

# FINANCIAL REPORT — JANUARY 1 to DECEMBER 31, 1992

(All reports to be typed.  
Keep Mission Financial Report separate from Parish Financial Report.)

PARISH MISSION: \_\_\_\_\_ St. Leo's Church  
CITY: Oakland \_\_\_\_\_ TELEPHONE: 654-6177

## RECEIPTS

DESCRIPTION AMOUNT

### PARISH OPERATING INCOME:

1. Plate Collections	\$153,792.00
a. Sundays, Holy Days	11,474.00
b. Christmas	11,860.00
c. Easter	
2. Other Parish Collections (e.g., school, diocesan assessment, Mission, Purchase specific items)	27,145.00
3. Sacramental Services (Marriages, Baptisms, & Funerals)	5,592.00
4. Votive Candles	
5. Auxiliary Services	
a. Religious goods, pamphlets, publications	
b. Facility deposits	
c. Return of advances to parish organizations	
6. Social Events (e.g., Bingo, Bazaar, Festival, etc.)	
7. Donations: Cash, Securities (from groups, individuals)	8,486.00
8. Interest	1,331.00
1) Diocese	670.00
2) Other	31,864.00
b. Rent	
TOTAL (1-8 inclusive)	252,154.00

### OTHER SOURCES OF CASH:

9. Bequests	31,674.00
10. Parish Drive Income	
11. New Diocesan Loans	
12. Withdrawals from Diocesan Savings	
13. Subsidies	
a. Diocesan Subsidy	
b. Needy Parish Subsidy	
14. Occasional Items	

## DISBURSEMENTS

DESCRIPTION AMOUNT

### PARISH OPERATING EXPENSE:

1. Salaries	11,664.00
a. Clergy	1,220.00
b. Extra Clergy	24,783.00
c. Religious Pastoral Associate	892.00
d. Clergy FICA Reimbursement	
e. Clergy retreats, book allowance, seasonal gratuities, automobile insurance reimbursement	1,651.00
2. Salaries	83,457.00
a. All Others	
b. Seasonal gratuities	
3. Choir	275.00
b. Liturgy	6,397.00
4. Votive Candles	
5. Auxiliary Services	247.00
a. Religious goods, pamphlets, publications	
b. Returns of facility deposits	
c. Advances to Parish Organizations	
6. Social Events	
a. Fund-raising event expense	
b. Non-fund-raising event expense	
7. Administrative Office Expense	19,072.00
8. Regular Maintenance	12,342.00
a. Parish plant	
b. Parish car	
9. Rectory support	13,633.00
10. Parish School Subsidy	
11. Religious Education	500.00
a. CCD subsidy	789.00
b. RCIA	632.00
c. Adult Education	
d. Bishop's confirmation stipend	
12. Utilities	9,080.00
a. Gas & Electric	2,885.00
b. Water	1,673.00
c. Garbage	

c. Other ministries income	4,443.00
d. Communion offerings	
15. Property Sales	
TOTAL (19-15 inclusive)	36,522.00

**EXTRA PAROCHIAL RECEIPTS**

16. Special Collections	676.00
a. Seminary	
b. Social Concerns (Black and Native American Missions)	
c. Catholic Relief Services (Lactare Sunday)	841.00
d. Holy Land (Good Friday)	63.00
e. Catholic Charities Appeal	
f. Holy Father	564.00
g. Catholic Unity & Latin America	478.00
h. Propagation of the Faith	
i. Campaign for Human Development	1,290.00
j. Mission Cooperative Plan	512.00
k. Other (Please specify)	
Retirement Fund for Religious	1,240.00
TOTAL (16)	5,664.00

17. Catholic Voice	1,357.00
18. (Do not use)	
19. (Do not use)	
TOTAL (17-19 inclusive)	1,357.00

TOTAL (1-19 inclusive)	\$295,697.00
January 1, 19 92 Balance	53,140.00
<b>GRAND TOTAL</b>	<b>\$348,837.00</b>

14. Other Ministries	
a. Youth (CYO, etc.)	
b. Seniors	
c. Special	734.00
d. Parish Council Finance Committee	
15. a. Taxes	
1) Property	2,947.00
2) Lay Employee FICA	7,652.00
b. Insurance	
1) Diocesan Package (property, parish auto, Workers' Comp.)	8,406.00
2) Clergy, Religious & Lay Employee Medical/Dental	10,330.00
3) Lay Pension Plan	2,820.00
TOTAL (1-15 inclusive)	226,390.00

**OTHER USES OF CASH:**

16. a. Interest on Diocesan Debt	
b. Repayment of Diocesan Loan	
17. a. Deposits to Diocesan Savings	
b. Parish Charity	
c. Subsidies to Needy Parishes	
d. Parish Drive Expense	
18. a. Preventive Maintenance	23,111.00
b. New Equipment & Furnishings	429.00
c. New Parish Car	
19. a. New Construction	
b. Major Improvements	
TOTAL (16-19 inclusive)	23,540.00

**EXTRA PAROCHIAL DISBURSEMENTS:**

20. a. Diocesan Assessment	
b. Special Collections (must agree with #16-Taxal Receipts)	5,664.00
21. Catholic Voice Expense	2,807.00
TOTAL (20-21 inclusive)	8,471.00

TOTAL (1-21 inclusive)	\$258,401.00
December 31, 19 92 Balance	90,436.00
<b>GRAND TOTAL</b>	<b>348,837.00</b>

ESTIMATED TOTAL POPULATION	CATHOLIC POPULATION	AVERAGE SUNDAY MASS ATTENDANCE	No. of BAPTISMS Infant _____ Adult _____	No. of MARRIAGES Catholic _____ Mixed _____	No. of FUNERALS	No. of CONVERTS	No. of COMMUNIONS Total _____ For the sick _____
18,500	4,500	590	45 4	6 7	28	2	30,000 2,400
FIRST COMMUNICANTS							
No. CONFIRMED			No. of the SICK		END-OF-YEAR TOTALS		
22	20	Approx. 115 excluding group services		1988	Chancery Debt Balance \$89,621.00 Chancery Savings Balance \$54,552.00		

**NUMBER OF PUPILS IN PARISH CATECHETICAL MINISTRIES:**

Elementary 64 Youth 12 Early Childhood Family 33

**SCHEDULE OF CATECHETICAL MINISTRIES:**

Elementary Children's Catechumenate (non-inflated): Sun. 11-12:15. Christian Formation (Inflated): Sun. 9:45-10:45  
 Youth Ministry Youth Group Mon 6:30-8:15 PM / minicourses Wed Early Childhood Family Ministry Nursery / C/W (masses) / Children's  
 7:00-8:30PM / Christian Formation -Jr/St-Sun 9:45-10:45 Catechumenate Sun. 11 - 2:15PM

Number on Parish Staff: PRIESTS 1 SISTERS 0 LAY PERSONS 2 FT/1 PT DEACONS, BROTHERS, SEMINARIANS 0

**SALARIED PARISH STAFF: (INCLUDE Sisters, professionals, catechetical personnel, housekeeper. EXCLUDE Clergy and School Staff.)**

NAME	POSITION	GROSS MONTHLY SALARY	NAME	POSITION	GROSS MONTHLY SALARY
<b>ATTENTION</b>					

1) \_\_\_\_\_

2) \_\_\_\_\_  
 Refer to the Parish Personnel Report form.  
 Include all persons, salaried and part time.

3) \_\_\_\_\_  
 Exclude Clergy.

4) \_\_\_\_\_  
 1. Review the information provided. Make any corrections, misspelled names, titles, etc.

5) \_\_\_\_\_  
 2. Indicate the appropriate status for hours worked per week, PT (20 +), PT less (20) or FT (37.5+)

6) \_\_\_\_\_  
 3. If part-time, record the average weekly hours worked.

7) \_\_\_\_\_  
 4. Record the Gross Annual Income.

8) \_\_\_\_\_  
 5. Add the names and appropriate data for any new employees on the blank form provided.

9) \_\_\_\_\_

### BANK ACCOUNTS

(The Corporation Sole and the Welfare Corporation provide the umbrella of tax exemption to the parish, school, parents' groups, Altar Society, Bingo Committee, Festival, etc. Tax law defines these groups as controlled by the Diocese and part of it. Therefore, please list the bank accounts of the parish, school, and all societies, groups, or association which are part of the parish.)

NAME of ACCOUNT	ACCOUNT #	CHECKING or SAVINGS	BANK and BRANCH	BALANCE AS OF DECEMBER 31, 19 92
St. Leo Church	05604-00203	Checking	Bank of America Rockridge	\$15,981.00
St. Leo Maintenance	059-8076612	Checking	Great Western Bank Rockridge	17,972.00

**PARISH SCHOOL** (To be taken from the school financial report for the fiscal year ending June 30th.)

Total Receipts: \$696,647.00  
 Total Ordinary Expenditures: 688,050.00  
 Total Capital Expenditures: 8,568.00

Total Receipts	\$696,647.00
Total Ordinary Expenditures	688,050.00
Total Capital Expenditures	8,568.00

**CATECHETICAL MINISTRY**

Total Receipts: -0-  
 Total Expenditures: -0-  
 Amount transferred from Parish: -0-

Total Receipts	-0-
Total Expenditures	-0-
Amount transferred from Parish	-0-