

# FINANCIAL REPORT—JANUARY 1 to DECEMBER 31, 19 94

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

PARISH MISSION, St. Leo the Great  
 (City) Oakland, CA \_\_\_\_\_ TELEPHONE (510) 654-6177

## RECEIPTS

DESCRIPTION	AMOUNT
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### PARISH OPERATING INCOME:

1. Pious Collections	
a. Sundays, Holy Days	172,533.40
b. Offerings	15,591.81
c. Easter	10,981.00
2. Other Parish Collections	
e.g., School, diocesan assessment, Mission, Purchase specific items	
3. Social/Parish Services	
Marriages, Baptisms, & Funerals	4,545.00
4. Various Credits	
5. Auxiliary Services	
a. Religious goods, pamphlets, publications	1,632.00
b. Facility deposits	
c. Return of advances to parish organizations	
6. Social Events (e.g., Bingo, Bazaar, Festivals, etc.)	1,301.27
7. Donations: Cash, Securities (from groups, individuals)	8,311.50
8. Interest	
1. Diocese	2,373.14
2. Other	178.50
9. Rent	39,642.73
TOTAL 1-8 inclusive	257,090.35

### OTHER SOURCES OF CASH:

9. Bequests	36,811.83
10. Parish Drive Income	12,265.44
11. New Diocesan Loans	
12. Withdrawals from Diocesan Savings	8,999.79
13. Subsidies	
a. Diocesan Subsidy	
b. North Bay Area Society	

### PARISH OPERATING EXPENSE:

1. Salaries	
a. Clergy	12,300.00
b. Extra Clergy	2,627.20
c. Religious Pastoral Associate	
d. Clergy HCA Reimbursement	933.00
e. Clergy retreats, book allowance, seasonal gratuities, automobile insurance reimbursement	1,343.00
2. Salaries	
a. All Others	97,248.74
b. Seasonal gratuities	1,000.00
3. Charities	
a. Charity	323.18
b. Emergency	6,737.13
4. Various Credits	
5. Auxiliary Services	
a. Religious goods, pamphlets, publications	354.29
b. Returns of facility deposits	
c. Advances to Parish Organizations	
6. Special Events	
a. Fund-raising event expense	716.25
b. Non-fund-raising event expense	
7. Administrative Office Expense	20,119.17
8. Regular Maintenance	
a. Parish plant	3,654.87
b. Parish car	
9. Reception support	20,728.16
10. Parish Social Subsidy	
11. Religious Education	
a. CCD subsidy	2,908.12
b. RCIA	497.20
c. Adult recreation	465.31
d. Priests' confirmation stipend	
12. Utilities	
Gas & Electric	11,476.67
Water	9,675.16

1. PAVAN Adult Education Fees	531.00
2. Other miscellaneous fees	1,070.75
3. Communion offerings	
4. Property Sales	
TOTAL (1-4 inclusive)	59,179.81

**EXTRA PAROCHIAL RECEIPTS**

16. Special Collections	554.20
a. Seminary	
b. Special Concerns (Black and Native American Missions)	631.00
c. Catholic Relief Services (Maetee Sunday)	718.00
d. Holy Land (Good Friday)	576.00
e. Catholic Charities Appeal	1,625.00
f. Holy Father	488.56
g. Catholic Fair & Lane America	593.00
h. Propagation of the Faith	321.25
i. Campaign for Human Development	549.66
j. Mission Cooperative Plan	1,280.75
k. Other (Please specify)	213.00
Eastern Europe	541.50
Rice Bowl	
Religious Retirement	534.00
Miscellaneous	1,000.00
TOTAL (16)	9,625.92

17. Catholic Voice	1,760.98
18. (Do not use)	
19. (Do not use)	
TOTAL (17-19 inclusive)	1,760.98

TOTAL (1-19 inclusive)	327,657.06
January 1, 19 94 Balance	20,198.55
<b>GRAND TOTAL</b>	347,855.61

13. Telephone	4,994.20
14. Other Members	
a. Youth (CYO, etc.)	
b. Seniors	
c. Special	
d. Parish Council Finance Committee	2,139.57
15. a. Loans	
1) Property	3,029.73
2) Lay Employee FICA	6,419.81
b. Insurance	
1) Diocesan Package (property, parish auto, Workers' Comp.)	7,939.00
2) Clergy, Religious & Lay Employee Medical Dental	8,130.00
3) Lay Pension Plan	1,465.62
<b>**see below for 5) &amp; 6)</b>	
TOTAL (1-15 inclusive)	220,653.58

**OTHER USES OF CASH:**

16. a. Interest on Diocesan Debt	
b. Repayment of Diocesan Loan	
17. a. Deposits to Diocesan Savings	28,257.21
b. Parish Charity	20.00
c. Subsidies to Needy Parishes	
d. Parish Drive Expense	1,339.03
18. a. Preventive Maintenance	1,323.31
b. New Equipment & Furnishings	1,278.56
c. New Parish Car	
19. a. New Construction	
b. Major Improvements	11,828.19
TOTAL (16-19 inclusive)	44,046.30

**EXTRA PAROCHIAL DISBURSEMENTS:**

20. a. Diocesan Assessment	26,319.82
b. Special Collections (must agree with #16-Total Receipts)	9,625.92
21. Catholic Voice Expense	4,380.00
TOTAL (20-21 inclusive)	40,325.74

TOTAL (1-21 inclusive)	305,025.62
December 31, 19 94 Balance	42,829.99
<b>GRAND TOTAL</b>	347,855.61

\*\*15. b. 5) Clergy Pension Plan 500.00  
 6) Financial 100.00

ESTIMATED TOTAL POPULATION	CATHOLIC POPULATION	AVERAGE SUNDAY MASS ATTENDANCE	No. of BAPTISMS	No. of MARRIAGES	No. of FUNERALS	No. of CONVERTS	No. of COMMUNIONS
18,500	4,500	626	Infant 30 Adult 9	Catholic 2 Mixed 5	36	4	Total 36,614 For the sick 2,929
No. of PARISHIONERS		No. CONFIRMED	No. of SACRAMENTS	DATE OF LAST CENSUS	END-OF-YEAR TOTALS		
25		12	168	1988	Chancery Debt Balance: 0 Chancery Savings Balance: \$54,915.85		

NUMBER OF PUPILS IN PARISH CATECHETICAL MINISTRIES:

Elementary: 64 Youth: 31 Early Childhood Family: 39

SCHEDULE OF CATECHETICAL MINISTRIES:

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

Number of Parish Staff: PRIESTS 1 SISTERS 0 LAY PERSONS 3FT/6PT DEACONS, BROTHERS, SEMINARIANS 0  
 SALARIED PARISH STAFF: (INCLUDE Sisters professionals, catechists of personnel, housekeeper EXCLUDE Clergy and School Staff)

GROSS  
 TITHY SALARY

**ATTENTION**

Refer to the 1994 Parish Personnel Report Form. Include all persons, salaried, hourly, full and part time. Exclude Clergy.

1. Review the information provided. Make any corrections, misspelled names, titles, etc.
2. Indicate the appropriate status for hours worked per week: PT (20+), PR (less 20) or FT (37.5+)
3. If part-time, record the average weekly hours worked.
4. Record the Gross Annual Income.
5. For new employees, list the appropriate data on the blank form for 1994.

## 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	ACCT. NO.	CHECKING Savings	BANK and BRANCH	BALANCE AS OF DECEMBER 31, 19 <u>94</u>
St. Leo's Church	05604-00203	Checking	Bank of America/Rockridge	41,622.16
St. Leo's Church	05603-10472	Checking	Bank of America/Rockridge	1,207.83

### PARISH SCHOOL

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

Total Receipts 770,853.66

Total Ordinary Expenditures 701,148.30

Total Capital Expenditures 58,299.06

### CATECHETICAL MINISTRY

Total Receipts 0.00

Total Expenditures 0.00

Amount transferred from Parish 0.00