

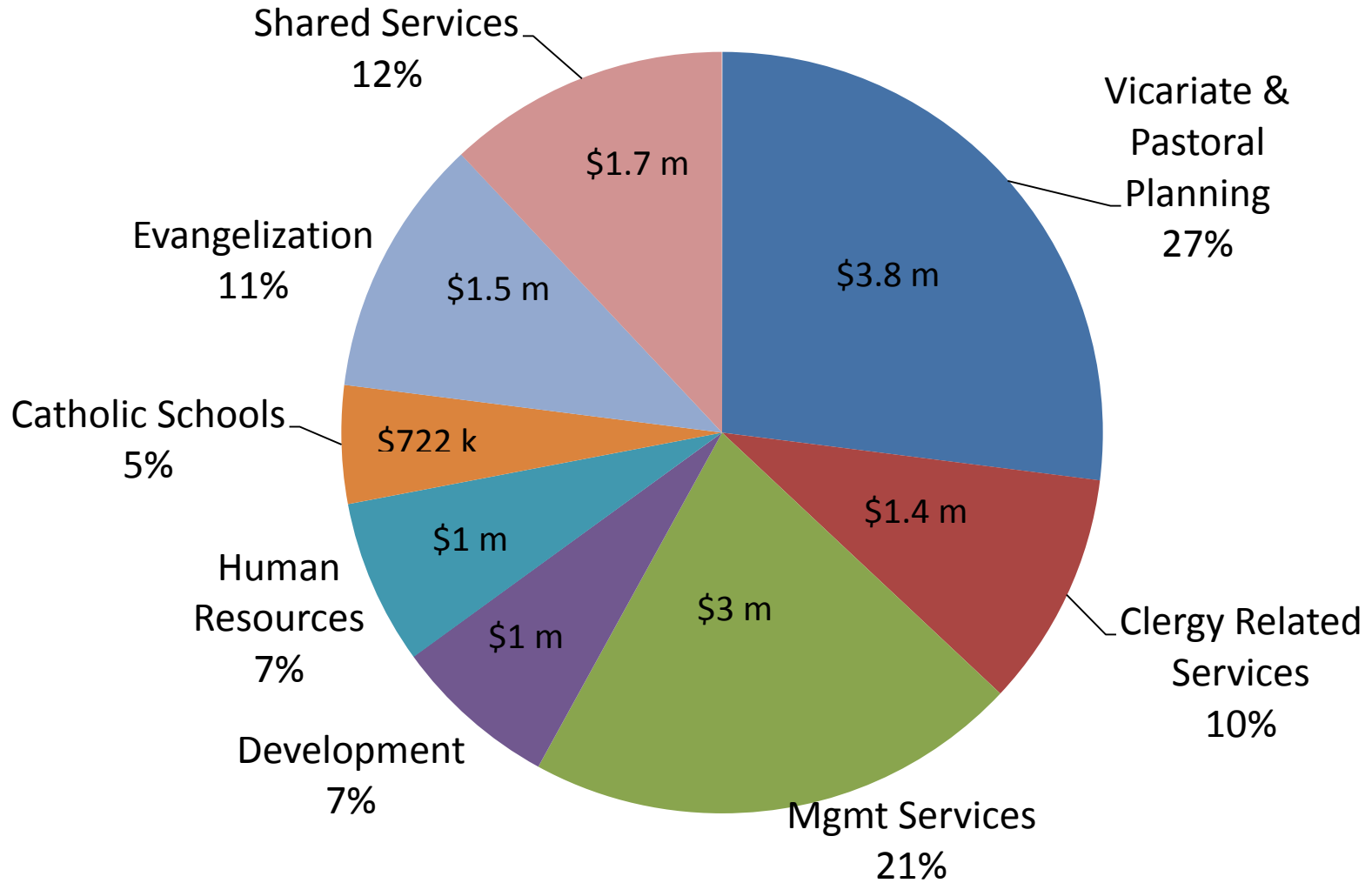
Archdiocese of Baltimore

FY 2014 Budget

Report on Allocation and Use of Cathedraticum

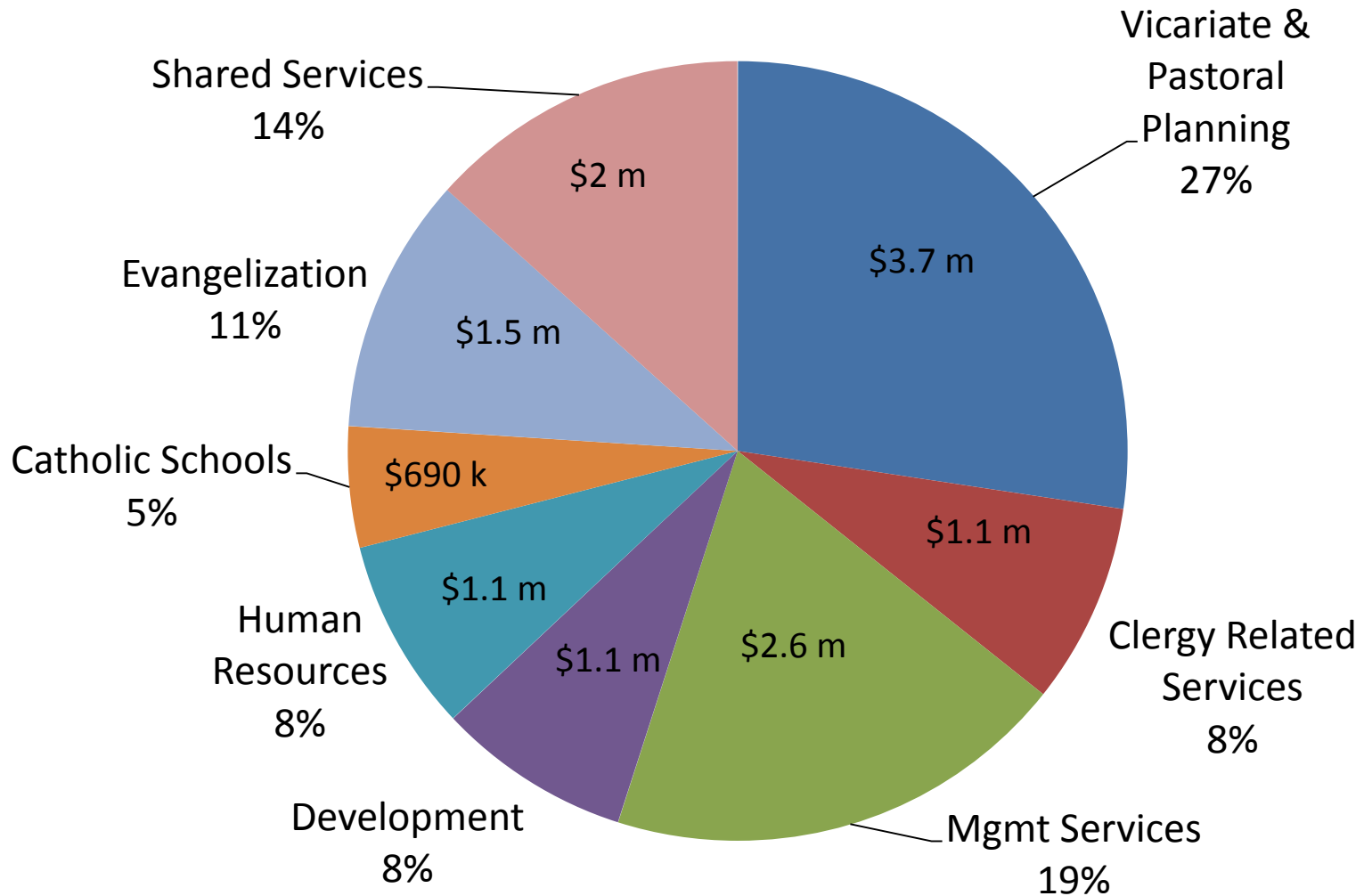
Catholic Center Operating Budget – FY14

Allocation of \$14.1 Million Cathedraticum



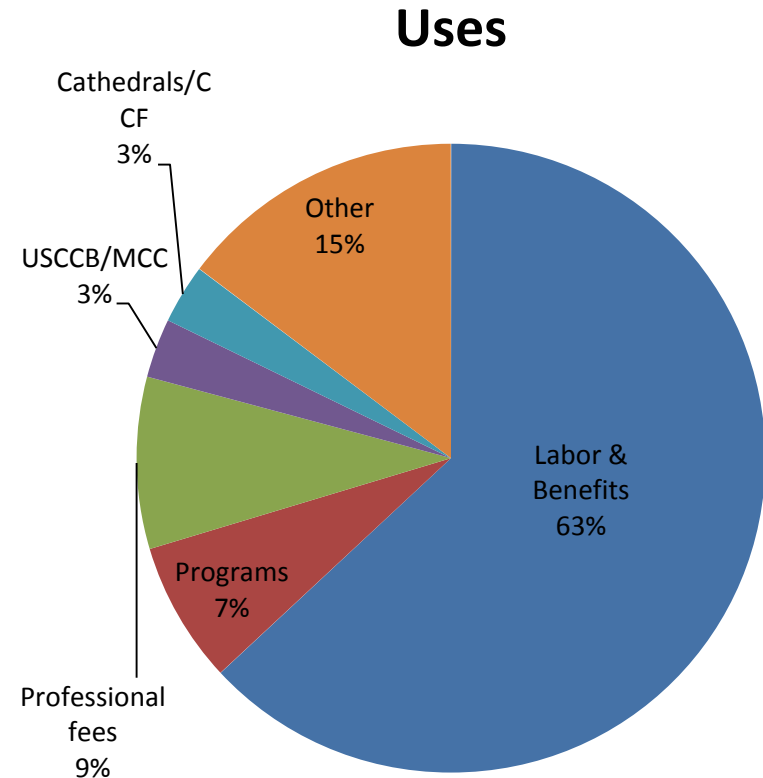
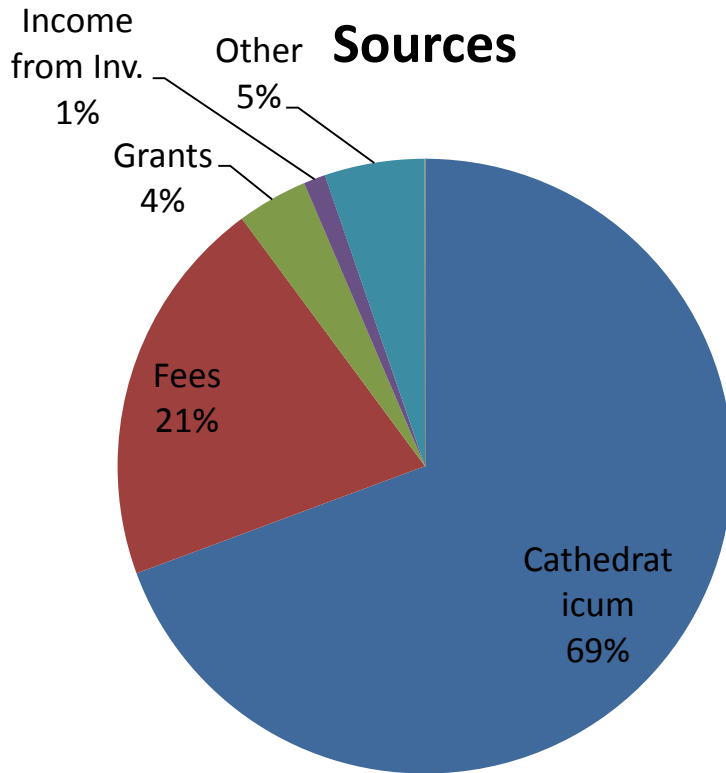
Catholic Center Operating Budget – FY13

Allocation of \$13.8 Million Cathedraticum



Overall Sources and Uses

FY14 Core Services Budget - \$20.4 m



Budget Highlights

- No change in total positions/2% increase in wages
- 7 % increase in cost of health benefit

Vicariate & Pastoral Planning

Divisions, FY14 Head Count, Use of Cathedraticum

Head Count: FY14 = 43 (FTE 37) FY13 = 45 (FTE 38)

- Office of the Archbishop – 8 positions - \$1,052,675
- Neumann Vicariate – 8 positions – \$569,784
- Seton Vicariate – 7 positions - \$561,912
- Office of the General Vicar – 6 positions – \$414,856
- Tribunal Office – 5 positions - \$397,315
- Office of Child Protection – 4 positions - \$248,908
- Office of Communications – 3 positions - \$314,773
- Respect Life Office – 2 positions - 146,108

Total cost budget =	\$4,955,294
Less Support	
Program and Service fees	(597,545)
Investment/Grant/Other	(514,100)
 Cathedraticum Used	 \$3,843,649
27% of Total Cathedraticum	

Major Programs/Events/Non-Labor Cost Items

- | | | |
|---------------------------|-----------------------|---------------------------------------|
| * Apostleship of the Sea | * Archives | * African/American Ministries |
| * Hispanic Ministries | * Planning Office | * Eastern Regional Conf. of Canonists |
| * 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
- Diane Barr, Chancellor
- Sr. Ortiz, Consecrated Life
- P. Nadolny, Admin
- J. Sychuk, Admin
- M. Barrick, Admin

- Office of the Vicar General

- Msgr. R. Woy, Vicar General
- L. Markowski, Admin
- Msgr. R. Hartnett, Planning office
- N. Naquinn, planning
- 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. Hiebler, Associate
- D. Weidner, Admin
- Open, 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
- Open, 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

- Communications Office

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

- Respect Life Office

- Linda Brenegan, Director
- J. Coughlin, Project Rachel

Clergy Related Services

Divisions, FY14 Head Count, Use of Cathedraticum

Core Operating Services & Administration

Head Count: FY14 = 12 (FTE 10) No change

- Division of Clergy Personnel– 4 positions - \$407,178
- Vocation Office – 2 positions – \$789,609
- Hospital Chaplaincy – 6 positions - \$138,314

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

Core Operating Areas

Total cost budget=	\$2,150,823
Less Support	
Program and Service fees	(96,750)
Investment/Grant/Other	(718,972)
Cathedraticum Used	\$1,335,101
9.4% of Total Cathedraticum	

Senior & Retired Priest Services

Cost of Assisted Living/Medical	\$1,999,025
Less Support	
Second collection Income	(385,000)
Endowment Income	(145,000)
Clergy withholdings	(400,000)
Program fees/profit share	(627,000)
Use of Unrestricted Gifts	(442,025)
Use of Cathedraticum *	zero
 Cost of Clergy on Outside Assignment	 \$ 943,998
Less Support provided by outside	(300,899)
Use of Unrestricted Gifts	(643,099)
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

- **Hospital Chaplaincy**

- Rev. W. Spacek
- Rev. G. Kagere
- Rev. E. Mensah
- Rev. E. Szymanski
- Rev. Schmulmeister (benefits only)
- Rev. T. Malia (pension only)



Department of Management Services

Divisions, FY14 Head Count, Use of Cathedraticum



Head Count: FY14 = 49 (FTE 49) FY13 = 48 (FTE 48)

- Exec/Fiscal Serv. - 23 Position - \$1,151,113
- Facilities and Real Estate – 6 Position - \$580,084
- Information Technology – 15 Positions – \$1,250,215
- Building – 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 Budget	
Exec Dir/Fiscal Services	\$ 3,002,073
Facilities and Real Estate	962,993
Information Technology	1,607,321
Catholic Center Building	<u>500,000</u>
Total Cost Dept. of Mgmt Serv.	\$ 6,072,387
Less Support	
Fees from Insurance Prog.	(995,000)
Fees from IPLF	(200,000)
Fees from campaigns	(251,400)
Fees for Catholic Accounting Serv	(404,560)
Income from Rental Property	(196,759)
Real Estate fees	(173,700)
Project Management fees	(105,000)
Allocated to other Depts (Sq ft)	(361,859)
Annual Appeal Grants	(45,000)
Powerschool fees	(231,534)
ParishSoft fees	(34,500)
Fees for ArchTech Service	<u>(91,072)</u>
Cathedraticum Used	\$ 2,982,003
21% 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
- J. Walker, Staff Accountant
- J. Watts, Staff Accountant
- Open, 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, Executive Director
- K. Giron-Rodriques, Admin
- T. Rodgers, Director Operations
- W. Zhao, Systems Administrator
- R. Spadaro, Web Developer
- D. Honemann, Database Administrator
- S. Joseph, Help Desk Coordinator
- G. Lucas, Infrastructure & Security Manager
- N. Caprio, Network & Telecom Specialist
- Open, Manager, Info Research
- S. Herd, Data Specialist
- R. Hurt, PIMS Manager
- L. Crosby, PIMS Coordinator
- Open, 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

Divisions, FY14 Head Count, Use of Cathedralricum

Head Count: FY14 = 17 (FTE 17) FY13 = 18 (FTE 17.5)

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 \$40 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 achievable. 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	\$ 2,148,372
Less Support	
Fees from Annual Appeal	(529,500)
Fees from CCF	(294,600)
Fees from Embracing Cap Camp.	(112,000)
Other fees & gift income	<u>(181,132)</u>
Cathedralricum Used	\$ 1,031,140
7% of Total Cathedralricum	

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 cathedralricum supporting the department

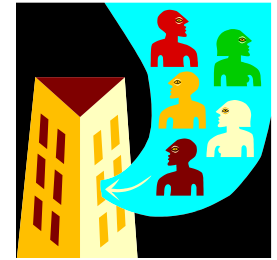
Department of Development Personnel Listing

- Department of Development
 - P. Madden, Executive Director
 - C. Torsella, Admin
 - R. Silbaugh, Director
 - Open, Operations Director
 - Open, Regional Director
 - G. Leitner, Regional Director/Director, Basilica Trust
 - M. Anthony, Assistant Director
 - J. Hammand, Grants Administrator
 - K. Caruso, Major Gifts Officer
 - D. Schattakka, Associate
 - J. Hackett, Manager, Annual Appeals
 - J. Vitrano, Communication Specialist
 - K. Balsler, Manager Gifts & Database Administrator
 - K. Hudson, Campaign Specialist
 - M. Hodges, Campaign Assistant
 - N. Hudson, Systems Administrator
 - J. Rankin, Data Analyst



Department of Human Resources

Divisions, FY14 Head Count, Use of Cathedraticum



Head Count: FY14 = 13 (FTE 13) FY13 = 13 (FTE 12.5)

- HR Central Services - 2 Position - \$251,342
- HR Field – 5 Position - \$490,872
- HR HRMS – 2 Positions – \$278,609
- H&B Insurance – 4 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.

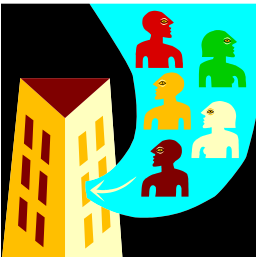
Total Cost Budget	
HR Central Services	\$ 251,342
HR Field Support	490,872
HR HRMS	<u>282,687</u>
Cathedraticum Used	\$ 1,024,901
7% of Total Cathedraticum	

Cost of Health & Benefit Programs

Administration budget	\$ 566,700
Premiums, Claims and Other	<u>45,628,400</u>
Total Annual cost	\$46,195,100
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(46,195,100)</u>
Cathedraticum Used	Zero

Human Resources Personnel Listing

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



Department of Catholic Schools

Divisions, FY14 Head Count, Use of Cathedraticum

Head Count: FY14 = 10 (FTE 9.5) FY13 = 10 (FTE 9.5)

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 FY14 \$2,645,700

Partners in Excellence	\$1,000,000
Archdiocesan School Fund	875,000
Annual Appeal/EOM/CCF	447,700
Bussing	323,000

Total Cost Budget	
Total cost of administration	\$ 1,146,182
Support of MACSC	25,000
Less Support	
Fees from schools per enrollment	(341,000)
Reimbursement of group purchase	(70,100)
Title Fund Reimbursement	(15,000)
Investment Income	(7,500)
Fees from Operation Teach	<u>(15,012)</u>
Cathedraticum Used	\$ 722,570
5% 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. Harkins, Director, Enrollment & Secondary Programs
 - J. McClure, Admin
 - J. Rogers, Director, Government Funded Programs
 - A. Simmons, Operation TEACH Coordinator
 - Open, Instructional Programs

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





Department of Evangelization

Divisions, FY14 Head Count, Use of Cathedraticum

Head Count: FY14 = 23 (FTE 22.5) FY13 = 24 (FTE 23.5)

- Executive Director – 2 positions - \$166,366
- Prison Ministries – 3 positions – \$79,838
- Office of Worship – 1 position - \$143,848
- Deaf Ministries – 1 position – \$47,815
- Disability Ministries– 1 position - \$68,058
- Catechetical & Pastoral Formation – 8 positions - \$490,032
- Youth and Young Adult – 7 positions - \$504,604

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

Total cost budget =	\$2,511,860
Less Support	
Service contracts w/prisons	(52,400)
Religious Ed fees	(110,000)
Grants from AAA/CCF	(298,075)
MAC Income	(15,000)
Camp Glow program fees	(60,000)
Marriage Prep program fees	(56,400)
Equip for Ministry/Form. Fees	(52,400)
Youth Program fees	(272,100)
Newman Centers @ Univ collections	(47,300)
Investments/Other	(47,624)
Cathedraticum Used	\$1,500,561
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. Hurley, Executive Director
 - A. League, Admin. (Youth & Young/Campus Ministry)
- **Prison Ministry**
 - S. Presberry, Director
 - P. Ashby, Admin.
 - Sr. Dougherty
 - R. Lashinsky
 - Stipend Assistance
- **Office of Worship**
 - Open, Director
 - Stipend Assistance
 - Doug Byerly, Music Minister for Archdiocesan Celebrations
- **Deaf Ministry**
 - E. Colarusso, Director
 - P. Ashby, Admin (Worship/Deaf/Disabilities)
- **Disabilities Ministry**
 - B. Fleming, Director
- **Catechetical & Pastoral Formation**
 - R. Puls, Director
 - R. Deludos, Admin.
 - C. Mahaley, Admin.
 - Open, Hispanic Pastoral Formation Coordinator
 - L. Przybysz, Marriage & Family Life Coordinator
 - J. St. Croix Pastoral Leadership Formation Coordinator
 - S. Russell, Curriculum & Catechist Formation Coordinator
 - Ximena DeBroek, Adult & Sacramental Formation
- **Youth & Young Adult**
 - S. Miller, Director
 - M. Brogden, Youth Ministry Formation Coordinator
 - Open, Hispanic Young Adult & Youth Ministry
 - S. Smith, Admin.
- **Division of Campus Ministry for Universities and Colleges**
 - P. Gallagher, Campus Ministry
 - J. Paul Walker, OP, Campus Ministry
 - K. Broadwater, Campus Ministry
 - Fr. T. Ryan, Campus Ministry
 - Stipend Assistance

Shared Services

(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	621,766
Support of Cathedrals	437,457
Annual Audit of Central Serv.	59,532
Audit of High Schools (20%)	35,000
Bank and Investment Fees	52,426
Depreciation and Other	85,072

Total Shared Service Costs \$2,218,253

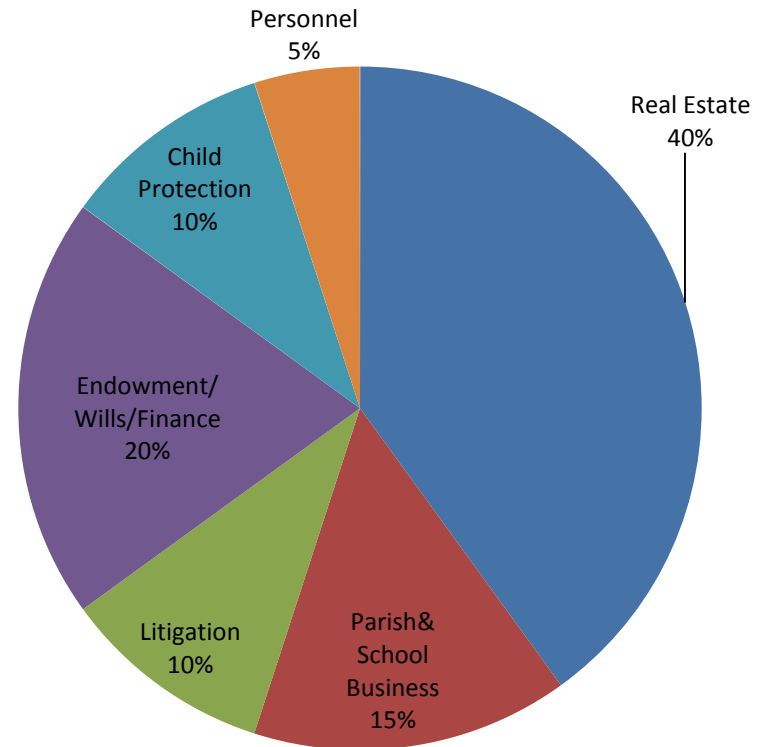
Less Support:

Estimated unfilled labor in core budget	\$ (320,679)
Unrestricted/Unknown gifts *	(187,500)

Cathedraticum Used \$1,710,074
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 2014

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

The Cost of Anticipated External Assistance

School Related Assistance:

Bus Services	\$ 323,000
Tuition Assistance – Need Based	922,700
Subsidy Assistance	400,000
Hispanic Apostolate (ACC)	30,000
O’Dwyer Retreat House	30,000
Emergency Grants (Parish/Schools)	50,000
Unpaid Cathedraticum/Fees	225,000
Net Cost of LT Debt (Interest/Swaps)	318,524
Senior and Retired Care for Clergy	442,025
Clergy on Assignment other than parish	643,099
Total External Assistance	\$3,384,349

Sources of External Funds

School Related Items:

School Assessments from Parishes	\$ 750,000
Rental/Sale of old school real estate	125,000
Archbishop Annual Appeal	410,000
Catholic Community Foundation	160,700
Gift Restricted to Bus Service	200,000
Income from Unrestricted Investments	450,000
Grants from Foundations to Archbishop	235,000
Grants from Insurance Program	200,000
Grants from Known Sources	\$ 2,530,700
Unrestricted Gifts/Bequest (not Identified)	853,649
Total Sources to Pay for External Budget*	\$ 3,384,349

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