



ARCHDIOCESE *of*
BALTIMORE

FY 2017 BUDGET

*Report on Allocation and Use of
Cathedraticum*



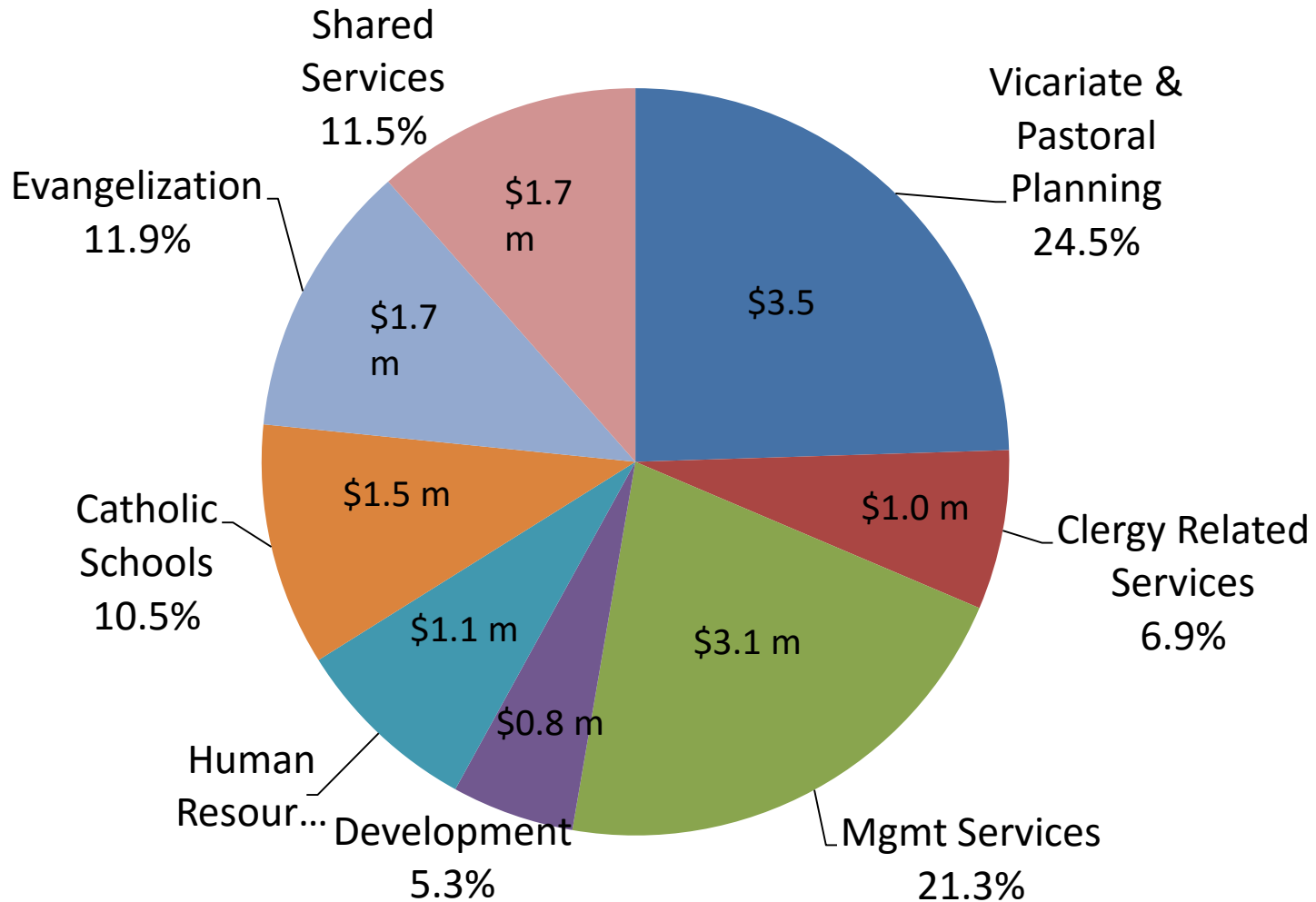
FY17 Budget Overview

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	23.0 million <u>(8.6) million</u> 14.4 million
External Assistance (1)	Must stay within income generated from unrestricted gifts and interest income and dividends	\$5.9 million
Insurance Health Benefits Risk	All insurance programs are sustained by premiums paid by participants of the program – parish/schools/agencies of the Archdiocese	\$43.1 million \$7.0 million \$9.6 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.



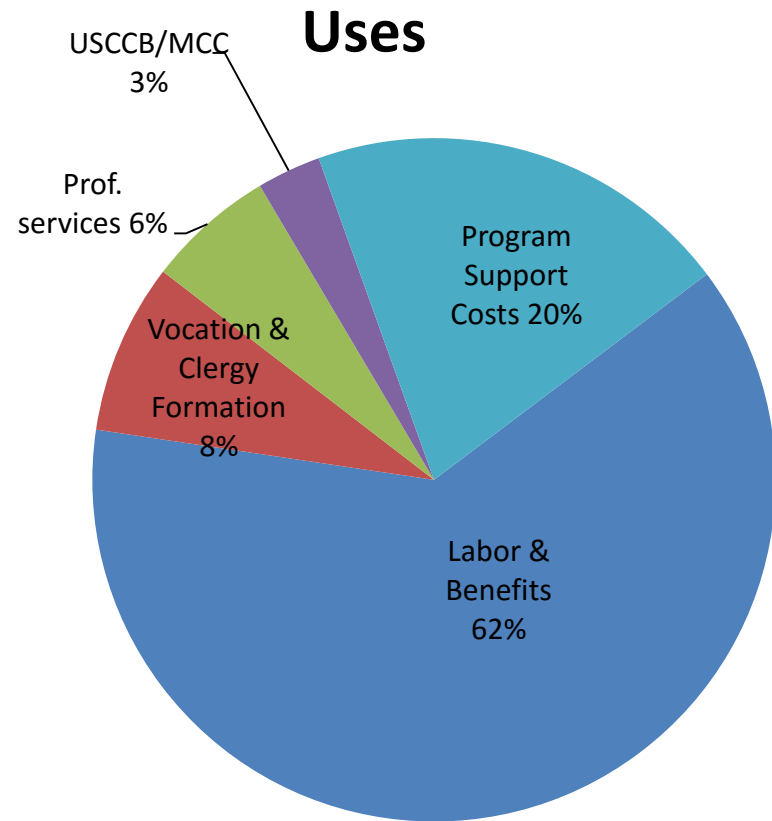
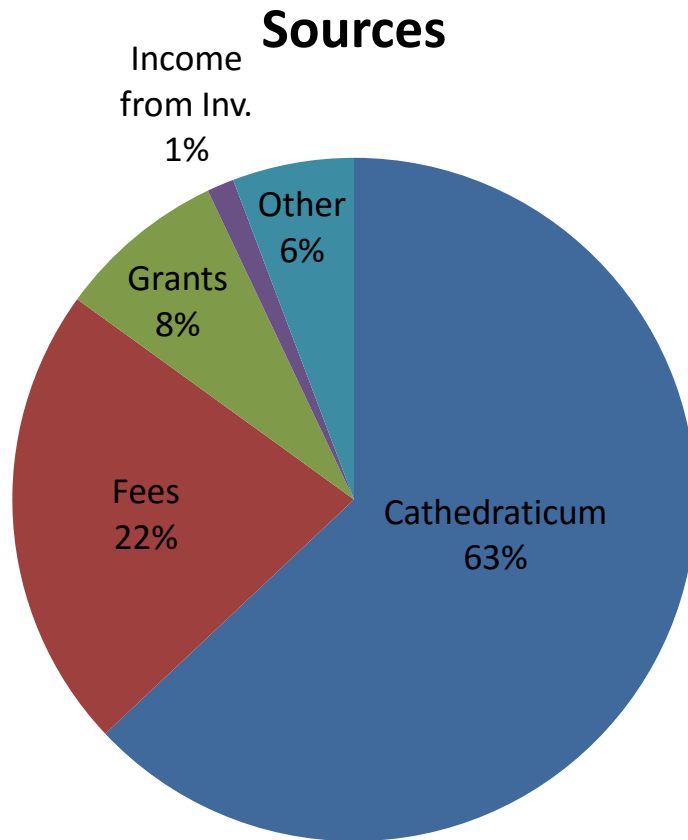
Catholic Center Core Operating Budget – FY17 Allocation of \$14.4 Million Cathedraticum





Overall Sources and Uses

FY17 Core Services Budget - \$23 m





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 (Nativity was largest in FY15. Tax represented 14% of operating income and 15% or 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

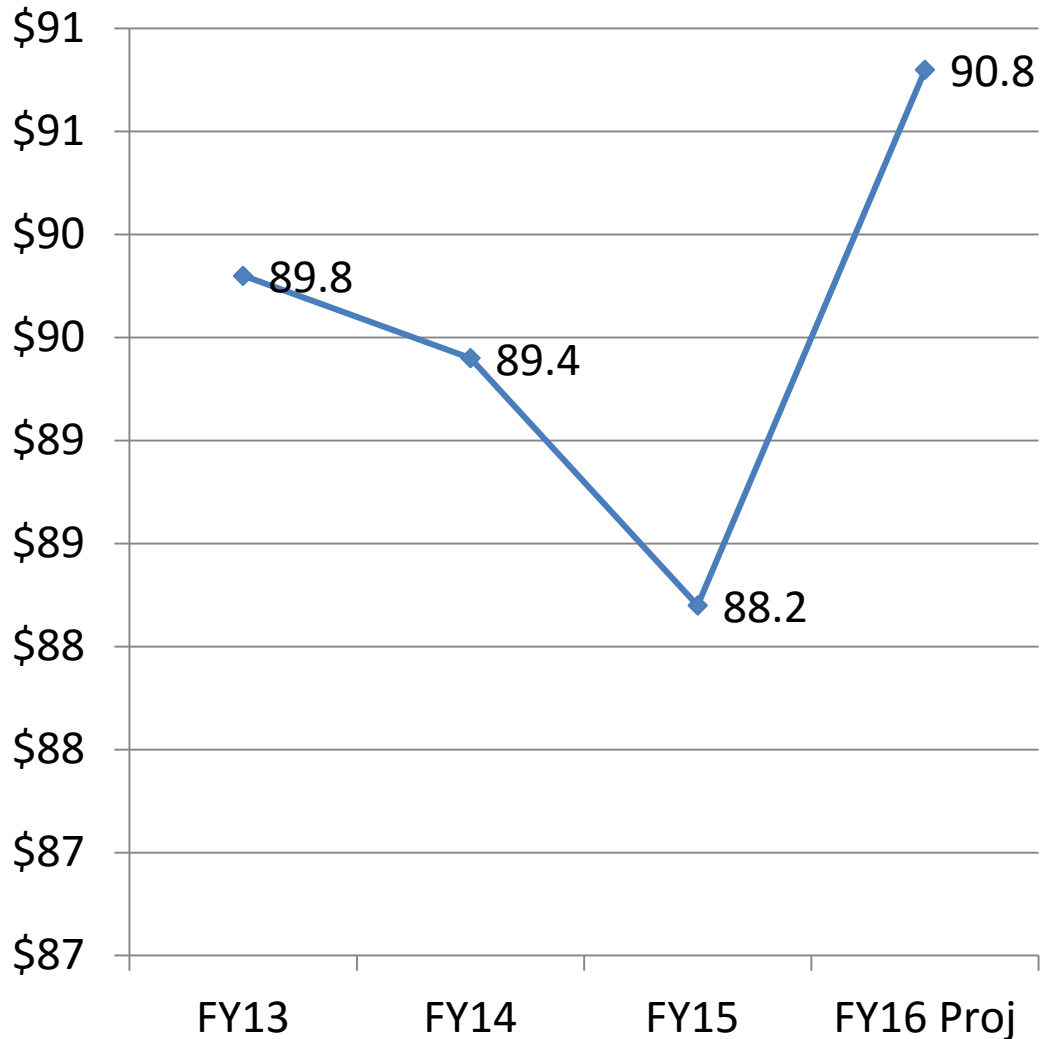
Annual cumulative offertory has historically grown about 2-3% annually. There is some evidence that this trend may have peaked in FY13.

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

- Add four regional development directors to assist parishes
- Increase formal parish offertory programs
- Increase participation in annual appeal

Based on actual result these efforts improved the downward trend. FY17 budget assumed that the growth will be sustained but no increase was assumed.

Offertory in Millions





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

Department	FY17 FTE	FY16 FTE	Notes
Vicariate & Pastoral Planning & Clergy Services	48.5	53	Reorganize some existing staff into Evangelization programs
Management Services	49.0	50.5	Reorganize some IT staff into schools
Development	22.0	21.0	
Human Resources	9.0	9.0	
Evangelization	23.5	21.5	Reorganized Vicar staff
Catholic Schools	13.5	13.0	New IT Director Schools
Totals	165.5	168.0	FY17 total salaries = \$10.4 million which represents a total increase of 0.5%. Overall 2.25% raise provided to staff



Vicariate & Pastoral Planning FY17 Divisional Budgets and Use of Cathedraticum

- Office of the Archbishop – 7 .5 positions - \$1,395,082
- Neumann Vicariate – 3.5 positions – \$406,857
- Seton Vicariate – 3.5 positions - \$464,266
- Office of the General Vicar – 4 positions – \$478,480
- Residence – 3 positions - \$383,569
- Tribunal Office – 5 positions - \$501,118
- Office of Child Protection – 4.5 positions - \$397,671
- Office of Communications – 4 positions - \$969,423
- Missions Office – 2.5 position - \$416,871

Total cost budget =	\$5,413,337
Less Support	
Program and Service fees	(742,712)
Investment/Grant/Other	(1,151,000)
 Cathedraticum Used	 \$3,519,625
 24% 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
- V. Cofrman, Admin

- **Office of the Vicar General**

- Msgr. A. Parker, Vicar General
- D. Daly, Parish Planning
- C. Yeung, Parish Planning
- C. Malloy, Admin

- **Neumann Vicariate**

- Most Rev. Denis J. Madden, Vicar
- K. Mesaris, Admin
- Sr. G. Proctor, Black Catholic Ministries, Director
- A. Cooper, Admin

- **Seton Vicariate**

- Open Vicar
- Open Admin
- Sr. Mercedes Castillo-Razo, Hispanic Ministries, Director
- L. Pappas, Admin



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. LaCour, Admin/Notary
- Stipend Assistance
 - Rev. J. Ward
 - Rev. M. Carrion
 - Rev. C. Moore
 - Deacon A. Norcio

- Office of Child Protection

- Open, Director
- J. Burkhardt, Acting Director
- J. Caplan
- J. Tillman
- M. Sullivan

- Communications Office

- Sean Caine, Director
- T. Murphy
- L. Robinson
- P. Nadolny

- Missions Office

- Dr. R. Mortel, Director
- R. Bowles
- Open

- Basilica Residence

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



Clergy Related Services

FY17 Divisional Budgets and Use of Cathedraticum

Core Operating Services & Administration

- Division of Clergy Personnel – 4 positions - \$355,224
- Vocations – 2 positions – \$1,500,777
- Hospital Chaplaincy – 5 positions - \$406,150

Special Clergy Related Areas (in external budget)

- Senior and Retired Priest
- Clergy on Assignment Outside of Parish – 18 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=	\$2,512,151
Less Support	
Program and Service fees	(171,500)
Investment/Grant/Other	(1,340,544)
Cathedraticum Used	\$1,000,107
7% of Total Cathedraticum	

Senior & Retired Priest Services

Cost of Assisted Living/Medical	\$2,282,418
Less Support	
Second collection Income	(345,000)
Endowment Income	(379,006)
Clergy withholdings	(624,000)
Program fees/profit share	(641,300)
Use of Unrestricted Gifts	(248,520)
AAA Grant	(100,000)
Use of Cathedraticum *	zero
Cost of Clergy on Outside Assignment \$	919,068
Less Support provided by outside	(341,796)
Use of Unrestricted Gifts	(577,272)
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
- S. McCray, Admin

- **Vocations Office**

- Rev. J. Sorro, Director
- J. Vidmar, Admin

- **Hospital Chaplaincy**

- Rev. D. Cieri
- Rev. G. Kagere
- Rev. R. Martin
- Rev. S. Uzoukwu
- Rev. J. Reusing



Department of Management Services

FY17 Divisional Budget and Use of Cathedraticum

- Exec/Fiscal Serv. – 22 Position - \$2,864,902
- Facilities and Real Estate – 7.5 Position - \$1,080,110
- Information Technology – 14 Positions – \$1,732,771
- 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.	\$ 5,897,669
Less Support	
Fees from Insurance Prog.	(995,000)
Fees from IPLF	(250,000)
Fees from campaigns	(350,615)
Fees for Catholic Accounting Serv	(168,535)
Subsidized fee for CAS (external)	(186,289)
Income from Rental Property	(46,845)
Real Estate fees	(212,800)
Project Management fees	(20,000)
Allocated to other Depts (Sq ft)	(219,887)
Annual Appeal Grants	(45,000)
Powerschool fees	(214,623)
ParishSoft fees	(60,750)
Other	(64,257)
Cathedraticum Used	\$ 3,063,068

21.3% of Total Cathedraticum



Management Services Personnel Listing

• Office of the Executive/Fiscal Services



- B. Baird, Executive Director/CFO
- JB. Giudici, Admin
- J. Matera, Controller/Director
- P. Kappes, Admin
- M. Stoval, Assistant Controller
- Open, 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
- M. Ellis, Regional Controller
- P. Sleeper, Staff Accountant
- J. Watts, Staff Accountant
- Open, Accounting positions (3)



• Facilities and Real Estate Management

- N. McCoy, Director
- M. Buchanan, Admin
- C. Kinman, Project Manager
- D. Johnson, Project Manager
- D. Owens, Project Manager
- M. Reagan, Project Manager

• Information Technology



- Open, Director/CIO
- Open, Director of Operations
- K. Giron-Rodrigues, Admin
- W. Zhao, Systems Administrator
- M. Weschler, Web Developer
- D. Honemann, Database Administrator
- Open Help Desk Coordinator
- G. Lucas, Infrastructure & Security Manager
- J. Sefiani, Network & Telecom Specialist
- L. Lawson, Data Specialist - Parishes
- S. Herd, Data Specialist - Schools
- R. Hurt, PIMS Manager
- L. Crosby, PIMS Coordinator
- J. Bell, External IT Coordinator



Management Services Personnel Listing

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



Department of Development FY17 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 \$60 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	\$ 3,007,016
Less Support	
Fees from Annual Appeal	(595,838)
Fees from CCF	(513,214)
Fees from Embracing Cap Camp.	(488,909)
Other fees & gift income	<u>(656,953)</u>
Cathedraticum Used	\$ 752,102
5% 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.



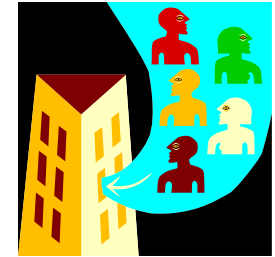
A return on investment of \$10 for every \$1 of cathedraticum supporting the department



Department of Development Personnel Listing

- Department of Development
 - P. Madden, Executive Director
 - C. Torsella, Admin
 - R. Bart, Regional Director
 - T. Brashears, Operations Director
 - J. Katz, Regional Director
 - E. Shaughney Regional Director
 - K. Montgomery, Regional Director
 - G. Reed, Regional Director
 - M. Anthony, Assistant Director
 - J. Hammand, Grants Administrator
 - P. Lombardo, Annual Appeals
 - S. Dennis, CCF Associate
 - L. Wright, Regional Director
 - J. Vitrano, Communication Specialist
 - K. Vanterpool-Randall, Gift Processing
 - K. Brackin, Gift Processing
 - C.. Hackett, Gift Processing
 - N. Hudson, Systems Administrator
 - M. Shumway, Gift Processing
 - G. Beam, Data Analyst
 - R. Baron, CCF Accountant
 - C. Lupo, PIE Coordinator
 - B. Durbin, Restricted Appeal Coordinator





Department of Human Resources

FY17 Divisional Budgets and Use of Cathedraticum

- HR Central Services - 3 Position - \$547,711
- HR Field – 4 Position - \$370,911
- HR HRMS – 2 Positions – \$250,506
- H&B/Risk Insurance – 9 Positions – 59 million

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>1,169,128</u>
Cathedraticum Used	\$ 1,169,128
8% of Total Cathedraticum	

Cost of Health & Benefit Programs

Administration budget	\$ 2,185,212
Premiums, Claims and Other	<u>47,950,199</u>
Total Annual cost	\$50,135,411
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(50,135,411)</u>
Cathedraticum Used	Zero

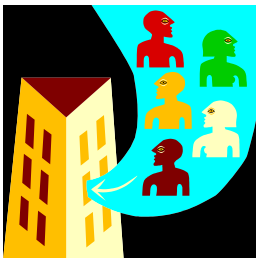
Cost of Risk Insurance

Administration budget	\$ 1,525,634
Premiums, Claims and Other	<u>8,114,913</u>
Total Annual cost	\$ 9,640,547
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(9,640,547)</u>
Cathedraticum Used	Zero



Human Resources Personnel Listing

- **HR Central Services**
 - J. Smith, Executive Director
 - S. Anderson, Manager
 - C. Kern, Admin
- **HR Field**
 - M. Fern, Training Manager
 - R. McCurdy, Employee Relations Manager
 - Open – 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
 - S. Berman, HRMS Implementation Coord.
- **Risk Insurance (Mgmt Services)**
 - T. Alban, Director
 - C. O'Brien, Risk Specialist
 - D. Appel, Admin





Department of Catholic Schools

FY17 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 FY17 \$3,015,000

Partners in Excellence	\$1,155,000
Archdiocesan School Fund	1,030,000
Annual Appeal/EOM/CCF	830,000

Total Cost Budget	
Total cost of administration	\$ 2,097,881
Less Support	
Fees from schools per enrollment	(340,555)
Reimbursement of group purchase	(135,278)
Endowment from CCF	(44,791)
Title Fund Reimbursement	(15,000)
Investment Income	(7,500)
Grants and Other	<u>(39,336)</u>
Cathedraticum Used	\$ 1,515,421

10% of Total Cathedraticum





Department of Catholic Schools Personnel Listing

- Department of Catholic Schools
 - J. Sellinger, Chancellor of Catholic Schools
 - B. Edmondson, Executive Director/Superintendent
 - K. Pinkowski Admin
 - L. Thomas, Admin
 - M. Dammeyer, Assoc. Superintendent, Curriculum & Professional Development
 - U. Glenn, Admin
 - C. Brown, Assoc. Superintendent, School Leadership & Community Schools
 - D. Rarman, 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
 - S. Cramer, Powerschool Coordinator
 - E. Watts, Director

Child Nutrition Team (Separate Budget)

- Isabelle Gerber, Coordinator
- April Bain, Administrator
- Cafeteria workers at supported schools





Department of Evangelization

FY17 Divisional Budgets and Use of Cathedraticum

- Executive Director – 2 positions - \$252,526
- Prison Ministries – 3 positions – \$168,915
- Office of Worship – 2 position - \$192,175
- Respect Life/Project Rachel – 2 Positions - \$\$214,587
- Marriage and Life – 2 position – \$222,871
- Disability Ministries– 1.5 position - \$204,379
- Catechetical & Pastoral Form. –5 positions - \$591,987
- Youth and Young Adult – 6 positions - \$963,994

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

Total cost budget =	\$2,811,433
Less Support	
Service contracts w/prisons	(79,613)
Religious Ed fees	(137,700)
Grants from AAA/CCF	(498,932)
MAC Income	(15,000)
Camp Glow program fees	(60,000)
Marriage Prep program fees	(50,000)
Project Rachel/Respect life	(18,000)
Youth Program fees	(154,555)
Newman Centers @ Univ collections	(26,600)
Investments/Other	(52,247)
Cathedraticum Used	\$1,718,786
12% of Total Cathedraticum	

Adult Oriented Evangelization

- Prisons - Deaf - Disabled

- Formation Curriculum - Marriage & Family

- Special liturgy (Chrism/Rite of Election)

- Hispanic Formation - Mid-Atlantic Congress

Youth Oriented Evangelization

- 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
 - M. Green, Admin
- **Prison Ministry**
 - S. Presberry, Director
 - Sr. Dougherty
 - Fr. J. Kightlinger
 - Stipend Assistance
- **Worship & Sacramental Formation**
 - J. Males, Director
 - N. Danter, Admin
- **Respect Life Office**
 - J. Coughlin, Director
 - Open
 - S. Golden
- **Special Needs Ministry**
 - B. Fleming, Director
 - S. Gudenkauf (PT)
- **Marriage and Family Life**
 - E. Herrera, Director
 - C. Mahaley, Admin
- **Catechetical & Pastoral Formation**
 - R. Puls, Director
 - R. Deludos, Admin.
 - Open
 - A. Kibler
 - J. St. Croix
- **Youth & Young Adult & Campus Ministry**
 - C. Gould, Director
 - P. Ashby, Admin
 - S. Jarzembowski
 - Fr. M. Buening, Campus Ministry
 - Stipend Assistance
 - Open



Shared Services – FY17 Budget

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

Shared Services Area:

Legal Representation	\$ 946,346
USCCB and MCC Annual Dues	733,253
Support of Cathedrals	188,036
Annual Audit of Central Serv.	50,000
Audit of High Schools (20%)	26,302
Bank and Investment Fees	40,000
Depreciation and Other	290,917
 Total Shared Service Costs	 \$2,274,854

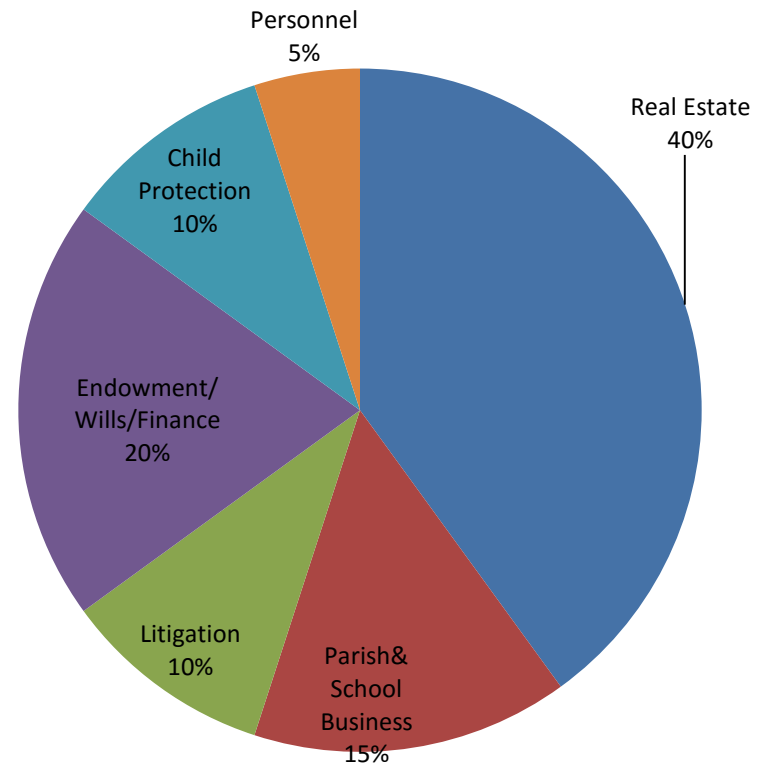
Less Support:

Estimated unfilled labor in core budget	\$ (520,309)
Grant Income – Annual Appeal	(100,000)
Unrestricted/Unknown gifts *	-

Cathedraticum Used \$1,654,545
 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 2017

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

The Cost of Anticipated External Assistance

School Related Assistance:

Bus Services	\$ 155,000
Tuition Assistance – Need Based	1,365,000
PIE Tuition Assist. – Need Based (city)	1,650,000
Subsidy Assistance	1,091,803
Hispanic Apostolate (ACC)	30,000
O’Dwyer Retreat House	30,000
Emergency Grants (Parish/Schools)	50,000
Unpaid Cathedraticum/Fees	500,000
Net Cost of LT Debt (Interest/Swaps)	123,376
Subsidy of Catholic Accounting Service	186,289
Senior and Retired Care for Clergy	248,520
Clergy on Assignment other than parish	577,272
Total External Assistance	\$6,007,260

Sources of External Funds

School Related Items:

School Assessments from Parishes	\$ 850,000
Rental/Sale of old school real estate	250,000
Archbishop Annual Appeal	515,000
Catholic Community Foundation	407,508
Income from Unrestricted Investments	900,000
Grants/Gifts from Foundations to Archbishop	825,192
PIE Pledges/OTG/Use of Surplus	<u>1,320,000</u>
Grants from Known Sources	\$ 5,067,700
Unrestricted Gifts/Bequest (not Identified)	939 560
Total Sources to Pay for External Budget*	\$ 6,007,260

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