

**Catholic Diocese of Richmond  
Budget Form  
Fiscal Year 2009-2010**

Parish Name: St. Matthew's Catholic Church  
 Parish Number: 618

Due to Diocese by May 15

**Budgeted Ordinary Parish Operating Receipts**

**(Subject to Cathedraticum Tax)**

	Account #	
Sunday/Holyday Collections	4300.01 & 4301.01	590,791
Additional Parish Collections	4302.01	-
Stole Fees	4309.01	11,000
Votive Stands	4310.01	4,200
Refunds and Overpayments	4311.01	1,000
Net Fundraising, Entertainment, Benefits	4312.01	-
Legacies	4313.01	-
Rental Income	4315.01	-
Interest Income	4316.01	9,500
Dividend Income	4317.01	5,500
Net Bingo Proceeds	4318.01	-
Net Revenue from Preschool Operations	4335.01	-
Columbarium Income	4338.01	1,200
Fees Income	4339.01	-
Non-Exempted Capital Improvement Collection	4346.01	-
Non-Exempted Debt Reduction Collection	4347.01	-
Collection for School Purposes	4348.01	-
Catholic Virginian	4349.01	5,000
Collection for Religious Education	4350.01	9,500
Net Revenue from Publications Sold	4351.01	500
Capital Gain (Loss) on Investments	4364.01	-
Contributions for Designated Use (attach list)	4365.01	-
Sale of Parish Equipment	4366.01	-
Sale of Parish Real Estate	4367.01	-
_____		_____
_____		_____
_____		_____
_____		_____

**Budgeted Parish Operating Receipts Subject to Cathedraticum Tax** 638,191

**Budgeted Parish Receipts Exempted from Cathedraticum**

Exempted Capital Improvement Collections	4346.01	23,253
Exempted Debt Reduction Collections	4347.01	-
Parish Charities	4352.01	-
Specific Exemption from Bishop (attach required letter)	4360.01	-

**Budgeted Total Parish Receipts Exempted from Cathedraticum** 23,253

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**Budgeted Diocesan Collections (Exempt from Cathedraticum)**

Haiti Ministry Income	4345.01	-
World Missions (Propagation of the Faith)	4372	-
Campaign for Human Development	4373	500
Catholic Charities	4374	1,200
Respect Life	4375	600
National Black and Indian	4377	-
Catholic Relief Services (previously Overseas Relief or Bishop's Relief)	4378	1,000
Peter's Pence (previously Holy Father)	4380	1,000
Diocesan Home Missions (previously Missionary Co-Operative Plan)	4384	500
Retired Religious	4385	1,000
US Catholic Missions (previously three separate collections)	4386	400
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

**Budgeted Total Diocesan Collections** 6,200

**Budgeted Special Transactions**

Parish sponsored activity fees forwarded (must match expense line )	4337.01	-
Subsidies received from Diocese/Mission Co-ops/Grant Revenue	4362.01	-
Unrealized Gains/Losses on Investments	4363.01	-
_____		_____

**Budgeted Total Special Transactions** -

**Budgeted Total Receipts (must match or exceed Total Expenditures on page 4)** 667,644

**Catholic Diocese of Richmond  
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**Budgeted Personnel Costs:**

Stipend - clergy	5105	22,460
Stipend - extra clergy	5106	6,000
Priest retirement	5110	15,500
Priest auto assessment	5111	3,000
Priest medical insurance	5112	9,070
Priest retreat costs	5115	450
Priest continuing education	5116	1,550
Seminarian costs	5120	-
Salary - religious personnel	5125	-
Religious medical insurance	5126	-
Religious FICA	5127	-
Religious continuing education	5128	-
Religious housing allowance	5129	-
Religious car allowance	5130	-
Religious retreat costs	5131	-
Religious retirement	5132	-
Lay salary	5141	235,500
Employer FICA tax	5175	18,016
Lay medical insurance	5176	18,122
Lay retirement	5177	8,025
Lay disability insurance	5178	942
Worker's compensation insurance/Unemployment expenses	5179	-
Lay continuing education	5180	-
Employee Assistance Plan	5181	408
Reimbursed shared personnel expenses (for clustered parish use only)	5184	-

**Budgeted Total Personnel Costs**

339,043

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**Budgeted Non-Personnel Costs:**

Auto travel costs	5209	1,500
Utilities	5229	42,000
Rectory costs	5245	6,000
Worship expenses	5265	20,000
Repairs and maintenance	5309	10,000
Office supplies	5311	8,000
Supplies-miscellaneous	5312	1,000
Paper products	5313	200
Bookkeeping services	5314	-
Collection envelopes	5315	12,500
Copying costs	5316	-
Printing costs	5317	3,200
Postage costs	5318	2,900
Parish directory	5319	-
Dues and subscriptions	5320	400
Books and periodicals	5321	1,500
Gifts and contributions	5322	2,500
Professional services	5323	-
Depreciation	5324	-
Real estate taxes	5325	-
Personal property taxes	5326	500
Workshops attended	5330	1,500
Workshops held	5331	-
Other expenses	5371	3,500
Pastoral council	5375	-
Finance council	5380	-
Christian education	5385	10,000
Justice and peace	5395	1,500
Parish community life	5410	5,000
Youth ministry	5420	13,500
Young adult ministry	5430	750
Lay formation	5440	-
Reimbursed shared parish expenses (for clustered parish use only)	5450	-
Miscellaneous		
Office Hospitality		2,000
Background Checks Volunteers/Employees		100
<b>Budgeted Non Personnel Costs</b>		<b>150,050</b>

**Budgeted Assessments/Collections/Fees Forwarded:**

Cathedraticum	5601.01	60,628
School Assessment (calculated from Increased Offertory Program)		-
Self insurance assessment	5602.01	12,191
Catholic Virginian assessment	5603.01	8,532
Subsidy for parish school	5606.01	81,000
Subsidy for regional school	5607.01	10,000
Stewardship assessment	5614.01	-
Diocesan collections forwarded	5615	6,200
Monies forwarded to Haiti	5620	-
Other		-
<b>Budgeted Total Assessment/Collections/Fees Forwarded</b>		<b>178,551</b>

**Budgeted Total Expenditures (must match or be less than Total Revenue page 2)**

**667,644**

Budget check figure - this should be a zero or a positive number

(0)

**Catholic Diocese of Richmond  
Budget Form  
Fiscal Year 2009-2010**

Parish Name: St. Matthew's Catholic Church  
Parish Number: 618

Due to Diocese by May 15

**ESTIMATED DIOCESAN TAX FORM (CATHEDRATICUM)**

FISCAL YEAR **2009-2010**

**Budgeted Ordinary Parish Operating Receipts**

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			-
			-
			-

**Parish Operating Receipts Subject to Cathedraticum Tax** (A) 638,191

**Parish Receipts Exempted from Cathedraticum**

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<b>*Total Parish Receipts Exempted from Cathedraticum</b>		<b>(B) 23,253</b>

**TOTAL PARISH RECEIPTS** 661,444

National Collections and Haiti Ministry Income continue to be exempt from Cathedraticum if collected separately

**Estimated Cathedraticum Computation**

Base for Cathedraticum - From (A) above:	638190.81
**Less: Principal Paid on Parish Debt From Taxable Funds	-
Parish Income Subject to Cathedraticum	638190.81
Multiplied By	0.095
Estimated Cathedraticum Tax	<u>60628.12695</u>

**BY COMPLETING THIS PORTION OF THE FORM, I ACKNOWLEDGE OUR PARISH DESIRES TO HAVE THIS ESTIMATED TAX BILLED BEGINNING JULY 1, 2009.**

Parish Name: St. Matthew's Catholic Church Parish Number: 618  
Pastor (Signed): \_\_\_\_\_

If submitting electronically, please put an X in this box to ensure pastor has reviewed.

**\*NOTE: EXEMPTIONS ONLY APPLY IF COLLECTED AS A SECOND OR SEPARATE COLLECTION**

\*\*This subtraction from the Cathedraticum base is for debt paid from funds that would otherwise be taxable. (i.e. a debt reduction collection listed in Section "B" of this form cannot also be subtracted on this line.)

**NOTE: FINAL CATHEDRATICUM WILL BE ADJUSTED UPON FILING OF 2009-2010 PARISH ANNUAL REPORT**

*Please do not adjust this form.*