

# **St. Elizabeth Ann Seton Parish**

## **Dunkirk, New York**

### **Thirty-Fourth Annual Financial Report**

Dear Parishioner of St. Elizabeth Ann Seton,

Please carefully review this financial report for the fiscal year September 1, 2008 – August 31, 2009. These figures represent the sacrifice of many who give of themselves generously and sometimes heroically because their faith and their parish matters to them. The report symbolizes the work of the church in terms of employees, ministries, meetings, buildings, supplies and everything that keeps a parish vital.

Dan Hillman, our parish financial administrator, the members of the finance council, and the two lay trustees will be happy to answer your questions. They may need time to research the data; but an honest question deserves an answer.

The parish finance council consists of: Jean Crane, committee chair, Matthew Larivey, Andy Dziduch, Ellen Luczkowiak plus Leonard Schrantz and Zenon Olow, lay trustees. The council has met frequently throughout the year and has provided invaluable guidance and assistance. I am most grateful to them.

You may have read of several prominent cases of parish fraud uncovered in Erie County in the last several years. In response to these cases the Diocese of Buffalo now requires extensive financial controls. In addition the finance council, parish trustees and pastor must respond to a very comprehensive checklist of best financial practices. We just completed this form for the first time. We substantially follow all of the major recommendations and “checks and balances.” Nonetheless in the course of using this new tool, we discovered a few areas where we can improve upon our stewardship of parish donations. Under the supervision of the finance council we will continue to follow all procedures that apply to any well run business.

I appreciate all who contribute generously to parish life both financially and in time and talent. Your gifts are crucial. Please continue to offer them.

Sincerely,

Fr. Dennis Riter

**ST. ELIZABETH ANN SETON CHURCH**  
**STATEMENT OF INCOME AND EXPENDITURES AND RECONCILIATION FOR**  
**THE FISCAL YEAR SEPTEMBER 1, 2008 THRU AUGUST 31, 2009**

<b><u>INCOME</u></b>	<b><u>CURRENT YEAR</u></b>	<b><u>PREVIOUS YEAR</u></b>
	<b><u>09/01/08-08/31/09</u></b>	<b><u>09/01/07-08/31/08</u></b>
Sunday and Holyday Collections	\$303,032.66	\$293,518.53
Memorial Cards	\$1,775.44	\$1,548.00
Donations	\$875.37	\$5,723.45
Bequests	\$701.93	\$22,779.92
Religious Education (Registration fees)	\$3,073.00	\$2,910.00
Flowers (Easter and Christmas)	\$4,266.45	\$4,914.85
Church Societies (Ladies Guild)	\$0.00	\$0.00
<b>Parish Fundraisers</b>		
Roast Beef Dinner	nccs	nccs
Ethnic Dinner (Deposited 8/09 for 10/09 dinner)	\$70.00	nccs
Chicken Barbeque	nccs	nccs
Flea Market	\$0.00	\$0.00
Advertising Booklet (Ethnic Foods)	nccs	nccs
Lottery 50/50	\$5,000.00	\$5,000.00
Raffles	\$0.00	\$0.00
Bulletin Advertisements Sales	\$3,775.00	\$5,300.00
Interest Income (Diocesan Account)	\$140,556.65	\$92,374.80
Northern Chautauqua Community Foundation Interest	\$1,042.00	\$1,200.00
Special Collections	\$26,079.76	\$20,700.19
Pamphlets	\$25.51	\$91.79
Votive Candles	\$0.00	\$457.00
Offerings Weddings/Funerals	\$5,295.00	\$3,585.00
Reimbursements Confirmation	\$0.00	\$0.00
Reimbursements	\$1,282.60	\$715.29
Other Auxilliary Receipts	\$22.75	\$14.50
Withdrawal from Savings	\$50,000.00	\$31,000.00
<b>TOTAL INCOME</b>	<b>\$546,874.12</b>	<b>\$491,833.32</b>
 <b><u>EXPENDITURES</u></b>		
<b>Salaries and Payroll Costs</b>	<b>\$116,005.53</b>	<b>\$124,416.45</b>
(Clergy, Secretary, Bookkeeper, Maintenance Housekeeping, Musicians)		
Health Insurance	\$16,746.40	\$14,326.35
Lay Pension Expense	\$2,880.64	\$2,163.51
Fica (Medicare, Social Security)	\$5,731.45	\$6,283.36
<b>Supplies</b>		
Office Supplies and Postage	\$5,576.39	\$4,906.65
Church Supplies	\$1,552.42	\$2,028.50
Rectory Supplies	\$1,098.10	\$1,475.00
Parish Center Supplies	\$0.00	\$0.00
Rectory Food Supplies	\$2,482.18	\$3,146.99
Landscaping, Gas & Equipment	\$658.59	\$139.24
Sanctuary/Candles	\$5,220.14	\$5,431.09
<b>Utilities</b>		
Gas - Church/Rectory	\$14,703.92	\$16,166.47
Gas - Parish Center (our 10% contribution)	\$1,930.11	\$1,939.45
Electric - Church/Rectory	\$8,357.82	\$9,121.61
Electric - Parish Center (our 10% contribution)	\$982.26	\$1,010.37
Telephone - Rectory	\$2,356.49	\$2,538.95
Water - Church/Rectory	\$891.80	\$948.80
Water - Parish Center (our 10% contribution)	\$177.64	\$188.72
<b>Printing</b>		
Envelopes	\$3,046.31	\$2,670.45
Bulletins	\$0.00	\$0.00
Missalettes / WNY Catholic / Pamphlets	\$3,452.60	\$4,020.54

**General Expenditures**

Diocesan Assessment	\$30,873.00	\$32,361.96
Northern Chautauqua Catholic School Diocesan Subsidy	\$55,742.04	\$74,100.00
Maintenance Repairs-Church	\$2,836.87	\$431.37
Maintenance Repairs-Rectory	\$3,523.00	\$814.59
Maintenance Repairs - Parish Center (our 10% contribution)	\$564.88	\$717.70
Insurance - Church/Rectory	\$7,970.68	\$7,251.68
Insurance - Parish Center (our 10% contribution)	\$766.70	\$7,210.84
Fundraiser Expenses (Lottery)	\$2,500.00	\$2,556.65
Adult Education and Formation	\$284.96	\$533.17
Advertising (Observer)	\$270.90	\$650.34
Parishioner Goodwill	\$4,009.70	\$5,219.67
Contract Services (Copier/Tech.Support/Alarm & Dish)	\$1,567.61	\$3,448.03
Contract Services - Parish Center (Trash pickup)	\$105.86	\$162.49
Reimbursable Expenses	\$5.00	\$25.00
Parish Charity Food Kitchen	\$175.00	\$84.02
Vicariate Expense	\$0.00	\$0.00

**Religious Education**

Salaries	\$25,472.99	\$25,328.09
Postage	\$167.00	\$166.46
Office Supplies	\$268.31	\$170.88
Equipment (Printer & copier)	\$1,254.64	\$0.00
Instructional Materials (Books, Subscriptions, Supplies)	\$3,155.78	\$2,125.94
Other Rel. Ed. / Seminars	\$156.48	\$275.11
Sacramental Expense (Confirmation, First Communion)	\$1,092.46	\$1,323.31
R.C.I.A.	\$156.50	\$161.70
Telephone / Contract Services (Internet)	\$1,120.86	\$1,702.39
Lay Pension	\$968.36	\$1,094.06
Special Collections	\$26,094.76	\$21,300.19

**Capital Expenditures**

Equipment - Furnishings Church	\$98.99	\$380.00
Equipment and Furnishings Rectory (Copier, RMR Tables/chairs)	\$7,150.98	\$2,736.30
Equipment - Parish Center (Microphone System)	\$0.00	\$0.00
Grounds and Building Improvement Rectory	\$0.00	\$5,753.25
Grounds and Building Improvement Church (Balance of paving)	\$9,200.00	\$16,200.00
Grounds and Building Improvement Parish Center	\$0.00	\$1,281.00
<b>TOTAL EXPENDITURES</b>	<b>\$381,405.10</b>	<b>\$418,488.69</b>

**BANK RECONCILIATION**

Beginning Checking Account Balance	\$8,853.55	\$3,883.72
Total Income	\$546,874.12	\$491,833.32
Total Expenditures	(\$381,405.10)	(\$418,488.69)
Transfer to Diocesan Savings	(\$128,556.65)	(\$68,374.80)
Transfer to Regular Savings		
<b>Ending Checking Account Balance</b>	<b>\$45,765.92</b>	<b>\$8,853.55</b>

**PARISH SAVINGS****ST ELIZABETH ANN SETON**

<b><u>CHURCH SAVINGS</u></b>	<b>AS OF 08/31/09</b>	<b>AS OF 08/31/08</b>
St. Joseph Investment Funds /Church	466,747.53	527,489.82
St. Joseph Investment Funds /Development	460,760.45	501,864.05
Money Market Checking	12,356.45	332.12
<b>Total Balance (Savings Funds)</b>	<b>\$939,864.43</b>	<b>\$1,029,685.99</b>

**ST. MARY'S CEMETERY****STATEMENT OF INCOME AND EXPENDITURE AND RECONCILIATION FOR  
THE FISCAL YEAR OF SEPTEMBER 1, 2008, THRU AUGUST 31, 2009**

<b><u>INCOME</u></b>	<b><u>CURRENT YEAR</u></b> <b><u>09/01/08-08/31/09</u></b>	<b><u>PREVIOUS YEAR</u></b> <b><u>09/01/07-08/31/08</u></b>
Graves	\$14,074.98	\$11,132.02
Crypts/Niches	\$33,186.68	\$43,109.64
Interments - (St. Mary's Cemetery)	\$26,765.00	\$23,465.00
Memorials/Foundations	\$7,955.40	\$7,363.20
Donations & Bequests	\$530.00	\$10,183.57
Dividends/Interests	\$42,486.18	\$19,697.45
Transfer from Savings	\$10,000.00	\$71,482.98
Cemetery Maintenance Fund	\$10,780.25	\$10,558.51
Permanent Maintenance Fund	\$0.00	\$0.00
Reimbursements	\$1,193.80	\$4,793.76
Interment Income (Other Cemeteries)	\$2,175.00	\$30.00
<b>TOTAL INCOME</b>	<b>\$149,147.29</b>	<b>\$201,816.13</b>
<b><u>EXPENDITURES</u></b>		
<b>Salaries and Payroll Costs</b>	\$45,794.90	\$39,491.19
(Superintendent Salary and Three Part-Time Seasonal Employees)		
Fica (Medicare, Social Security)	\$3,735.83	\$3,000.66
Health Insurance	\$3,534.16	\$3,028.81
Lay Pension	\$1,662.75	\$1,509.26
<b>Supplies</b> (Hardware, Lumber, Engine)	\$3,991.10	\$3,033.91
<b>Utilities</b>		
Gas	\$953.68	\$607.81
Electric	\$1,042.15	\$1,061.50
Water	\$475.60	\$664.83
Telephone	\$736.15	\$714.43
Contract Services (Trash removal)	\$900.85	\$341.17
Insurance	\$8,107.79	\$5,306.37
<b>Equipment/furnishings</b>		
(New Trimmers / Computer Software)	\$689.59	\$798.00
<b>Grounds/Bldg Improvements</b>		
(New fence materials, Gravel, Sand - Landscaping, Top soil, Grass Seed)	\$1,665.43	\$908.43
Gasoline	\$2,107.38	\$4,630.07
<b>Mausoleum and Columbarium Expenses</b>		
(Sept. 2008) Final payment on new Pieta Mausoleum & Holy Spirit Columbarium	\$9,947.74	\$117,722.65
Maintenance/Repairs (Tree removal & Dump truck repairs)	\$4,220.64	\$1,294.70
Markers	\$1,954.83	\$7,101.07
Foundations	\$712.50	\$491.25
Registration/Inspection fees	\$254.00	\$124.50
Grave returns	\$2,675.00	\$375.00
<b>TOTAL EXPENDITURES</b>	<b>\$95,162.07</b>	<b>\$192,205.61</b>

**BANK RECONCILIATION**

Beginning Checking Account	\$650.06	\$10,736.99
Total Income	\$149,147.29	\$201,816.13
Total Expenditures	(\$95,162.07)	(\$192,205.61)
Transfer to Savings	(\$42,486.18)	(\$19,697.45)
<b>Ending Checking Account Balance</b>	<b>\$12,149.10</b>	<b>\$650.06</b>

**ST MARY'S CEMETERY SAVINGS**

	<b><u>AS OF 08/31/09</u></b>	<b><u>AS OF 08/31/08</u></b>
St. Joseph Funds (Permanent Maint-Long)	\$166,509.34	\$191,550.13
St. Joseph Funds (Operating-Short Term)	\$1,653.54	\$1,621.92
Money Market Checking	\$255.92	\$254.62
<b>Total Balance (Savings Funds)</b>	<b>\$168,418.80</b>	<b>\$193,426.67</b>