

# St. Thomas More Finance Council Annual Report to the Parish

## December 10-11, 2022

The STM Parish Finance Council, or as we used to be called – the Stewardship Commission – serves in an advisory role to Fr. Andy on Parish financial matters and the maintenance of our buildings and facilities. The Council has two main responsibilities:

- 1) Developing and monitoring the annual budget, providing periodic reports to the Parish programs on financial matters, and ensuring the Parish complies with the financial management and reporting requirements established by the Diocese.
- 2) Maintaining our Church, Rectory, and Catholic Student Center buildings.

The members of the Parish Finance Council are Dave Hopkins, Ron Marnicio, Henry Marchi, Ann McGurty, Pat Murphy, and Ken Wilman. Bob Brown, who has been serving as Interim Chairman of the Parish Finance Council, recently stepped down and I am again serving in that role. We thank Bob for the significant time and dedication he gave to the Council during his tenure as Chairman.

This year's Annual Report to the Parish, which is required by the Diocese, was presented at Masses this weekend. The report begins by acknowledging that the COVID pandemic has had a significant effect on all of us personally, as well as on our Parish community. Our Parish activities and finances were impacted, but we are well on our way to getting back to "something like normal" with many of our Parish programs and events.

This report reviews the financial results for the Fiscal Year that ended on June 30, 2022, provides some information on our Income and Expenses for last year, and gives some suggestions for what each parishioner can do to help build a stronger financial basis for the Parish this year. Detailed breakdowns of our Income and Expenses for last year and this year's budget were presented graphically in a couple of pie charts that were on display in the Church vestibule and will be posted on the STM Website.

### [Starting with the Fiscal Year 2022 Results](#)

First, I am happy to announce that we ended the last year **\$15,000 IN THE BLACK**, which means we spent less money than we received. This reversed the annual deficits we ran for the last couple of years. This positive net balance was possible, in part, by our receiving official notice that our Paycheck Protection Program (or PPP) Loan of \$38,000 did not need to be repaid.

### [Now, about our Income](#)

The largest single source of Income for the Parish is the weekly Offertory. Last year the Offertory contributed 58% to our total Income. The next biggest contributors were the Diocesan Subsidy for the CSO/CSC at 17% and the PPP Loan at 9%. Our two main fundraising campaigns, the Matching Gift Campaign and the 200 Club, contributed 6% and 4%, respectively, to our total Income. Donations associated with Mass offerings, weddings, baptisms, and funerals contributed about 3% and the remaining 3% came primarily from donations for Monthly Maintenance, Religious Education tuition, and Sacramental Fees.

While we ended up **IN THE BLACK** last year, our income in several categories was less than our budget estimates and less than in the previous year. These included the General Offertory and General Donations. The weekly Bulletin now shows the amount of General Offertory received the week before compared to the \$5,193 needed on average on a weekly basis to meet our annual budget. The shortfalls

in these important Income category amounts were largely offset by frugal spending practices by our Parish staff and Program Leaders. One a positive note, the Matching Gift Campaign came in at \$25,000 and the Monthly Maintenance donations were up slightly.

### Now, about our Expenses

The Parish Finance Council tracks approximately 100 separate categories of Expenses with the help of a bookkeeper hired from the Diocese. Many of these Expenses are to some degree “discretionary” in that the Parish chooses to spend money for that service or material and decides how much to spend. However, the Council has much less control over what we must pay for other categories of Expense such as salaries and benefits and our utilities (which include oil, natural gas, electricity, water and sewer, telephone, and internet). Our biggest Parish Expense each year has been the salaries, benefits, and payroll taxes for our staff, which made up roughly 55% of the total Expenses last year. These costs are either set by Diocesan guidelines or tax laws, so the Council has little choice relative to how much we must pay for them. While the Parish closely manages its discretionary Expenses, just “keeping the doors open” and supporting the core Parish operations require that we cover a baseline level of Expense that includes several costs items we have little or no control over. The Parish staff has done a great job keeping this baseline level of Expense as low as practical. After the salaries, benefits, and payroll taxes, Diocesan Assessments amounted to 13% and Utilities, Property Insurance, and Equipment and Supplies each came in at about 6% of the total Expenses last year. The Parish spent about 5% on Contracted Services, 4% on the Catholic School Assessment, and 4% on Building Repairs.

There were two significant changes to Parish operations this year. First, the Parish is taking advantage of a new staffing option and hired a bookkeeper at the Dioceses who is dedicated to STM to process our check payments and receipts, keep our accounts current, and provide timely financial reports to the Parish. This service is offered on an hourly basis and has so far provided excellent support and resulted in a significant cost savings. Second, the salary and much of the program costs for Derick Alexandre, our recently hired Campus Minister and RCIA Leader, are now being paid directly by the Diocese and are not linked to the STM operating budget or annual CSO/CSC Subsidy. As a result, our CSO/CSC Subsidy from the Diocese was significantly reduced, but we are still receiving \$12,000 annually to help with the upkeep and operation of the CSC.

### Turning to our Budget for this year

The Parish Finance Council prepared the budget for FY 2023 and submitted it to the Diocese in early October. We tried to strike a balance between recognizing that some negative COVID effects will likely persist this year against being optimistic that more Parish activities will be able to resume and contribute to our community well-being and financial position. The balanced budget for FY 2023 was **\$384,579**, which was about **\$56,000 LESS** than the budget for last year.

### Now a few points about Facilities Maintenance

Our facility maintenance efforts during the past year again focused on making repairs to our buildings and grounds to eliminate any unsafe physical conditions and cleaning the Church and CSC in accordance with COVID protocols. The Parish Finance Council recently identified fifteen different immediate and longer-term maintenance issues that need to be addressed and we have started working on these. Through the generosity of one Parish family, the stove and oven in the CSC kitchen were repaired this summer and are fully operational again. Steps to stop the ongoing leaks in the CSC gym roof and make repairs to the vestibule and handicap ramp to the Church and the floor of the Rectory kitchen are being planned as funds allow. STM applied for and was awarded an Emergency Safety Grant from the Diocese to replace the

crumpling brick steps at the Rectory. That work has begun and will be completed this winter. The Parish continues to make the difficult decisions required to maintain the Parish buildings and assets to an acceptable degree with the available funds. The Staff continues to be conscientious and good stewards of our facilities.

### Now, looking ahead to Fiscal Year 2023

The Parish Finance Council will continue to work closely with Fr. Andy to monitor our Income and Expenses and adjust our financial operations accordingly throughout the year. It is very encouraging that a successful Christmas Fair was held last week. The 200 Club remains an important source of Income, and the 200 Club Committee is actively seeking more parishioners to subscribe. This year's Matching Gift Campaign recently kicked off and will run for another month or two. The Parish Finance Council also continues to explore other fundraising ideas.

### How YOU Can Help

Since the General Offertory represents about 60% of our Income, we encourage you to continue your weekly or monthly contributions by putting them in the basket at Masses, mailing them to the Parish, or setting up a recurring direct deposit from your bank. If you are able to increase your contribution by 5% or 10% this year, that also would help to offset the increasing costs of the goods and services we buy as a Parish due to inflation. If you should want to contribute or donate to go to a specific purpose (such as Food Pantry, Charitable Giving or Building Maintenance), just make out your check to the Church of St. Thomas More and write that special purpose on the Memo line. If you do that or communicate your intention directly with the Parish Office, that request will be honored. Other ways to help the Parish include:

- Renewing your subscription to the 200 Club or starting a new subscription. Our 200 Club Committee Chair is Tom Dolan.
- Consider a contribution to the current 2022 Matching Gift Campaign. We are off to a good start.
- Supporting our CSO students in their fundraising activities. This support will enable a broader set of activities to be held and reduce the potential need for support from the Parish operating fund.
- Continuing your generous support of our wonderful Food Pantry through volunteering and/or making donations. You can also donate directly to our Parish Charitable Giving Fund that is administered by Fr. Andy.
- Participating in any new fundraising activities. If you have ideas or thoughts for fundraising activities please share them with Fr. Andy, any Staff member, or with one of the Parish Finance Council members.
- Volunteers have been providing more and more of the person-power and services needed by the Parish in the past few years. If you see something that could or should be done, step up and pitch in. More organized volunteer events are being planned.
- Our Sponsorship Program offers parishioners the opportunity to directly donate specific physical item(s) that are needed by our Parish such as postage stamps, equipment, cleaning and sanitizing supplies and many other items. Liturgical items like candles or Mass accessories also are occasionally advertised as being needed in the weekly bulletin.

The Parish Finance Council wishes to acknowledge our Parish staff and the volunteers who work tirelessly to help the Parish serve us all. The Council wishes you good health and happiness in the year ahead.

THANK YOU

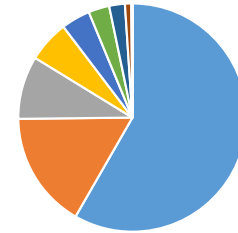
## Breakdown of Church of St. Thomas More's FY 2022 ACTUALS - INCOME AND EXPENSES

FY 2022 ACTUALS - INCOME			
INCOME CATEGORY	AMOUNT	BREAKDOWN	% OF TOTAL
Offertery	\$ 248,536.19		58.3%
Catholic Student Center Subsidy from the Diocese	\$ 70,416.71		16.5%
PPP Loan Forgiveness	\$ 38,100.00		8.9%
Matching Gift Campaign	\$ 25,150.00		5.9%
200 Club and Fundraising Events	\$ 17,475.00		4.1%
Donations	\$ 12,625.45		3.0%
General		\$ 4,110.67	
Unspecified		\$ 2,344.78	
Flowers		\$ 1,945.00	
Mass Offerings		\$ 1,560.00	
Weddings, Baptisms, Funerals		\$ 1,000.00	
CSO Oertory and Alumni		\$ 1,035.00	
Diocesan Catholic Schools		\$ 630.00	
Monthly Maintenance Contributions	\$ 9,491.00		2.2%
Religious Education Tuition and Sacramental Fees	\$ 3,820.00		0.9%
Interest Income	\$ 633.71		0.1%
CSO Endowment	\$ 27.74		0.0%
<b>TOTAL</b>	<b>\$ 426,275.80</b>		<b>100.0%</b>

FY 2022 SURPLUS	\$ 15,371.89
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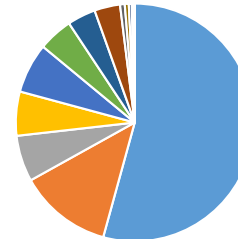
FY 2022 ACTUALS - EXPENSES			
EXPENSE CATEGORY	AMOUNT	BREAKDOWN	% OF TOTAL
Salaries, Benefits and Payroll Taxes	\$ 223,005.33		54.3%
Diocesan Assessments	\$ 52,005.24		12.7%
Utilities	\$ 25,796.91		6.3%
Oil and Natural Gas		\$ 11,698.40	
Cable, Telephone, Internet		\$ 7,460.04	
Electricity		\$ 5,271.95	
Water and Sewer		\$ 1,366.52	
Insurance - Property and Workers Compensation	\$ 24,636.00		6.0%
Equipment and Supplies	\$ 27,913.33		6.8%
Non-Liturgical		\$ 19,607.60	
Liturgical		\$ 8,305.73	
Contracted Services	\$ 19,274.44		4.7%
Catholic School Assessment	\$ 15,792.00		3.8%
Building Repairs	\$ 14,351.49		3.5%
Dues and Subscriptions	\$ 2,624.55		0.6%
	\$ 2,225.00		0.5%
Faith Formation	\$ 1,640.07		0.4%
Hospitality and Refreshments	\$ 801.59		0.2%
Catholic Student Organization	\$ 569.08		0.1%
Fees and Interest Expense	\$ 268.88		0.1%
<b>TOTAL</b>	<b>\$ 410,903.91</b>		<b>100.0%</b>

FY 2022 ACTUALS - INCOME



- Offertery
- Catholic Student Center Subsidy from the Diocese
- PPP Loan Forgiveness
- Matching Gift Campaign
- 200 Club and Fundraising Events
- Donations
- Monthly Maintenance Contributions
- Religious Education Tuition and Sacramental Fees
- Interest Income
- CSO Endowment

FY 2022 ACTUALS - EXPENSES



- Salaries, Benefits and Payroll Taxes
- Diocesan Assessments
- Utilities
- Insurance - Property and Workers Compensation
- Equipment and Supplies
- Contracted Services
- Catholic School Assessment
- Building Repairs
- Dues and Subscriptions
- Parish Fundraising - Expenses
- Faith Formation
- Hospitality and Refreshments
- Catholic Student Organization
- Fees and Interest Expense

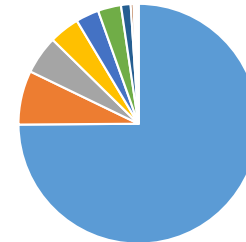
## Breakdown of Church of St. Thomas More's FY 2023 BUDGET - INCOME AND EXPENSES

FY 2023 BUDGET - INCOME			
INCOME CATEGORY	AMOUNT	BREAKDOWN	% OF TOTAL
Offertery	\$ 288,000.00		74.9%
Matching Gift Campaign	\$ 28,000.00		7.3%
Donations	\$ 19,867.00		5.2%
General		\$ 8,500.00	
Unspecified		\$ 2,000.00	
Flowers and Candles		\$ 3,620.00	
Mass Offerings		\$ 2,000.00	
Weddings, Baptisms, Funerals		\$ 2,000.00	
CSO Oertory and Alumni		\$ 1,000.00	
Diocesan Catholic Schools		\$ 747.00	
200 Club and Fundraising Events	\$ 15,750.00		4.1%
Catholic Student Center Subsidy from the Diocese	\$ 12,000.00		3.1%
Monthly Maintenance Contributions	\$ 12,000.00		3.1%
Religious Education Tuition and Sacramental Fees	\$ 5,000.00		1.3%
HSYM Fundraising	\$ 1,500.00		0.4%
Bequests	\$ 1,000.00		0.3%
Sponsorship Program	\$ 780.00		0.2%
Interest Income	\$ 652.00		0.2%
CSO Endowment	\$ 30.00		0.0%
<b>TOTAL</b>	<b>\$ 384,579.00</b>		<b>100.0%</b>

**PROJECTED FY 2023 SURPLUS \$ 0.86**

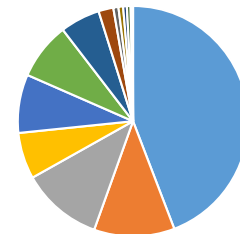
FY 2023 BUDGET - EXPENSES			
EXPENSE CATEGORY	AMOUNT	BREAKDOWN	% OF TOTAL
Salaries, Benefits and Payroll Taxes	\$ 169,881.38		44.2%
Diocesan Assessments	\$ 43,462.68		11.3%
Contracted Services	\$ 43,804.00		11.4%
Insurance - Property and Workers Compensation	\$ 25,012.32		6.5%
Utilities	\$ 31,530.00		8.2%
Oil and Natural Gas		\$ 14,030.00	
Cable, Telephone, Internet		\$ 7,250.00	
Electricity		\$ 8,850.00	
Water and Sewer		\$ 1,400.00	
Catholic School Assessment	\$ 30,804.48		8.0%
Equipment and Supplies	\$ 21,523.28		5.6%
Non-Liturgical		\$ 12,867.19	
Liturgical		\$ 8,656.09	
Building Repairs	\$ 8,000.00		2.1%
Faith Formation	\$ 2,750.00		0.7%
Catholic Student Organization	\$ 2,525.00		0.7%
Dues and Subscriptions	\$ 2,000.00		0.5%
Diocesan Assessed Collections Make-Up	\$ 2,000.00		0.5%
Hospitality and Refreshments	\$ 875.00		0.2%
Parish Fundraising - Expenses	\$ 250.00		0.1%
Fees and Interest Expense	\$ 160.00		0.0%
<b>TOTAL</b>	<b>\$ 384,578.14</b>		<b>100.0%</b>

FY 2023 BUDGET - INCOME



- Offertery
- Matching Gift Campaign
- Donations
- Fundraising Events
- Catholic Student Center Subsidy from the Diocese
- Monthly Maintenance Contributions
- Tuition
- HSYM Fundraising
- Bequests
- Sponsorship Program
- Interest Income
- CSO Endowment

FY 2023 BUDGET - EXPENSES



- Salaries, Benefits and Payroll Taxes
- Diocesan Assessments
- Contracted Services
- Insurance - Property and Workers Compensation
- Utilities
- Catholic School Assessment
- Equipment and Supplies
- Building Repairs
- Faith Formation
- Catholic Student Organization
- Dues and Subscriptions
- Diocesan Assessed Collections Make-Up
- Hospitality and Refreshments
- Parish Fundraising - Expenses
- Fees and Interest Expense