

**DIOCESE OF RICHMOND**  
**ANNUAL REPORT**  
**FISCAL YEAR 2015 - 2016**  
**(FROM July 1, 2015 through June 30, 2016)**

Please Type

Name of Parish: St. Michael Catholic Church

Location: 4491 Springfield Rd, Glen Allen, VA Parish # 630

**CENSUS STATISTICS**

1. INDIVIDUALS (Count only baptized Catholics in your parish. Do not count non-Catholics residing in the same household. Please indicate total number in each age category.)

	18-30	31-59	60 & Over	Unknown	Total	
A. Catholic Men	744	1439	493	46	2722	
B. Catholic Women	759	1892	614	77	3342	
	Under 1	1-5	6-12	13-17	Unknown	Total
C. Catholic Children	33	394	1037	1128	17	2609

D. Total Number of Catholic Individuals: (This figure should represent a total of A, B, and C.

If these figures do not agree, please attach an explanation.)

8673

2. FAMILIES (Catholic adults over age 18 residing in household categories A and B below should not be counted as a separate family for purposes of this report. They would have been counted as individuals above, but would fall within the family structure listed below.)

A. Single Parent Families (with children at home under 18):

169

B. Married Couple Families (with children at home under 18):

1254

C. Other Adult Households (with no children at home under 18):

1538

D. Total Families (A, B, & C):

2961

3. DEATHS (Indicate by age at death.)

Under 1	1-5	6-12	13-17	18-30	31-59	60 & Over	Unknown	Total
				2	7	26		35

4. ETHNICITY/RACE

Asian	African American	Hispanic	Native American	Caucasian	Other	Total
416	136	333	2	5383	2403	8673

5. SCHOOL AFFILIATION (For children counted in 1-C above, indicate the number attending each of the following types of schools.)

A. Catholic Grade School (K-8):

35

B. Catholic High School (9-12):

8

C. Public/Private Grade School (K-8):

1354

D. Public/Private High School (9-12):

58

6. RELIGIOUS EDUCATION (Indicate the number of children who attended religious education classes in the parish and adults who attend one or more religious education programs. Do not count individuals twice if they attended more than one program during the year.)

A. Grade School Students (K-8):

533

B. High School Students (9-12)

208

C. Adults (18 years and over):

875

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ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**SACRAMENTAL STATISTICS**

1. RCIA

A. With Baptism, Confirmation and Eucharist at the same time (List by age.):

Under 18	18-30	31-59	60 & Over	Unknown	Total
3	1	3			7

B. With Confirmation and Eucharist ONLY (List by age.):

Under 18	18-30	31-59	60 & Over	Unknown	Total
1	2	4	2		9

2. BAPTISMS (Do not include those counted in RCIA above.):

Under 1	1-7	8-17	18-30	31-59	60 & Over	Unknown	Total
71	25	2					98

3. FIRST EUCHARIST (Do not include those counted in RCIA above.):

111
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4. CONFIRMATION (Do not include those counted in RCIA above. List by age.)

Under 16	17-19	20-30	31-59	60 & Over	Unknown	Total
111	10		1			122

5. MARRIAGES DURING THE YEAR IN YOUR PARISH

Catholic	Mixed	Total
3	8	11

6. MARRIAGE VALIDATIONS DURING THE YEAR

1	1	2
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**OTHER INFORMATION**

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How many members on Parish Finance Council?	7
Does Finance Council meet at least quarterly?	Yes
Does Parish Finance Council review and sign off on bank recs and credit card statements at least quarterly?	Yes
Are all auxiliary group transactions included in the annual report?	Yes

Finance Council Chairperson as of July 1, 2016:

Name Mr. Joseph Kapelewski

Street/P.O. Box 7711 Pomeroy Ct.

City/State/Zip Henrico VA 23228

Date of Appointment 9/1/2012

*A copy of parish charity collections with the respective dollar amounts has been included with this submission.  
A copy of your budget for next year should already have been submitted.*

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ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**PARISH RECEIPTS**

<b>Parish Receipts for General Church Support:</b>	<b>(A/C#)</b>	
1 Sunday & Holyday Collection	4300.01	173,748.00
2 Sunday & Holyday Collection	4301.01	<u>1,492,568.00</u>
3 Additional Parish Collections	4302.01	
4 Stole Fee	4309.01	<u>10,485.00</u>
5 Votive Stands	4310.01	<u>1,394.00</u>
6 Refunds & Overpayments	4311.01	<u>9,333.00</u>
7 Net Fundraising, Entertainment, Benefits	4312.01	<u>9,985.00</u>
8 Legacies	4313.01	
9 Rental Income	4315.01	<u>2,140.00</u>
10 Interest Income	4316.01	<u>1,508.00</u>
11 Dividend Income	4317.01	
12 Net Bingo Proceeds	4318.01	
13 Net Revenue from Preschool Operations	4335.01	
14 Columbarium and/or Cemetery income	4338.01	<u>33,300.00</u>
15 Fees Income	4339.01	<u>54,331.00</u>
16 Non-Exempted Capital Improvement Collection	4346.01	
17 Non-Exempted Debt Reduction Collection	4347.01	
18 Collection for School Purposes	4348.01	
19 Catholic Virginian	4349.01	
20 Collection for Religious Education	4350.01	
21 Net Revenue from Publications Sold	4351.01	
22 Capital Gain <Loss> on Investments	4364.01	
23 Contributions for Designated Use (attach list)	4365.01	<u>14,160.00</u>
24 Sale of Parish Equipment	4366.01	
25 Sale of Parish Real Estate	4367.01	
26 Miscellaneous		
<u>Scrip Net Income</u>	4353	<u>56,768.00</u>
<u>Insurance Recovery Proceeds</u>	4314.01	<u>2,426.00</u>
<b>TOTAL RECEIPTS SUBJECT TO CATHEDRATICUM TAX</b>		<b><u>1,862,146.00</u></b>
<b>Parish Receipts Exempted from Cathedraticum:</b>		
27 Exempted Capital Improvement Collection (attach required letter)	4346.01	
28 Exempted Debt Reduction Collection	4347.01	<u>238,111.00</u>
29 Parish Charities (complete attached schedule)	4352.01	<u>47,381.00</u>
30 Specific Exemption from Bishop (attach required letter)	4360.01	
<b>TOTAL RECEIPTS EXEMPTED FROM CATHEDRATICUM TAX</b>		<b><u>285,492.00</u></b>
<b>SUBTOTAL - ALL PARISH RECEIPTS</b>		<b><u>2,147,638.00</u></b>

**DIOCESE OF RICHMOND  
ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**PARISH RECEIPTS CONTINUED**

**Diocesan Collections**

31 Haiti Ministry Income	4345.01	<u>175,381.00</u>
32 World Missions (Propagation of the Faith)	4372	<u>17,710.00</u>
33 Campaign for Human Development	4373	<u>2,736.00</u>
34 Catholic Charities	4374	<u>3,617.00</u>
35 Respect Life	4375	<u>3,102.00</u>
36 Overseas Relief (Bishop Relief)	4378	<u>4,090.00</u>
37 Holy Father (Peter's Pence)	4380	<u>3,605.00</u>
38 Missionary Co-Operative Plan	4384	<u>3,254.00</u>
39 Retired Religious	4385	<u>5,946.00</u>
40 Catholic Home Missions Appeal	4386	
41 Miscellaneous Diocesan Collections	4387	<u>5,308.00</u>
42 Diocesan Appeal- Loose Change/Cash	4388	
Little Sisters of the Poor		<u>9,172.00</u>

**TOTAL DIOCESAN COLLECTIONS** 233,921.00

**Special Transactions**

43 Parish sponsored activity fees forwarded (must match expense line 76)	4337.01	<u>31,580.00</u>
44 Subsidies received from Diocese/Mission Co-ops/Grant Revenue	4362.01	
45 Unrealized Gains/Losses on Investments	4363.01	
46 Annual Appeal- Parish Share	4361.01	<u>18,162.00</u>
47 Living Our Mission campaign- parish share	4359	<u>371,902.00</u>

**TOTAL SPECIAL TRANSACTIONS** 421,644.00

**TOTAL RECEIPTS SUBJECT TO CATHEDRATICUM TAX** (from page 3) 1,862,146.00

**TOTAL RECEIPTS EXEMPTED FROM CATHEDRATICUM TAX** (from page 3) 285,492.00

**Total Receipts for Year** 2,803,203.00

**Amount Borrowed During Year**                     

**Beginning Cash Balance - Checking 7/1/15** 1,023,495.00

**Transfer from Savings (Decrease in Non Checking Assets)** 1,876.00

**Change in Payables (Increase/(Decrease))** (6,187.00)

**GRAND TOTAL** 3,822,387.00

**CATHEDRATICUM COMPUTATION**

**CATHEDRATICUM TAX:**

1-26 Ordinary Parish Operating Receipts 1,862,146.00

Less: Parish debt paid from taxable funds                     

Net taxable receipts 1,862,146.00

Multiplied by x 9.5%

**TOTAL FISCAL 15-16 CATHEDRATICUM TAX DUE** 176,903.87

NOTE: Attach copy of Bishop's letter for any amounts listed on lines 27 and 30.

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**ANNUAL REPORT**  
**FISCAL YEAR 2015 - 2016**  
**(FROM July 1, 2015 through June 30, 2016)**

**PARISH EXPENDITURES**

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**Personnel Costs:**

1 Stipend - clergy	5105	41,894.00
2 Stipend - extra clergy	5106	1,660.00
3 Priest retirement	5110	20,954.00
4 Priest auto assessment	5111	5,813.00
5 Priest medical and dental costs	5112	19,512.00
6 Priest gym membership	5113	240.00
7 Priest disability insurance	5114	
8 Priest/Deacon retreat costs	5115	4,094.00
9 Priest/Deacon continuing education	5116	496.00
10 Seminarian costs	5120	
11 Salary - religious personnel	5125	
12 Religious medical and dental costs	5126	
13 Religious FICA	5127	
14 Religious continuing education	5128	
15 Religious housing allowance	5129	
16 Religious car allowance	5130	
17 Religious retreat costs	5131	
18 Religious retirement	5132	
19 Lay salary	5141	701,502.00
20 Employer FICA tax	5175	39,364.00
21 Lay medical and dental insurance	5176	54,347.00
22 Lay retirement	5177	44,700.00
23 Lay disability insurance	5178	2,250.00
24 Worker's compensation insurance/unemployment expenses	5179	
25 Lay continuing education	5180	917.00
26 Employee Assistance Plan	5181	781.00
27 Reimbursed shared personnel expenses (for clustered parish use only)	5184	

**TOTAL PERSONNEL COSTS:**

938,524.00

**Non-Personnel Costs:**

28 Auto travel costs	5209	5,872.00
29 Utilities	5229	93,991.00
30 Rectory costs	5245	7,383.00
31 Worship expenses	5265	51,641.00
32 Repairs and maintenance	5309	160,515.00
33 Office supplies	5311	12,599.00
34 Supplies-miscellaneous	5312	80.00
35 Paper products	5313	6,188.00
36 Bookkeeping services	5314	
37 Collection envelopes	5315	7,659.00
38 Copying costs	5316	19,016.00
39 Printing costs	5317	344.00
40 Postage costs	5318	8,062.00
41 Parish directory	5319	
42 Dues and subscriptions	5320	3,837.00
43 Books and periodicals	5321	883.00
44 Gifts and contributions	5322	8,850.00
45 Professional services	5323	42,016.00
46 Depreciation	5324	
47 Real estate taxes	5325	
48 Personal property taxes	5326	
49 Workshops attended	5330	345.00

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ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**PARISH EXPENDITURES CONTINUED**

50 Workshops held	5331	<u>4,133.00</u>	
51 Other expenses	5371	<u>1,763.00</u>	
52 Pastoral council	5375		
53 Finance council	5380		
54 Christian education	5385	<u>59,581.00</u>	
55 Justice and peace	5395	<u>52,115.00</u>	
56 Parish community life	5410	<u>13,426.00</u>	
57 Youth ministry	5420	<u>17,336.00</u>	
58 Young adult ministry	5430		
59 Lay formation	5440		
60 Reimbursed shared parish expenses (for clustered parish use only)	5450		
61 Columbarium/Cemetery expense	5470	<u>3,014.00</u>	
62 Miscellaneous			
Bank charges		<u>9,169.00</u>	
Volunteer screenings		<u>714.00</u>	
<b>TOTAL NON-PERSONNEL COSTS:</b>			<u>590,532.00</u>
<b>Assessments/Collections/Fees Forwarded:</b>			
63 Cathedraicum	5601.01	<u>174,741.00</u>	
64 Self insurance assessment	5602.01	<u>21,942.00</u>	
65 Catholic Virginian assessment	5603.01	<u>24,588.00</u>	
66 Parish Sharing Assessment	5606.01	<u>94,533.00</u>	
67 Madonna House Hospitalization assessment	5613.01	<u>564.00</u>	
68 Collections forwarded	5615	<u>58,541.00</u>	
69 Monies forwarded to Haiti	5620	<u>172,880.00</u>	
70 Miscellaneous-Monies forwarded to Appalachia		<u>19,412.00</u>	
<b>TOTAL ASSESSMENTS/COLLECTIONS/FEES FORWARDED</b>			<u>567,201.00</u>
<b>SUBTOTAL ALL EXPENDITURES</b> (including total personnel costs from page 5)			<u>2,096,257.00</u>
71 Interest payments on debt	5632.01		<u>74,674.00</u>
72 Capital improvements (attach list)			<u>58,677.00</u>
73 Principal portion of debt paid			<u>198,485.00</u>
74 Parish sponsored activity expense	5460		<u>31,580.00</u>
75 Total Expenditures			<u>2,459,673.00</u>
76 Transfers to Savings/Investments			<u>1,362,714.00</u>
77 Ending Cash Balance-Checking (at 6/30/16)			<u>3,822,387.00</u>
<b>GRAND TOTAL</b>			<u>3,822,387.00</u>

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ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**ASSETS  
(as of June 30, 2016)**

1 Cash Balances:	Checking/ Savings	409,533.00	
	Petty Cash	200.00	
	Scrip & Columbarium Checking	167,244.00	
	Restricted Checking/Savings:LOM,Outrch	584,229.00	
<hr/>			
2 Investments:	Stocks, bonds and mutual funds		
	Savings certificates and treasury bills	201,508.00	
	Real Estate (all parish owned properties)	11,171,103.00	
	Loans to other parties		
	Other investments (including restricted)	42,059.00	
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<b>TOTAL ASSETS</b>			<u>12,575,876.00</u>

All deeds of parish property should be on file at the Pastoral Center.

**LIABILITIES  
(as of June 30, 2016)**

Loans:	Creditor	Interest Rate	Outstanding Amount
	SunTrust	3.93%	1,163,801.00
	SunTrust	2.97%	809,829.00
		%	
		%	
		%	
Total Loans			<u>1,973,630.00</u>
Unremitted Payroll Withholdings			
Unpaid Diocesan Assessments			
Unpaid Diocesan Collections			
Total Other Outstanding Bills Payable (Attach a list of bills over \$200)			<u>(7,561.00)</u>
<b>TOTAL LIABILITIES</b>			<u>1,966,069.00</u>

By signing below, we certify that the Parish Finance Council members and Pastor have met, developed and discussed the financial statements and budget of the parish. This annual report is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Typed Name of Preparer

\_\_\_\_\_  
Signature of Parish Finance Council Chairperson

\_\_\_\_\_  
Date







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**ANNUAL REPORT**  
**FISCAL YEAR 2015 - 2016**  
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**CAPITAL IMPROVEMENTS**

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Capital Improvements as reported on page 5 of annual report     \$    58,677.00

Please detail Capital Improvement amounts below

(if additional space is required, forward attachment to Finance Office):

CIP, use of LOM funds for building construction, initial site & survey work	\$            51,770.00
Building security, classroom locks (12)	\$            6,907.00
TOTAL Capital Improvements (as reported on annual report page 5)	\$            58,677.00

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ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
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**HAITI TWIN ATTACHMENT**

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Haitian Twin: Paroisse St. Jean-Baptiste

Location: Do-Palais

Total amount sent to Haiti this fiscal year: 172,880.00

Itemization of funds to Haiti in this fiscal year:

<b>Purpose</b>	<b>Amount</b>
<u>Education</u>	<u>\$86,587.00</u>
<u>Health Care</u>	<u>\$45,824.00</u>
<u>Economic Development Projects</u>	<u>                    </u>
<u>Infrastructure</u>	<u>                    </u>
<u>Water Projects</u>	<u>                    </u>
<u>Environmental Improvement Projects</u>	<u>                    </u>
<u>Other</u>	<u>\$40,469.00</u>
<b>TOTAL</b>	<u><u>#####</u></u>

Does the parish receive a report from the Haiti recipient on how funds are used?

Yes

Do Haitian partners follow Haiti Outreach Policy for Fiscal Accountability?

Yes

**DIOCESE OF RICHMOND  
ANNUAL REPORT  
FISCAL YEAR 2015 - 2016  
(FROM July 1, 2015 through June 30, 2016)**

**Liabilities**

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Other Liabilities as reported on page 7 of annual report                      \$    (7,561.00)

<u>Outstanding Mass Intentions</u>	<u>\$            3,112.00</u>
<u>Unearned Faith Formation fees, FY16-17</u>	<u>\$            17,412.00</u>
<u>July 1 Payroll, IOI took the funds from cash 6/30/16 prior to expense realization on 7/01/2016. Followed directive outlined by</u>	
<u>Diocesan instructions for December 31, 2014 payroll. CID did not permit documentation of this with an entry of a Debit into the Liabilities</u>	<u>\$            (28,085.00)</u>
<u>Liabilities section. CID report page 7 was adjusted as follows:</u>	
<u><i>Cash--Checking/Savings \$409,533+\$28,085=\$437,618</i></u>	
<u><i>Liabilities Total Other Outstanding Bills Payable \$3,112+\$17,412=\$20,524</i></u>	
<u><i>This results in the same impact &lt;\$28,085&gt; + \$3,112 + \$17,412= &lt;\$7,561&gt;</i></u>	

TOTAL Outstanding Bills (as reported on annual report page 7)                      \$            (7,561.00)