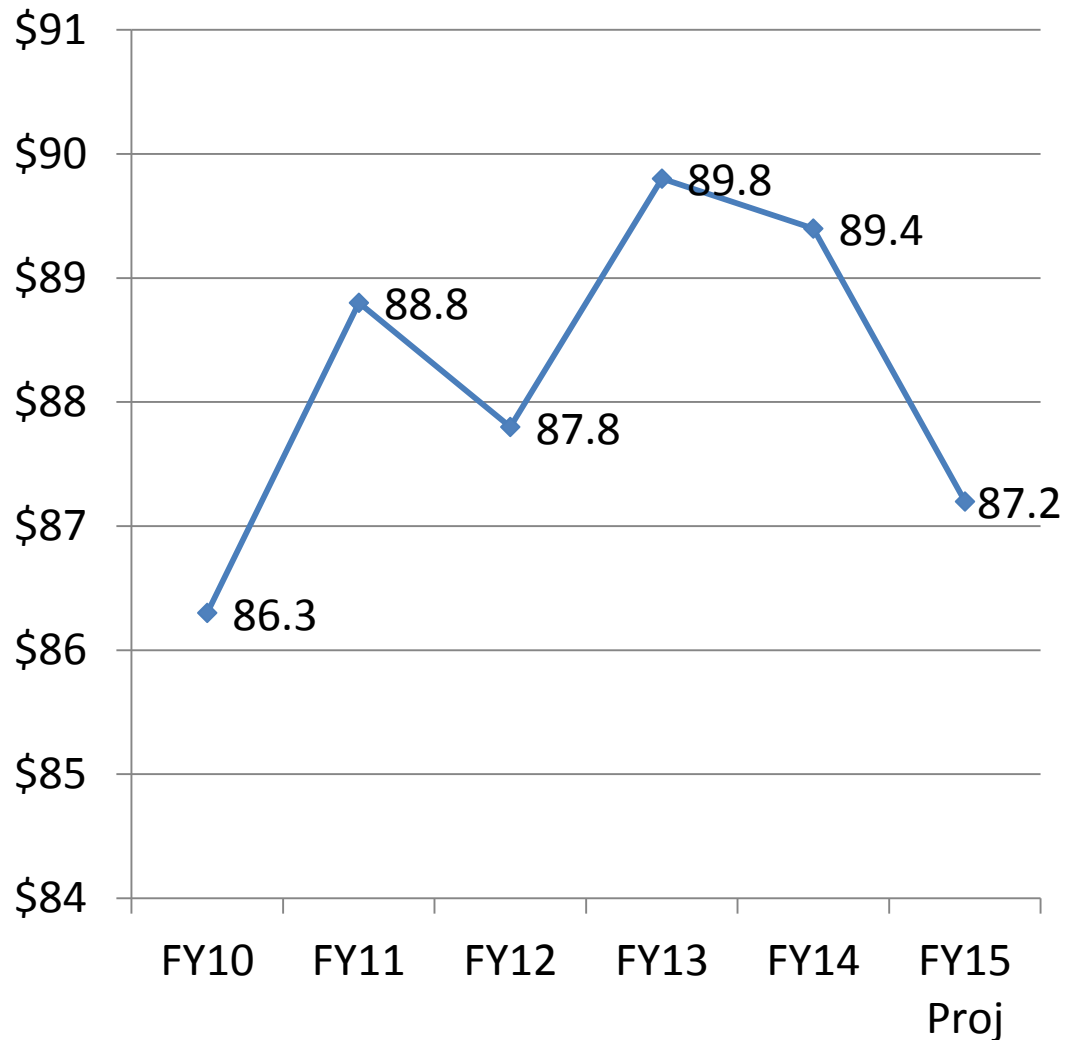
Negative Offertory Trend? Increase Development

Annual cumulative offertory has historically grown about 2-3% annually. There is some evidence that this trend may have peaked in FY13.

The FY16 Budget is based on the assumption that this downward trend is real with the following action items:

- Add four regional development directors to assist parishes. Total cost impact = \$270,500
- Increase formal parish offertory programs from 20 to at least 60 – Total cost impact = \$71,800
- B/E payback is \$342,300 in increased annual appeal participation and offertory contributions. Goal for AAA is an increase of \$1.2 million and ebb the decrease in offertory trend.

Offertory in Millions



Largest costs item is labor – Core Services Full Time Equivalent
controlling head count remains a priority

Department	FY16 FTE	FY15 FTE	Notes
Vicariate & Pastoral Planning & Clergy Services	54.0	55.5	Planning office will be staffed with existing personnel
Management Services	50.5	49.5	New Project Manager for Western MD
Development	21.0	17.0	Addition of 4 Regional Directors
Human Resources	9.0	9.0	New HR Mgr. due to Michelly retirement
Evangelization	21.5	21.5	Positions re-prioritized but same FTE
Catholic Schools	13.0	12.0	New IT Director Schools
Totals	169.0	164.5	FY16 total salaries = \$10.4 million which represents a total increase of 5.4%. Overall 2% raise provided.

Vicariate & Pastoral Planning

FY16 Divisional Budgets and Use of Cathedraticum

- Office of the Archbishop – 7 .5 positions - \$1,456,781
- Neumann Vicariate – 7 positions – \$595,538
- Seton Vicariate – 6 positions - \$462,267
- Office of the General Vicar – 3 positions – \$537,143
- Residence – 3 positions - \$400,757
- Tribunal Office – 5 positions - \$503,496
- Office of Child Protection – 4.5 positions - \$399,720
- Office of Communications – 4 positions - \$987,178
- Missions Office – 2.5 position - \$404,950

Total cost budget =	\$5,747,830
Less Support	
Program and Service fees	(817,969)
Investment/Grant/Other	(989.845)
 Cathedraticum Used	 \$3,940,016
 28% 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 | * Bishop's Residences and Events | |

Vicariate and Pastoral Leadership Personnel Listing

- Office of the Archbishop

- Archbishop William E. Lori
- Rev. L. Bianco, Secretary to Archbishop
- Msgr. J. FitzGerald, AOS Program
- Diane Barr, Chancellor
- Sr. Ortiz, Consecrated Life
- J. Runey, Admin
- M. Barrick, Admin
- M. Finnerty, Admin

- Office of the Vicar General

- Msgr. A. Parker, Vicar General
- Open, Admin
- Open planning admin

- Neumann Vicariate

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

- Seton Vicariate

- Open Vicar
- C. Yeung, Associate
- Open 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
- S. Smith, Admin/Notary
- K. Schmidt, 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, clerk

- **Communications Office**

- Sean Caine, Director
- S. Hall
- A. Briggs
- P.Nadolny

- **Missions Office**

- Dr. R. Mortel, Director
- R. Barron
- S. Wright

- **Basilica Residence**

- K Reid, Chef
- R. Reier, Assistant to Archbishop
- P. March Housekeeper

Clergy Related Services

FY16 Divisional Budgets and Use of Cathedraticum

Core Operating Services & Administration

- Division of Clergy Personnel – 4.5 positions - \$391,319
- Vocations – 2 positions – \$1,414,510
- Hospital Chaplaincy – 5 positions - \$382,884

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 Deaconate 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=	\$2,376,814
Less Support	
Program and Service fees	(95,026)
Investment/Grant/Other	(1,242,472)
Cathedraticum Used	\$1,039,316
7% of Total Cathedraticum	

Senior & Retired Priest Services

Cost of Assisted Living/Medical	\$2,221,186
Less Support	
Second collection Income	(345,000)
Endowment Income	(154,006)
Clergy withholdings	(624,000)
Program fees/profit share	(641,300)
Use of Unrestricted Gifts	(356,880)
AAA Grant	(100,000)
Use of Cathedraticum *	zero
Cost of Clergy on Outside Assignment \$	718,755
Less Support provided by outside	(349,552)
Use of Unrestricted Gifts	(369,203)
Use of Cathedraticum *	zero

* Cathedraticum will be used if unrestricted gifts are

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. J. Sorro, Director
 - J. Vidmar, Admin
 - J. Bilenki, Summer Intern/Summer Camps
- **Hospital Chaplaincy**
 - Rev. D. Cieri
 - Rev. G. Kagere
 - Rev. R. Martin
 - Rev. A. Duggan
 - Rev. J. Reusing
 - Rev. T. Malia (pension only)



Department of Management Services

FY16 Divisional Budget and Use of Cathedraticum



- Exec/Fiscal Serv. – 22 Position - \$2,907,803
- Facilities and Real Estate – 8 Position - \$1,106,009
- Information Technology – 15 Positions – \$1,757,219
- 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.	\$ 5,981,265
Less Support	
Fees from Insurance Prog.	(995,000)
Fees from IPLF	(220,000)
Fees from campaigns	(300,376)
Fees for Catholic Accounting Serv	(351,210)
Subsidized fee for CAS (external)	(295,514)
Income from Rental Property	(46,845)
Real Estate fees	(212,877)
Project Management fees	(20,000)
Allocated to other Depts (Sq ft)	(210,234)
Annual Appeal Grants	(70,000)
Powerschool fees	(221,367)
ParishSoft fees	(60,750)
Other	(84,993)
Cathedraticum Used	\$ 2,892,099

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
- K. Miller, Senior Financial Analyst
- P. Watkins, Senior Financial Analyst
- D. Pachilis, Accounts Receivable
- R. Scannell, Accounts Payable
- A. Conley, Director, School Finance
- D. Wilson, Manager, Internal Audit
- B. Wilkerson, Senior Internal Auditor
- J. Geisinger, Internal Auditor
- T. Palmer, Manager, Catholic Accounting Services
- J. Geldmacher, Staff Accountant
- P. Sleeper, Staff Accountant
- N. Wagner, Staff Accountant
- T. Kennedy, Staff Accountant
- J. Watts, Staff Accountant
- Open, Accounting positions (3)



• 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
- Open, Project Manager, Western MD

• Information Technology



- B. Glover, Director/CIO
- K. Giron-Rodriques, Admin
- Open, Director Operations
- W. Zhao, Systems Administrator
- Open, Web Developer
- D. Honemann, Database Administrator
- Open Help Desk Coordinator
- G. Lucas, Infrastructure & Security Manager
- J. Sefiani, Network & Telecom Specialist
- Open, Data Specialist - Parishes
- S. Herd, Data Specialist - Schools
- 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

FY16 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	\$ 2,692,158
Less Support	
Fees from Annual Appeal	(565,146)
Fees from CCF	(437,631)
Fees from Embracing Cap Camp.	(690,035)
Other fees & gift income	<u>(131,217)</u>
Cathedraticum Used	\$ 868,123
6% 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

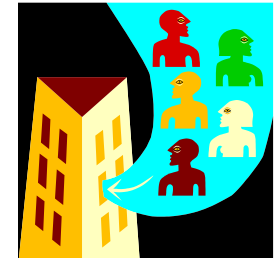
Department of Development Personnel Listing

- Department of Development
 - P. Madden, Executive Director
 - C. Torsella, Admin
 - R. Bart, Regional Director
 - T. Brashears, Operations Director
 - K. Fitzpatrick, Regional Director
 - E. Rodgers, Regional 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
 - Open, Manager Parish Appeals
 - J. Vitrano, Communication Specialist
 - K. Vanterpool-Randall, Gift Processing
 - K. Brackin, Gift Processing
 - M. August, Gift Processing
 - N. Hudson, Systems Administrator
 - M. Shumway, Gift Processing
 - G. Beam, Data Analyst



Department of Human Resources

FY16 Divisional Budgets and Use of Cathedraticum



- HR Central Services - 2 Position - \$285,648
- HR Field – 5 Position - \$525,028
- HR HRMS – 2 Positions – \$283,624
- H&B Insurance – 8 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	1,094,300
Cathedraticum Used	\$ 1,094,300
8% of Total Cathedraticum	

Cost of Health & Benefit Programs

Administration budget	\$ 1,313,373
Premiums, Claims and Other	48,042,796
Total Annual cost	\$49,356,169
Less support:	
Monthly billing to participating parish, schools and org.'s	(49,356,169)
Cathedraticum Used	Zero

Cost of Risk Insurance

Administration budget	\$ 1,606,158
Premiums, Claims and Other	7,935,228
Total Annual cost	\$ 9,541,386
Less support:	
Monthly billing to participating parish, schools and org.'s	(9,541,386)
Cathedraticum Used	Zero

Human Resources Personnel Listing

- HR Central Services

- S. Anderson, Manager
- C. Kern, Admin

- HR Field

- Open, Director
- M. Fern, Employee Relations Manager
- R. McCurdy, Employee Relations Manager
- E. Bowman, Recruiter
- C. Kuhn, Admin

- HR Management System (HRMS)

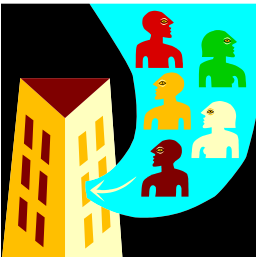
- M. Nguyen, Manager
- L. Myers, Analyst

- Health & Benefits Insurance

- P. Phelps, Director
- K. Funk, Sr. Benefits Specialist
- 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
- Open, Admin



Department of Catholic Schools

FY16 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 FY16 \$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	\$ 1,689,343
Support of MACSC	20,000
Less Support	
Fees from schools per enrollment	(347,383)
Reimbursement of group purchase	(140,408)
Endowment from CCF	(44,791)
Title Fund Reimbursement	(15,000)
Investment Income	(7,500)
Fees from Operation Teach	<u>(21,600)</u>
Cathedraticum Used	\$ 1,132,661

8% of Total Cathedraticum



Department of Catholic Schools Personnel Listing

- Department of Catholic Schools
 - J. Sellinger, Chancellor of Catholic Schools
 - B. Edmondson, Executive Director/Superintendent
 - V. Gainey, Admin
 - L. Thomas, 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
 - K. Pinkowski, Operation TEACH Coordinator
 - B. Bednarski, Enrollment & Advancement Specialist
 - J. Oleszczuk, Director, School Information Technology
 - C. Cosentino, Assoc. Superintendent School Services

 - Child Nutrition Team (Separate Budget)
 - Isabelle Gerber, Coordinator
 - April Bain, Administrator
 - Cafeteria workers at supported schools





Department of Evangelization

FY16 Divisional Budgets and Use of Cathedraticum

- Executive Director – 1 positions - \$250,331
- Prison Ministries – 3 positions – \$166,553
- Office of Worship – 2 position - \$177,901
- Respect Life/Project Rachel – 2 Positions - \$\$210,621
- Marriage and Life – 1 position – \$136,310
- Disability Ministries– 1.5 position - \$204,037
- Catechetical & Pastoral Form. –6 positions - \$625,402
- Youth and Young Adult – 5 positions - \$1,013,901

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

Total cost budget =	\$2,785,056
Less Support	
Service contracts w/prisons	(79,613)
Religious Ed fees	(137,700)
Grants from AAA/CCF	(499,453)
MAC Income	(15,000)
Camp Glow program fees	(60,000)
Marriage Prep program fees	(59,000)
Project Rachel/Respect life	(18,000)
Youth Program fees	(268,700)
Newman Centers @ Univ collections	(34,200)
Investments/Other	(35,400)
Cathedraticum Used	\$1,577,990
11% 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
- **Prison Ministry**
 - S. Presberry, Director
 - Sr. Dougherty
 - Fr. J. Kightlinger
 - Stipend Assistance
- **Worship & Sacramental Formation**
 - Open, Director
 - Open, Admin
- **Respect Life Office**
 - L. Brenegan, Director
 - J. Coughlin, Project Rachel
- **Disabilities Ministry**
 - B. Fleming, Director
 - Open, Deaf Ministry (PT)
- **Marriage and Family Life**
 - Open, Director
- **Catechetical & Pastoral Formation**
 - R. Puls, Director
 - R. Deludos, Admin.
 - C. Mahaley, Admin.
 - Open, Hispanic Formation Coordinator
 - Open, Disciple Formation Digital Media
 - J. St. Croix Pastoral Leadership Formation Coordinator
- **Youth & Young Adult**
 - C. Gould, Director
 - A. League, Admin. (Youth & Young/Campus Ministry)
 - M. Brogden, Youth Ministry Formation Coordinator
- **Division of Campus Ministry for Universities and Colleges**
 - K. Broadwater, Campus Ministry
 - Fr. M. Buening, Campus Ministry
 - Stipend Assistance

Shared Services – FY16 Budget

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

Shared Services Area:

Legal Representation	\$ 1,161,396
USCCB and MCC Annual Dues	699,900
Support of Cathedrals	179,008
Annual Audit of Central Serv.	50,000
Audit of High Schools (20%)	25,660
Bank and Investment Fees	42,426
Depreciation and Other	117,436
Total Shared Service Costs	\$2,275,826

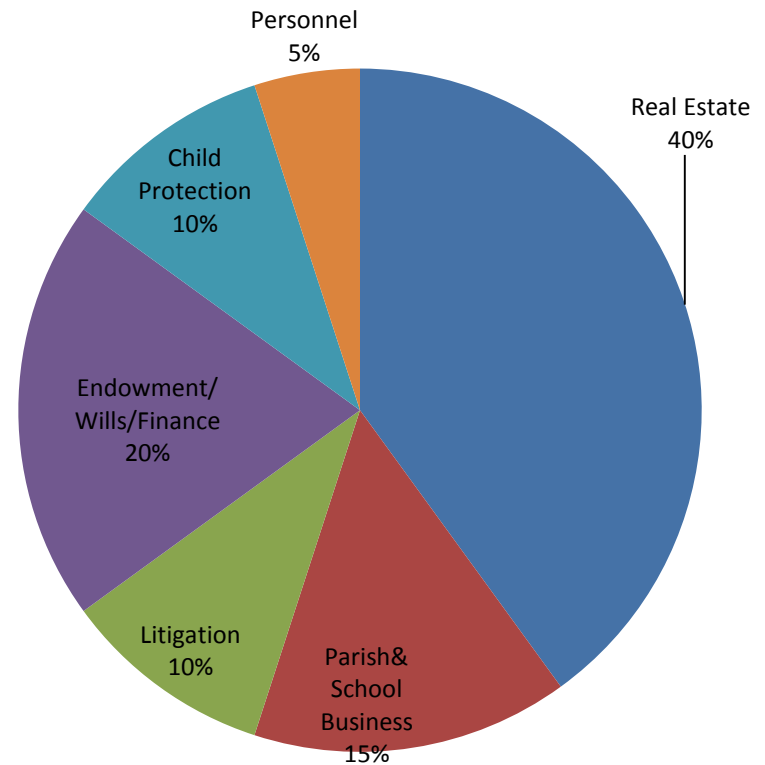
Less Support:

Estimated unfilled labor in core budget	\$ (565,331)
Grant Income – Annual Appeal	(50,000)
Unrestricted/Unknown gifts *	-

Cathedraticum Used \$1,660,495
12% 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 2016

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

The Cost of Anticipated External Assistance

School Related Assistance:

Bus Services	\$ 175,000
Tuition Assistance – Need Based	1,140,808
PIE Tuition Assist. – Need Based (city)	1,350,000
Subsidy Assistance	675,000
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)	367,825
Subsidy of Catholic Accounting Service	295,514
Senior and Retired Care for Clergy	356,880
Clergy on Assignment other than parish	432,228
Total External Assistance	\$5,203,255

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	515,000
Catholic Community Foundation	520,856
Income from Unrestricted Investments	500,000
Grants/Gifts from Foundations to Archbishop	455,000
PIE Pledges/OTG/Use of Surplus	<u>1,285,500</u>
Grants from Known Sources	\$ 4,326,356
Unrestricted Gifts/Bequest (not Identified)	876,885
Total Sources to Pay for External Budget*	\$ 5,203,241

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