

Diocese of PT - Parish



Financial Report to Bishop

For The Period Ending:

6/30/2020

Parish Finance Council Signatures

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Joseph L. Kelly
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[Handwritten signature: David E. Casey]
[Handwritten signature: Dan D...]
[Handwritten signature: Pam Thimothy]
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Reporting Entities
57 - St Rita Parish

prepared by
Stewart Danos
10/14/2020

**Diocese of PT - Parish
Budget vs Actual Report
This Fiscal Year Ending:
June 30, 2020**

	Jul 01, 2019-Jun 30, 2020	Jul 01, 2019-Jun 30, 2020 Budget	Jul 01, 2019-Jun 30, 2020 \$ Budget Diff	Percent of Budget	Jul 01, 2018-Jun 30, 2019	\$ Difference between FYE 20 and FYE 19	Percent of 2019
Ordinary Income/Expense							
Income							
Total 1.OFFERTORY	987,641.69	954,000.00	33,641.69	103.53%	895,649.38	91,992.31	110.27%
Total 2.OTHER RELIGIOUS INCOME	25,539.03	11,000.00	14,539.03	232.17%	20,356.35	5,182.68	125.46%
Total 3.OTHER INCOME	73,150.18	68,150.00	5,000.18	107.34%	93,866.28	(20,716.10)	77.93%
Total 4. DONATIONS & FUNDRAISING INCOME	93,000.00	0.00	93,000.00	100.00%	3,978.00	89,022.00	2337.86%
Total 5.PROGRAM INCOME	62,782.98	42,100.00	20,682.98	149.13%	28,792.24	33,990.74	218.06%
Total 6.SUBSIDIES INCOME	345.79	0.00	345.79	100.00%	0.00	345.79	100.00%
Total 8.NON OPERATIONAL INSURANCE PROCEEDS	750.00	0.00	750.00	100.00%	3,663.17	(2,913.17)	20.47%
Total 9. RESTRICTED & CAPITAL CAMPAIGN	394,529.60	575,700.82	(181,171.22)	68.53%	666,937.91	(272,408.31)	59.16%
Total Income	1,637,739.27	1,650,950.82	(13,211.55)	99.20%	1,713,243.33	(75,504.06)	95.59%
Gross Profit	1,637,739.27	1,650,950.82	(13,211.55)	99.20%	1,713,243.33	(75,504.06)	95.59%
Expense							
Total 10.DPT ASSESSMENT	103,241.90	85,000.00	18,241.90	121.46%	87,016.75	16,225.15	118.65%
Total 11.CHARITABLE EFFORTS	3,032.00	16,100.00	(13,068.00)	18.83%	19,138.00	(16,106.00)	15.84%
Total 12.TRAVEL EXPENSES	1,421.56	8,200.00	(6,778.44)	17.34%	4,335.97	(2,914.41)	32.79%
Total 13.SALARIES	305,973.68	406,057.64	(100,083.96)	75.35%	309,091.26	(3,117.58)	98.99%
Total 14.BENEFITS	67,317.25	74,100.00	(6,782.75)	90.85%	52,103.29	15,213.96	129.20%
Total 15.PROFESSIONAL FEES & TAXES	55.82	65.00	(9.18)	85.88%	53.57	2.25	104.20%
Total 16.PROGRAM EXPENSES	83,092.32	75,150.00	7,942.32	110.57%	70,216.71	12,875.61	118.34%
Total 17.OPERATIONAL EXPENSES	166,341.22	136,950.00	29,391.22	121.46%	89,496.23	76,844.99	185.86%
Total 18.FACILITY EXPENSES	85,638.78	101,070.00	(15,431.22)	84.73%	96,190.16	(10,551.38)	89.03%
Total 19. LITURGICAL & MISSION EXPENSES	22,311.41	25,700.00	(3,388.59)	86.81%	38,451.43	(16,140.02)	58.02%
Total 21. REPAIRS & MAINTENANCE	101,322.69	36,000.00	65,322.69	281.45%	49,818.33	51,504.36	203.38%
Total Expense	939,748.63	964,392.64	(24,644.01)	97.44%	815,911.70	123,836.93	115.18%
Net Ordinary Income	697,990.64	686,558.18	11,432.46	101.67%	897,331.63	(199,340.99)	77.79%
Other Income/Expense	0	0	0		0		
Net Other Income	0.00	0.00	0.00	100.00%	0.00	0.00	100.00%
Net Income	697,990.64	686,558.18	11,432.46	101.67%	897,331.63	(199,340.99)	77.79%


CERTIFICATION OF ANNUAL REPORT (Please print and complete in ink)

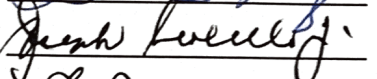
To The Most Reverend Bishop, Diocese of Pensacola-Tallahassee:


We, the undersigned members of the Parish Finance Council of Saint Rita Parish hereby state that we met, reviewed and discussed the annual report for the Parish which the parish is required to submit to the Diocese of Pensacola-Tallahassee.


To the best of our understanding and belief, this report is an accurate and complete accounting of our finances including all income, expense, financial assets, and liabilities. We are not aware of any material transactions that have not been recorded in the accounting records of the parish or that have been omitted from the annual report.

We have also participated in the development of a parish budget for the 2020-21 fiscal year which reflects the goals and priorities of the parish and is in compliance with the guidelines provided by the Diocese of Pensacola-Tallahassee.





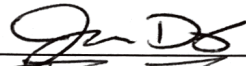


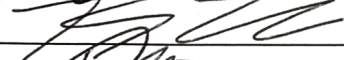



Parish Finance Council Chair




Pastor/Administrator









Date

10/14/2020

Annual Report completed by:

Stewart Danos

Phone #:

361-562-1955

Complete the section below providing detailed information on your Finance Council Members:

(Do not include Pastor or parish staff)

Chairperson	Secretary
Name: Stewart Danos	Name: Daniel Kellogg
Professional Title: Parish Administrator	Professional Title: Associate (at a accounting firm)
Street Address: 2858 S County Hwy 395	Street Address: 307 Bella Blvd
City/ZIP: Santa Rosa Beach, FL 32459	City/ZIP: Santa Rosa Beach, FL 32459
Phone: 361-562-1955	Phone: 305-978-5497
E-mail Address: stew@saintritarish.org	E-mail Address: dak5682@gmail.com
Member	Member
Name: David Lutz	Name: Jenna Danos
Professional Title: Builder	Professional Title: Director of Mission and Evangelization
Street Address: 100 Cypress Breeze Blvd N	Street Address: 2858 S County Hwy 395
City/ZIP: Santa Rosa Beach, FL 32459	City/ZIP: Santa Rosa Beach, FL 32459
Phone: 615-419-9085	Phone: 850-598-1094
E-mail Address: dlutz928@aol.com	E-mail Address: jenna@saintritarish.org
Member	Member
Name: Joe Colello	Name: Deacon Dave Casey
Professional Title: Retired	Professional Title: Deacon / Retired
Street Address: 323 Bay Circle Drive	Street Address: 155 Lake Causeway
City/ZIP: Santa Rosa Beach, FL 32459	City/ZIP: Santa Rosa Beach, FL 32459
Phone: 850-267-0932	Phone: 850-830-6905
E-mail Address: windsongsw@mchsi.com	E-mail Address: tccloth@aol.com
Member	Member
Name: Ryan Lillie	Name: Laurie Elliott
Professional Title: Loan Officer / Realtor	Professional Title: Office Manager
Street Address: 262 Gilmore Rd	Street Address: 331 Loblolly Bay Drive
City/ZIP: Santa Rosa Beach, FL 32459	City/ZIP: Santa Rosa Beach, FL 32459
Phone: 334-414-2518	Phone: 850-319-1636
E-mail Address: rplillie@gmail.com	E-mail Address: laurie@saintritarish.org

Parish Finance Council - Meeting Dates

This is to certify that the Parish Finance Council met at least bi-monthly on the following dates during the fiscal year ending June 30, 2020. Use the Subsequent Meetings section to report meeting dates after June 30, 2020.

Please attach a copy of the minutes for each meeting.

Meeting Dates: _____ 10/10/2019, 12/06/2019, 2/13/2020, 6/4/2020, 6/11/2020, 6/22/2020 _____

Subsequent Meeting Dates (after FY end): _____ 10/8/2020 and every 2 months after that with the addition of May for budgetting _____

NOTES AND COMMENTS

2019-2020 saw many complications in the later 1/3 of the year with COVID precautions and resulting effects on our Parish Finances and our Parishioners. We made some changes to the Finance Council with the addition of Laurie Elliott feeling that there is an underlying importance of our Office Manager/Bookkeeper garnering direct information from the Council as well as having an opportunity to provide immediate input in various financial topics.

Prior to COVID precautions, we were on a steady pace to far exceed our budget. In 2019-2020 we had set a very ambitious goal for our income as we felt the community within St Rita's boundaries was growing at a rapid pace such that it offered many opportunity for income, which could then be used to focus our efforts specifically on those that are not active in our Parish and those that are in need. This was done by focusing more on how we were spending our money and how those expenses helped us to grow our active parishioners count. Even with COVID precautions and ongoing effects, we were able to maintain a strong net income while providing quality opportunities for our parishioners to encounter Christ through Mass, ministries and ongoing communication.

St Rita Catholic Church

Finance Council Minutes - 10/10/19

ATTENDEES

Fr Michael Hartley, Stew Danos, David Lutz, Deacon Dave, Joe Colello, Jenna Danos, Ryan Lillie, Danny Kellogg

AGENDA

Follow-up

- NO FOLLOW-UP TOPICS, this is the first meeting of the new Council

New Business

- Introductions of new Members
- Naming of a Secretary
- Review and Sign Annual Financial Report 2018-19 for Church and School
- Review Budget Performance as of 10/6
- Review Balance Sheet as of 10/6
- Schedule next 2 meetings

NOTES

- Meeting called to order 5:30 pm
- New members Daniel Kellogg and Ryan Lillie introduced.
- Members present were Fr. Michael Hartley, David Lutz, Joe Colello, Jenna Danos, Stew Danos, Ryan Lillie and Daniel Kellogg
- Stew Danos named Chairman
- Daniel Kellogg named Secretary.
- Members signed prior year financial reports for Parish and Preschool.
- Members reviewed fiscal year to Oct 1st financial report.

- Daniel Kellogg requested we make note to report cash balance on report as of a specific date.
- Stew pointed out that it is the wish of Father Michael that program activities be self-sufficient so that collection money is not used for specific programs like faith-formation for example. Faith formation expenditures should not exceed collections made via that specific program.
- Joe expressed desire to record monies received at St. Rita masses, but that are not part of collection, which currently are unknown in terms of the amount of monies received by these visiting organizations.
- Fr. Michael left meeting at 6:10 for a prior engagement
- Jenna asked question regarding account #54380 and said question is to be resolved with an account detail to be provided by Jenna and possible to the whole council.
- Ryan asked whether future growth-type plans like establishment of schools or expansion of faith formation fall under the purview of the council i.e., whether as part of the council we could initiate or plan such projects.
- Stew voiced that he will email to schedule the next two meetings
- Meeting adjourned at 6:30pm
- Minutes recorded by Daniel Kellogg

ACTION ITEMS

- Jenna asked question regarding account #54380 and said question is to be resolved with an account detail to be provided by Jenna and possible to the whole council.
- Stew voiced that he will email to schedule the next two meetings
- Daniel Kellogg requested we make note to report cash balance on report as of a specific date.

Finance Council Minutes - 12/06/19

ATTENDEES

Fr Michael, David Lutz, Jenna Danos, Joe Colello, Danny Kellogg, Stew Danos

AGENDA

Follow-up

- Review of Account 54380 per Jenna's request at last meeting

New Business

- Review Budget Performance as of 12/3/2019
- Review Balance Sheet as of 12/5/2019
- Define the difference between a Project and Operating Expense and discuss where the money comes from
- Discussion on "Points" Card used for Travel and Parish purchases at Father Michael's discretion
- Schedule December Meeting

NOTES

- Profit and Loss and balance sheet were reviewed line by line
- Father noted that some money for his educational trips should have been coded to education expense
- It was noted that November has higher expenses in account #54380 because of Breaking Bread books.
- It was noted that revenues are below budget but we expect an increase in collections during holliday. The same thing with fulfilling the promise campaign which expires soon an from which we anticipate a collection bump on those receivables.
- Hispanic ministry expenses have not been taking out of their account, but they will be - per Fr. Michael.
- Was noted that name building and maintenance fund is misleading; and was thought to be changed but Deacon forgot after a few masses and it went from Building Fund back to Building and Maintenance fund.

- Was presented to council whether would be okay if Fr. Michael use his credit card for parish expenses and get reimbursed by parish expense, considering he is benefitting from Credit Card points from the arrangement. Council unanimously thought was okay, ethically speaking.
- Father Michael needed to leave early for parish business.
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ACTION ITEMS

- Joe requested prior two years profit and loss
- Account # 54328 and 54326, Stew requested to explain difference in budgeted versus actual
- Code monies spent on father's educational trips to continuing education expense.
- Finance council must think about definition between Project v. Operating Expense.
- Need to ask diocese if would be okay if Fr. Michael use his credit card for parish expenses and get reimbursed by parish expense, considering he is benefitting from Credit Card points from the arrangement.
- Laurie to look at account 20530-5

Finance Council Minutes - 2/13/2020

ATTENDEES

Fr Michael, David Lutz, Jenna Danos, Joe Colello, Danny Kellogg, Stew Danos, Ryan Lillie, Deacon Dave, Laurie Elliot

AGENDA

Follow-up

- Credit Card for points for Fr Michael
- Definition between Project and Operating Expense
- Account 20530-5 review

New Business

- Review Budget Performance as of 02/07/2020
- Review Balance Sheet as of 02/02/2020
- Parking Lot Discussion
- Family Life Center Update

NOTES

- Stew had a question on sound system deposit- Laurie would review
- Laurie had already moved Youth Group to K-12 in Account #20530-5. Which was a follow up of previous meeting.
- Stew asked for feedback on distinguishing operating versus project expense
 - Danny said any amount over \$10,000 should be project, but that is already required for approval by dioceses.
 - Ryan proposed instead to have a miscellaneous expense account
- David asked when budget would be done. Laurie said deadline was July 1st.
- Ryan asked if there were guidelines on what to spend as a percentage of revenue on each type of activity.
- Stew asked to see an annual column on budget spreadsheet

ACTION ITEMS

- Fr. Michael or the parish staff will follow up with Bill from Diocese to solicit recommendation on feasibility of using credit card points for ministry to individuals not necessarily part of parish. Finance council agreed that if okay with diocese, okay with finance council.
- Stew asked food cost to be part of tuition
- Add an annual column to budget spreadsheet on next meeting.
- Laurie will check on Hispanic Ministry account history for Account#20530-8

Finance Council Minutes - 06/04/20

ATTENDEES

Jenna Danos, Stew Danos, Laurie, Fr. Michael Hartley, David Luz, Joe Colello, Ryan Lillie

AGENDA

Follow-up

- TOPICS

New Business

- Sign Appendix 3 Norms for Parish Finance Councils
- Review Budget, Historical data, projections and proposed budget

NOTES

- Ryan Opened with a Prayer
- Discussed whether to continue to solicit donations for Fulfilling the Promise campaign or do to focus collection efforts elsewhere. Joe stated we need to continue to solicit because there is almost \$.5M there.
- Discussed rent for Preschool. Danny asked if Preschool can afford rent and David Luz indicated yes. Fr. Michael proposed dismantling preschool and possibly renting building as office space because there is a disconnect between preschool and Church identity. Ryan objected to that idea. Stew indicated preference of keeping Preschool, but thought dismantling might be on the table. Some members expressed desire to review Preschool financials and budget
- Danny asked if any ministry expressed the need for funds. Jenna indicated no.
- Whether to have a second campaign was discussed. It was indicated that for upcoming year there would be no second campaign.

- Ryan expressed displeasure at the young adult and youth being self sustaining and though 1) we can raise the money and 2) the crisis of young people leaving the Church should be considered and would warrant funding for that ministry.
- Ryan thought we may need to evaluate the philosophy to pay down debt quickly in order to keep second collections and become financially healthy.
- Minutes prepared by Daniel Kellogg.

ACTION ITEMS

- ACTIONITEMS

Finance Council Minutes - 06/11/20

ATTENDEES

Laurie, Deacon Dave, Joe Colello, Stew Danos, Jenna Danos, Ryan Lillie and Dave Lutz

AGENDA

Follow-up

- Budget - Income
 - Rental Income GLs
 - Building Fund GLs
 - Self Sustaining GLs

New Business

- Budget Expenses
 - Self Sustaining GLs
 - Operating Expenses GLs
 - Discuss Training for Staff
- PreSchool Budget

NOTES

- Fr Michael Opened with Prayer.
- It was noted that we might want to Treat Preschool as a Ministry on the Church's books by Stew.
- It was noted that rental income has been increased on budget and that the gym could be rented for 4,000 for weddings.
- It was informed to us by Stew that the amount still left to collect in fulfilling the promise was ~\$250,000 not ~\$500,000
- We agreed that 8% above actual will be the budget for collections.

- Joe asked about the new building celebration cost. Fr. Michael said that we still have money in the St. Rita Feast Day fund to cover the cost.
- Deacon wanted to know if the St. Rita Feast Day should be moved elsewhere because it is not self-sustaining.
- It was asked where Bulletin Expense was and it was indicated that it was present in office supplies. There is an increase in office supplies for that reason.
- We talked about salaries. Ryan thought it was okay. Danny said it looked too high, but changed his mind.

ACTION ITEMS

- We might want to consider combining social and fellowship ministries.
- Fr Michael needs to provide input on visiting priest expenses because it will vary depending on Fr Luke and Fr. Michaels future plans.

Finance Council Minutes - 06/22/2020

ATTENDEES

Fr Michael, Laurie, Stew, David, Jenna, Deacon Dave, Deacon Rich, Ryan Lillie

AGENDA

Follow-up

- Parish Budget
- Preschool Budget

New Business

- Vote on Recommendation of Parish Budget to Fr Michael
- Discuss Preschool specifically regarding recent changes in leadership and financial position

NOTES

- Stew presented and reviewed the final changes for the Parish Budget
- Finance Council voted to recommend to Fr Michael to use the Presented Parish Budget as is, but knowing that the CTK reimbursement needs to be accommodated for in the Payroll Accounts.
 - All Present voted **“YEA”**
- Reviewed Preschool budget as devised by Alissa. Stew brought up a few areas of concern and mentioned those questions were posed to Alissa and that he would fill in the Council for voting later in the week
- Stew and Fr Michael brought up some discussion points regarding the preschool to garner some input from the Finance Council. Primary concern was around leadership, pay and the direction we plan to take the preschool so it becomes more of a Ministry to our Parish as opposed to it's own business.

ACTION ITEMS

- Stew and the PLT to revise the Preschool budget based on answers to Stew's questions to Alissa.
- PLT to further discuss plan for Preschool and work to build a long term plan with PLT involvement with the Preschool Leaders
- Stew, Fr Michael and Laurie to work to get the CTK budget prepared to vote for recommendation to Fr Michael before July 1.