

DIOCESE OF RICHMOND
ANNUAL REPORT
FISCAL YEAR 2016 - 2017
(FROM July 1, 2016 through June 30, 2017)

Please Type

Name of Parish: St. Michael

Location: 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	779	1468	533	50	2830	
B. Catholic Women	817	1905	663	77	3462	
	Under 1	1-5	6 - 12	13-17	Unknown	Total
C. Catholic Children	13	363	964	1118	15	2473

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. 8765

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):	163
B. Married Couple Families (with children at home under 18):	1211
C. Other Adult Households (with no children at home under 18):	1601
D. Total Families (A, B, & C):	2975

3. DEATHS (Indicate by age at death.)

Under 1	1-5	6-12	13-17	18-30	31-59	60 & Over	Unknown	Total
1	1			1	7	41		51

4. ETHNICITY/RACE

Asian	African American	Hispanic	Native American	Caucasian	Other	Total
440	126	348	2	5431	2418	8765

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):	17	B. Catholic High School (9-12):	19
C. Public/Private Grade School (K-8):	551	D. Public/Private High School (9-12):	1049

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):	542	B. High School Students (9-12):	202
C. Adults (18 years and over):	1100		

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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
	2	3			5

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

Under 18	18-30	31-59	60 & Over	Unknown	Total
	6	6	1		13

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

Under 1	1-7	8-17	18-30	31-59	60 & Over	Unknown	Total
62	24			1			87

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

110

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
90	8	1				99

5. MARRIAGES DURING THE YEAR IN YOUR PARISH

Catholic	Mixed	Total
5	3	8

6. MARRIAGE VALIDATIONS DURING THE YEAR

3		3
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OTHER INFORMATION

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, 2017:

Name Joe Kapelewski
 Street/P.O. Box 7711 Pomeroy Ct.
 City/State/Zip Henrico, VA 23228
 Date of Appointment 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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PARISH RECEIPTS

Parish Receipts for General Church Support:

(A/C#)

1 Sunday & Holyday Collection	4300.01	187,838.00
2 Sunday & Holyday Collection	4301.01	<u>1,435,834.00</u>
3 Additional Parish Collections	4302.01	
4 Stole Fee	4309.01	<u>10,750.00</u>
5 Votive Stands	4310.01	<u>1,336.00</u>
6 Refunds & Overpayments	4311.01	<u>3,559.00</u>
7 Net Fundraising, Entertainment, Benefits	4312.01	<u>12,006.00</u>
8 Legacies	4313.01	
9 Rental Income	4315.01	<u>585.00</u>
10 Interest Income	4316.01	<u>1,924.00</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>37,470.00</u>
15 Fees Income	4339.01	<u>54,799.00</u>
16 Debt Reduction Collection	4347.01	<u>178,112.00</u>
17 Collection for School Purposes	4348.01	
18 Catholic Virginian	4349.01	
19 Collection for Religious Education	4350.01	
20 Net Revenue from Publications Sold	4351.01	
21 Capital Gain <Loss> on Investments	4364.01	
22 Contributions for Designated Use (attach list)	4365.01	<u>13,321.00</u>
23 Sale of Parish Equipment	4366.01	
24 Sale of Parish Real Estate	4367.01	
25 Miscellaneous		
Scrip Net Income	4353	<u>47,972.00</u>

TOTAL RECEIPTS SUBJECT TO CATHEDRATICUM TAX

1,985,506.00

Parish Receipts Exempted from Cathedraticum:

27 Exempted Capital Campaign Collection (attach required letter)	4346.01	
28 Parish Charities (complete attached schedule)	4352.01	<u>75,344.00</u>
29 Insurance Claims Proceeds	4319.01	<u>8,394.00</u>
30 Specific Exemption from Bishop (attach required letter)	4360.01	

TOTAL RECEIPTS EXEMPTED FROM CATHEDRATICUM TAX

83,738.00

SUBTOTAL - ALL PARISH RECEIPTS

2,069,244.00

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PARISH RECEIPTS CONTINUED

Diocesan Collections

31	Haiti Ministry Income	4345.01	166,807.00
32	World Missions (Propagation of the Faith)	4372	3,171.00
33	Campaign for Human Development	4373	3,511.00
34	Catholic Charities	4374	3,791.00
35	Respect Life	4375	4,169.00
36	Overseas Relief (Bishop Relief)	4378	4,157.00
37	Holy Father (Peter's Pence)	4380	3,232.00
38	Missionary Co-Operative Plan	4384	17,053.00
39	Retired Religious	4385	6,261.00
40	Catholic Home Missions Appeal	4386	
41	Miscellaneous Diocesan Collections	4387	15,937.00
42	Diocesan Appeal- Loose Change/Cash	4388	10,460.00
			238,549.00

TOTAL DIOCESAN COLLECTIONS

238,549.00

Special Transactions

43	Parish sponsored activity fees forwarded (must match expense line 76)	4337.01	70,394.00
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	65.00
47	Living Our Mission Campaign - Parish Share	4359	433,542.00
			504,001.00

TOTAL SPECIAL TRANSACTIONS

504,001.00

TOTAL RECEIPTS SUBJECT TO CATHEDRATICUM TAX (from page 3) **1,985,506.00**

TOTAL RECEIPTS EXEMPTED FROM CATHEDRATICUM TAX (from page 3) **83,738.00**

Total Receipts for Year	2,811,794.00
Amount Borrowed During Year	700,000.00
Beginning Cash Balance - Checking 7/1/16	600,856.00
Transfer from Savings (Decrease in Non Checking Assets)	5,979.00
Change in Payables (Increase/(Decrease))	9,868.00

GRAND TOTAL **4,128,497.00**

CATHEDRATICUM COMPUTATION

CATHEDRATICUM TAX:

1-26 Ordinary Parish Operating Receipts	1,985,506.00
Add: Catholic Community Foundation Endowment Withdrawals	
Less: Parish debt paid from taxable funds	178,112.00
Less: Parish Funds Transferred to Catholic Community Foundation for Endowment	
Net taxable receipts	1,807,394.00
Calculated effective tax rate of Cathedraticum	10.05%
TOTAL FISCAL 16-17 CATHEDRATICUM TAX DUE	181,651.37

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

Progressive Rate Schedule- Taxable Receipts of:			
< \$50,000	4.00%	\$500,001-\$1,000,000	10.50%
\$50,001-\$100,000	7.50%	\$1,000,001-\$2,500,000	10.50%
\$100,001-\$250,000	9.50%	> \$2,500,000	10.50%
\$250,001-\$500,000	9.75%		

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PARISH EXPENDITURES

Personnel Costs:

1 Stipend - clergy	5105	43,873.00
2 Stipend - extra clergy	5106	4,435.00
3 Priest retirement	5110	19,050.00
4 Priest auto assessment	5111	6,263.00
5 Priest medical and dental costs	5112	19,982.00
6 Priest gym membership	5113	
7 Priest disability insurance	5114	
8 Priest/Deacon retreat costs	5115	1,241.00
9 Priest/Deacon continuing education	5116	65.00
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	746,645.00
20 Employer FICA tax	5175	41,413.00
21 Lay medical and dental insurance	5176	65,265.00
22 Lay retirement	5177	47,002.00
23 Lay disability insurance	5178	2,362.00
24 Worker's compensation insurance/unemployment expenses	5179	
25 Lay continuing education	5180	1,633.00
26 Employee Assistance Plan	5181	636.00
27 Reimbursed shared personnel expenses (for clustered parish use only)	5184	

TOTAL PERSONNEL COSTS:

999,865.00

Non-Personnel Costs:

28 Auto travel costs	5209	7,268.00
29 Utilities	5229	90,990.00
30 Rectory costs	5245	9,865.00
31 Worship expenses	5265	40,863.00
32 Repairs and maintenance	5309	165,588.00
33 Office supplies	5311	12,772.00
34 Supplies-miscellaneous	5312	
35 Paper products	5313	7,008.00
36 Bookkeeping services	5314	
37 Collection envelopes	5315	2,196.00
38 Copying costs	5316	21,366.00
39 Printing costs	5317	
40 Postage costs	5318	5,101.00
41 Parish directory	5319	
42 Dues and subscriptions	5320	4,237.00
43 Books and periodicals	5321	389.00
44 Gifts and contributions	5322	10,500.00
45 Professional services	5323	5,310.00
46 Depreciation	5324	
47 Real estate taxes	5325	
48 Personal property taxes	5326	
49 Workshops attended	5330	

Parish Number 0

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PARISH EXPENDITURES CONTINUED

50 Workshops held	5331	<u>9,100.00</u>	
51 Other expenses	5371	<u>648.00</u>	
52 Pastoral council	5375		
53 Finance council	5380		
54 Christian education	5385	<u>68,105.00</u>	
55 Justice and peace	5395	<u>60,549.00</u>	
56 Parish community life	5410	<u>68,191.00</u>	
57 Youth ministry	5420	<u>13,882.00</u>	
58 Young adult ministry	5430	<u>51.00</u>	
59 Lay formation	5440		
60 Reimbursed shared parish expenses (for clustered parish use only)	5450		
61 Columbarium/Cemetery expense	5470	<u>9,756.00</u>	
62 Miscellaneous			
Bank charges		<u>11,478.00</u>	
Volunteer screening		<u>317.00</u>	
TOTAL NON-PERSONNEL COSTS:			<u>625,530.00</u>
Assessments/Collections/Fees Forwarded:			
63 Cathedraicum	5601.01	<u>189,598.00</u>	
64 Self insurance assessment	5602.01	<u>22,635.00</u>	
65 Catholic Virginian assessment	5603.01	<u>22,539.00</u>	
66 Parish Sharing Assessment	5606.01	<u>105,436.00</u>	
67 Madonna House Hospitalization assessment	5613.01	<u>687.00</u>	
68 Collections forwarded	5615	<u>71,742.00</u>	
69 Monies forwarded to Haiti	5620	<u>178,724.00</u>	
70 Miscellaneous-Monies forwarded to Appalachia		<u>21,932.00</u>	
TOTAL ASSESSMENTS/COLLECTIONS/FEES FORWARDED			<u>613,293.00</u>
SUBTOTAL ALL EXPENDITURES (including total personnel costs from page 5)			<u>2,238,688.00</u>
71 Interest payments on debt	5632.01	<u>67,690.00</u>	
72 Capital improvements (attach list)		<u>1,706,990.00</u>	
73 Principal portion of debt paid		<u>205,736.00</u>	
74 Parish sponsored activity expense	5460	<u>70,394.00</u>	
75 Total Expenditures		<u>4,289,498.00</u>	
76 Transfers to Savings/Investments			
77 Ending Cash Balance-Checking (at 6/30/17)		<u>600,856.00</u>	
GRAND TOTAL			<u>4,890,354.00</u>

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ASSETS

(as of June 30, 2017)

1 Cash Balances:	Checking/ Savings	30,294.00	
	Petty Cash	200.00	
	Scrip & Columbarium Checking	136,293.00	
	Restricted Checking/Savings	434,069.00	
<hr/>			
2 Investments:	Stocks, bonds and mutual funds		
	Savings certificates and treasury bills		
	Real Estate (all parish owned properties)	12,878,093.00	
	Loans to other parties		
	Other investments (including restricted)	36,081.00	

TOTAL ASSETS

13,515,030.00

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

LIABILITIES

(as of June 30, 2017)

Loans:

	Creditor	Interest Rate	Outstanding Amount
	SunTrust	3.93%	1,074,339.00
	SunTrust	2.97%	693,555.00
	SunTrust, construction loan variable interest	2.18%	700,000.00
		%	
		%	

Total Loans

2,467,894.00

Unremitted Payroll Withholdings

Unpaid Diocesan Assessments

Unpaid Diocesan Collections

Total Other Outstanding Bills Payable (Attach a list of bills over \$200)

1,928.00

TOTAL LIABILITIES

2,470,201.00

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

Karen Ames

Typed Name of Preparer

Signature of Parish Finance Council Chairperson

Date

Parish Number 0

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Parish Number 630

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HAITI TWIN ATTACHMENT

Haitian Twin:

Location:

Total amount sent to Haiti this fiscal year: 178,724.00

Itemization of funds to Haiti in this fiscal year:

Purpose	Amount
<u>Education</u>	<u>\$87,238.00</u>
<u>Health Care</u>	<u>\$21,093.00</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>\$70,393.00</u>
TOTAL	<u><u>\$178,724.00</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

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LIABILITIES

Other Liabilities as reported on page 7 of annual report \$1,928.00

<u>Outstanding Mass Intention Stipends</u>	<u>\$1,928.00</u>
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TOTAL Outstanding Bills (as reported on annual report page 7) \$1,928.00

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