

Parish: St. Joseph Church  
City: Lincoln, NE

**PROFIT AND LOSS STATEMENT**  
**FISCAL YEAR ENDED JUNE 30, 2017**

(Finance Office use)

(Use computer printout from Quickbooks if compatible.)

(Account numbers recommended.)

**400 ORDINARY INCOME**

**401 Sunday & holy day collections**

Adult envelopes	2,127,619.05
Childrens' offerings	7,287.30
Loose plate	37,140.70
Total Sunday & holy day collections	2,172,047.05

**402 Other free will offerings**

Stole fees	2,550.00
Charity & Stewardship Appeal Rebates	283,667.81
Donations & bequests	27,937.25
Endowment donations	
Other: Memorials & Designated Donations	202.50
Total other free will offerings	314,357.56

**403 Special collections**

Building fund	
Other: Joy of the Gospel and other	253,588.07
Total special collections	253,588.07

**404 Distributions - endowments & trusts**

Catholic Foundation distributions	1,346.48
DI&L endowment interest	
Endowment & trust income (specify)	
Total distributions - endowments & trusts	1,346.48

**405 Parish activities receipts**

Bazaars (net of expenses)	64,314.26
Bingo (net of expenses)	
Parish fundraising (net of expenses)	27,063.91
Parish organizations (net of expenses)	4,113.32
Other parish activities (net of expenses)	
Total parish activities	95,491.49

**406 Other revenue receipts**

Advertisements	978.13
Interest - bank	80.49
Interest on ordinary DI&L savings	7,505.79
Rectory support from mission	
Resale of religious articles	
Votive candles (net of expenses)	128.69
Other	22,887.28
Total other revenue	31,580.38

**407 Property income receipts**

Cemetery (transfers from cemetery account)	
Farm rentals/income (net of expenses)	
Total property income	0.00

(Be sure to complete & submit detailed Cemetery & Farm Report.)

**408 Other rentals (specify: gym, hall, house, etc.)**

Total other rentals	0.00
---------------------	------

**409 Other income**

Total other income	0.00
--------------------	------

**TOTAL INCOME** A 2,868,411.03

**500 ORDINARY EXPENSES**

**501 Pay and benefits - parish**

Gross salaries & wages	231,009.17
1099 earnings	
Diocesan Lay Retirement	4,769.51
Health insurance - clergy	13,980.00
Health insurance - lay & religious	9,726.00
Payroll taxes - employer's portion	14,293.47
Total pay and benefits	273,778.15

**503 Educational expenses**

Adult-education programs	1,763.48
CCD expenses	
Mission parish support	
Non-parish tuition payments	
Transfer to central high school	517,836.00
Transfer to K-12 school	
Transfer to pre-school	
Transfer to parish school	1,841,057.29
Total educational expenses	2,360,656.77

**504 Diocesan assessments**

Three-in-one assessment	
Diocesan administration	126,674.72
Catholic School Support	12,940.00
St. John Vianney Retirement (net)	16,199.28
Southern Nebraska Register assessment	22,890.00
Less parish collections for SNR	-4276
Charity & Stewardship Appeal shortfall	
Planned Giving (City of Lincoln)	
Total diocesan assessments	174,428.00

**506 Administrative expenses**

**507 Interest expense on DI&L loans**

**508 Professional services**

**509 Insurance (non-health)**

**510 Parish property costs**

**511 Household**

**512 Utilities**

**513 Retreats & continuing education**

**514 Liturgical**

**515 Parish social activities**

**516 Transportation and automotive**

**517 Transfers to cemetery**

**518 Fundraising and promotion**

**519 Miscellaneous (list)**

Grants and designated donations	280,377.32
Charitable Assistance	57,916.67

**TOTAL EXPENSES** B 3,278,340.67

**NET INCOME (LOSS) BEFORE DEPRECIATION (A-B)** -409,929.64

Parish: St. Joseph Church  
City: Lincoln, NE

**BALANCE SHEET**  
**FISCAL YEAR ENDED JUNE 30, 2017**

(Use computer printout from Quickbooks if compatible.)

(Account numbers recommended)

**100 ASSETS**

101 Checking - main	6,200.78
102 Petty cash	
103 Mass stipend fund*	12,410.86
104 Savings (local institution(s))	
105 Designated purpose accounts	
106 Parish groups	
Holiday Fair	23,252.32
Altar Society	41,068.43
Youth Ministry	5,213.42
School Activities	28,412.63
Hot Lunch	55,790.55
School Family	16,330.22
107 Operating DI&L savings	138,295.76
108 Special purpose DI&L (specify)	
School, Fair, School Family, Organ	501,363.33
109 Building fund DI&L	42,901.38
110 Endowment DI&L	
121 Receivables or loans to affiliates (specify)	
School Tuition and Extended Day Care	-9,342.39
130 Fixed Assets (initial cost)	
131 Church	9,023,995.30
132 Rectory	
133 Convent	
134 Parish hall	
135 School	
136 Farms	
137 Property fixtures	1,602,772.16
138 Land	400,000.00
139 Vehicles	
140 Renovations	
141 New construction (specify)	
144 Less: Accumulated depreciation (if any)	(-3,108,476.63)
Total fixed assets	
Other assets (specify)	
<b>TOTAL ASSETS</b>	<b>A 8,780,188.12</b>

**200 LIABILITIES**

201 Payable to the Diocese (total) (non-DI&L)	
202 Payable - Mass stipends*	12,410.86
203 Payroll liabilities	45,902.15
204 Designated donations (unused to date)	
205 Owed to parish school (grand total)	
206 Owed to central school (grand total)	
207 Owed to schools - other	
208 Unpaid extra collections - national (list)**	
Peters Pence	3,406.00
Mission Cooperative	5.00
209 Unpaid extra collections - diocese (list)**	
Catholic Foundation	41,901.75
Lay Committee for Vocations and Cloistered	25.00
210 Unpaid extra collections - optional (list)**	
Francis Mercy Fund	1,575.00
211 Other outstanding payables (list)	
School Tuition Assistance	2,050.00
Other	9,531.68
221 Regular DI&L building loan***	
222 Long past due DI&L loan***	
223 Other DI&L loan***	
<b>TOTAL LIABILITIES</b>	<b>B 116,807.44</b>
<b>300 EQUITY (Total assets minus total liabilities)</b>	
<b>EQUITY (A minus B)</b>	<b>C 8,663,380.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(B+C) 8,780,188.12</b>

NOTE: See Chart of Accounts in Parish Accounting Manual.

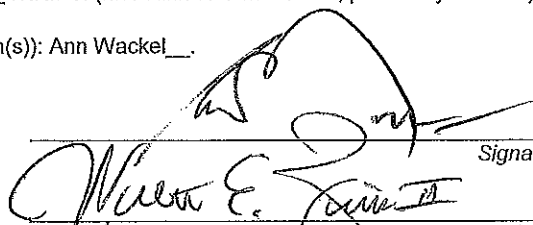
\* NOTE: The "Mass stipend fund" (acct 103) asset balance should agree with the corresponding liability "Payable - Mass stipends" (acct 202).

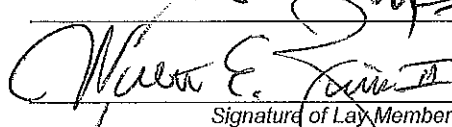
\*\* NOTE: Please submit any unpaid extra collections to the Finance Office.

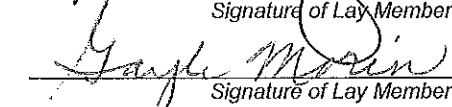
\*\*\* NOTE: DI&L account balances should agree with the June 30 DI&L Statement from the Finance Office.

Our main checking account was last reconciled on (date): July 26, 2017 for/as of (last bank statement date, preferably June 30):

June 30, 2017 by (name of individual who performed the reconciliation(s)): Ann Wackel

  
Signature of Pastor

  
Signature of Lay Member of Parish Corporation

  
Signature of Lay Member of Parish Corporation

Parish Seal

**BANK ACCOUNTS**

List all bank accounts (and the bank name) with the parish Federal Identification Number.

	Listed on Balance Sheet?*		June 30 Balance
1 St. Joseph Catholic Church of Lincoln - Union Bank	<u>Yes</u>	No	\$ 6,200.78
2 St. Joseph Catholic Church of Lincoln Mass Stipend - Union Bank	<u>Yes</u>	No	\$ 12,410.86
3 St. Joseph Catholic Church of Lincoln Raffle Account - Union Bank	<u>Yes</u>	No	\$ 23,252.32
4 St. Joseph Catholic Church of Lincoln Altar Society - Union Bank	<u>Yes</u>	No	\$ 41,068.43
5 St. Joseph Catholic Church of Lincoln Youth Ministry - Union Bank	<u>Yes</u>	No	\$ 5,213.42
6 St. Joseph School Activities - Union Bank	<u>Yes</u>	No	\$ 28,412.63
7 St. Joseph Catholic Church of Lincoln Hot Lunch - Union Bank	<u>Yes</u>	No	\$ 55,790.55
8 St. Joseph School Family - Union Bank	<u>Yes</u>	No	\$ 16,330.22
9 St. Joseph Scrip - Union Bank	Yes	<u>No</u>	\$ 50,696.21
10 St. Joseph Mens Basketball and St. Joseph Card Marathon - Union Bank	Yes	<u>No</u>	\$ 807.20
Total			\$ 240,182.62

\* If not listed on Balance Sheet and if the bank account activity (income and/or expense) exceeds \$1,000, please complete the enclosed "Statement of Cash Flow" form for each applicable account.

**PASS THROUGH EXTRA COLLECTIONS**

FOR THE FISCAL YEAR

Holy Land	\$ 6,078.42
Peter's Pence	\$ 4,514.00
Propagation of the Faith: Mission Cooperative Plan	\$ 8,666.00
Propagation of the Faith: Mission Sunday	\$ 5,384.00
Propagation of the Faith: Holy Childhood	\$
Rice Bowl/Food for Starving	\$ 464.73
Combined Collection: ABOA American Bishop's Overseas Appeal	\$ 205.00
Combined Collection: Black & Indian Mission	\$ 195.00
Combined Collection: CHD Campaign for Human Development	\$
Combined Collection: CCC Catholic Communications Campaign	\$ 130.00
Combined Collection: CHM Catholic Home Missions	\$ 273.00
Combined Collection: CUA Catholic University of America	\$ 90.00
Combined Collection: RFFR Retired Fund for Religious	\$ 731.00
Combined Collection: Non-specified	\$ 4,462.00
Contemplative sisters	\$ 2,381.00
Lay Committee for Vocations	\$ 10.00
Central & Eastern Europe	\$
Church in Latin America	\$
Other: St. Francis Food Pantry	\$ 3,570.00
St. Vincent de Paul	\$ 6,015.00
	\$
Total extra collections	\$ 43,169.15

**QUESTIONNAIRE****ACCOUNTING SOFTWARE**

- Is the parish using computerized accounting software? Yes No  
If yes, list the name and version of the software being used.

Quickbooks Pro 2015

**PARISHIONER CONTRIBUTION TRACKING**

- Is the parish using computerized software to track parishioner contributions? Yes No  
If yes, list the name and version of the software being used. If no, describe how contributions are recorded and tracked.

Connect Now

**EMPLOYEE PAYROLL AND INDEPENDENT CONTRACTOR(S) REPORTING**

- Does the parish file quarterly Federal 941 reports (or the annual Federal 944 report)? Yes No  
- Does the parish issue annual W-2's and W-3's? Yes No  
- Does the parish issue 1099s for independent contractors who exceed the IRS \$600 reporting threshold? Yes No

- List any significant (over \$500) unpaid bills owed to vendors that have NOT been recorded on the books:

Applicable?	Yes	No	n/a
-------------	-----	----	-----

*Estimated payment date*

Amount Due

	\$
	\$
	\$
	\$
	\$

- List any major purchases (over \$5,000) during the fiscal year (include cost):

Applicable?	<u>Yes</u>	No	n/a
-------------	------------	----	-----

New Roof over school

## Concrete Repair

## Fire alarm system

## Van for Sisters

Are there any needs or plans for any major purchases, construction, repairs, and/or remodeling next fiscal year? Yes No **Possibly** (If yes, list below and include estimated cost).

### Carpet replacement in school

Carpet replacement in school	\$	40,000.00
	\$	
	\$	
	\$	
	\$	

- Is the parish a beneficiary of any charitable trusts? Yes No

If so, what is the aggregate value of the trust(s)?

What were the distributions during the course of the year? (list name of trust)

	\$
	\$
	\$

- Were the distributions in accord with the beneficiary's "Last Will and Testament"? Yes No N/A

- Is a copy of the Last Will and Testament on file and available? Yes No N/A

Completed & Enclosed

- Computer generated Profit & Loss Statement OR manually generated Profit & Loss Statement
- Computer generated Balance Sheet OR manually generated Balance Sheet
- Supporting Schedule (page 3 of this report)
- Questionnaire (pages 3 and 4 of this report)
- Affiliate Statement of Cash Flow (for each applicable bank account)
- Cemetery Financial Report
- Farm Account Report
- Copy of approved Parish Budget for the next fiscal year

[illegible]

**PLEASE NOTE:**

PARISH:	St. Joseph Catholic Church
CITY:	Lincoln, NE
NAME OF ACCOUNT:	St. Joseph Altar Society
FISCAL YEAR ENDED	JUNE 30, 2017

n/a

Cathy Dawson, Mary Kay Gillan

**STATEMENT OF CASH FLOW  
PARISH AFFILIATE ORGANIZATION**

**PLEASE NOTE:**

If not applicable to the parish,  
indicate parish name and city,  
denote n/a below, sign form  
& submit report to the Chancery.

PARISH: St. Joseph Catholic Church  
CITY: Lincoln, NE  
NAME OF ACCOUNT: St. Joseph School Family Association  
FISCAL YEAR ENDED JUNE 30, 2017

(Account is not listed on Parish Balance Sheet and bank account activity (income and/or expense) exceeds \$1000.)

n/a

NAME OF ORGANIZATION (if applicable): St. Joseph School Family Association

	Beginning Balance	Ending Balance
Bank accounts		
Checking account	20,969.04	16,330.22 x
DI&L savings account	10,539.44	10,725.07
Other savings (indicate type and location):		
_____		
_____		
Total bank accounts	31,508.48	27,055.29

Beginning balance (checking account) A 20,969.04

**+ Add income, receipts and revenue (specify below):**

Walk for Christ	50,242.83	
SFA Family Picnic	2,391.00	
Teacher/Staff Christmas Gift Donations	6,395.00	
SFA dues collected with tuition	6,375.00	
Other revenue	1,577.53	
_____		
_____		
_____		
Total receipts		B <u>66,981.36</u>

**- Less expenses and expenditures (specify below):**

Walk for Christ	3,720.55	
SFA Family Picnic	3,873.63	
Catholic Schools Week	2,376.00	
Teacher/Staff Christmas Gifts	6,114.76	
Teacher wish list	3,458.87	
Library Donation	4,000.00	
NCEA	24,206.91	
School desks and chairs	15,141.36	
Donations to organizations	4,750.00	
Other Expenses	3,978.10	
Total expenditures		C <u>71,620.18</u>

Ending balance (checking account) (A+B-C) 16,330.22 x

x These balances should agree.

This checking account was last reconciled on (date): 7/31/2017 for/as of (last bank statement date, preferably June 30):

6/30/2017 by (name of individual who performed the reconciliation(s)): Naomi & Dan Brown.

- What is the Federal ID number used for the account?

47-0580454

- Are two signatures required on checks? Yes No

- List the names of the signers of the account.

Dan & Naomi Brown

Signature of Pastor

Date

8/30/17

Msgr. Liam M. Barr

**STATEMENT OF CASH FLOW  
PARISH AFFILIATE ORGANIZATION**

**PLEASE NOTE:**

PARISH: St. Joseph Catholic Church  
CITY: Lincoln, NE  
NAME OF ACCOUNT: St. Joseph Scrip  
FISCAL YEAR ENDED JUNE 30, 2017

If not applicable to the parish,  
indicate parish name and city,  
denote n/a below, sign form  
& submit report to the Chancery.

(Account is not listed on Parish Balance Sheet and bank account activity (income and/or expense) exceeds \$1000.)

n/a

NAME OF ORGANIZATION (if applicable): St. Joseph School Scrip

	Beginning Balance	Ending Balance
<b>Bank accounts</b>		
Checking account	<u>58,489.77</u>	<u>50,696.21</u> x
DI&L savings account		
Other savings (indicate type and location):		
Accts Rec and undeposited funds	<u>7,315.00</u>	<u>11,710.00</u>
Inventory	<u>73,825.20</u>	<u>77,248.41</u>
Gift Certificates	<u>-9,540.00</u>	<u>-10,797.00</u>
Total bank accounts	<u>130,089.97</u>	<u>128,857.62</u>

Beginning balance (checking account) A 58,489.77

**+ Add income, receipts and revenue (specify below):**

Scrip Sales	<u>567,965.25</u>
Propelr income	<u>1,316.05</u>
CD donations	<u>336.80</u>
Interest Income	<u>25.11</u>

Other:	
Increase in Gift Certificates	<u>1,257.00</u>

Total receipts B 570,900.21

**- Less expenses and expenditures (specify below):**

Cost of Goods sold	<u>538,946.60</u>
School Donations	<u>12,776.52</u>
Church Donations	<u>7,600.00</u>
Salaries and wages	<u>9,221.34</u>
Supplies	<u>2,331.10</u>

Other:	
Increase in Accts Rec and Undep Funds	<u>4,395.00</u>
Increase in Inventory	<u>3,423.21</u>

C 578,693.77

Ending balance (checking account) (A+B-C) 50,696.21 x

x These balances should agree.

This checking account was last reconciled on (date): 8/9/2017 for/as of (last bank statement date, preferably June 30):

7/7/2017 by (name of individual who performed the reconciliation(s)): Ann Wackel

- What is the Federal ID number used for the account?

47-0580454

- Are two signatures required on checks? Yes No

- List the names of the signers of the account.

Msgr. Liam M. Barr

Kate Walker, Ann Wackel, Janet Gordon

Signature of Pastor

Date

8/30/17

# CEMETERY FINANCIAL REPORT

PARISH: St. Joseph Church  
 CITY: Lincoln, NE  
 NAME OF CEMETERY: \_\_\_\_\_  
 FISCAL YEAR ENDED: JUNE 30, \_\_\_\_\_

(If cemetery has more than one checking account, please complete Section 2 for each checking account.)

## PLEASE NOTE:

If not applicable to the parish,  
 indicate parish name and city,  
 denote n/a below, sign form  
 & submit report to the Chancery.

n/a

	Beginning Balance (July 1)	Ending Balance (June 30)
<b>1 Bank accounts</b>		
Checking account		0.00 x
DI&L savings account		
Other savings (indicate type and location):		
_____		
_____		
_____		
Total bank accounts	0.00	0.00

**2 Beginning balance (checking account)** A 0.00

**Receipts:**

Lot sales	_____	
Interest earned on checking and other savings	_____	
Transfers from parish	_____	
Transfers from DI&L savings	_____	
Trust withdrawals	_____	
Donations	_____	
Bequests	_____	
Other income (specify)	_____	
_____		
Total receipts		B <u>0.00</u>

**Expenditures:**

Pay and benefits	_____	
Operations & maintenance	_____	
Groundskeeping	_____	
Insurance - property	_____	
Insurance - liability	_____	
Equipment	_____	
Improvements	_____	
Transfers from checking to DI&L savings	_____	
Other expenses (specify)	_____	
_____		
Total expenditures		C <u>0.00</u>

**Ending balance (checking account)** (A+B-C) 0.00 x

x These balances should agree.

This checking account was last reconciled on (date): \_\_\_\_\_ for/as of (last bank statement date, preferably June 30):

(date) \_\_\_\_\_ by (name of individual who performed the reconciliation(s)): \_\_\_\_\_

- Name of person in charge of cemetery checkbook:

- Are all the cemetery bank accounts listed above?  
Yes No

- Name and address of person "in charge" of the cemetery if other than the pastor:

Signature of Pastor

Date

8/30/17



# FARM ACCOUNT REPORT

PARISH: St. Joseph Church  
 CITY: Lincoln, NE  
 NAME OF FARM:  
 FISCAL YEAR ENDED: JUNE 30, \_\_\_\_\_

## PLEASE NOTE:

If not applicable to the parish,  
 indicate parish name and city,  
 denote n/a below, sign form  
 & submit report to the Chancery.

n/a

(If farm has more than one checking account, please complete Section 2 for each checking account.)

	Beginning Balance (July 1)	Ending Balance (June 30)
<b>1 Bank accounts</b>		
Checking account		0.00 x
DI&L savings account		
Other savings (indicate type and location):		
_____		
_____		
<b>Total bank accounts</b>	<b>0.00</b>	<b>0.00</b>

**2 Beginning balance (checking account)** A 0.00

### Receipts:

Grain sales	_____	
Rental income	_____	
Other income (specify)	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
<b>Total receipts</b>	<b>B</b>	<b>0.00</b>

### Expenditures:

Seed, fertilizer, chemicals, etc.	_____	
Taxes	_____	
Transfers to parish account	_____	
New DI&L investments	_____	
Other expenses (specify)	_____	
_____	_____	
_____	_____	
_____	_____	
<b>Total expenditures</b>	<b>C</b>	<b>0.00</b>

**Ending balance (checking account)** (A+B-C) 0.00 x  
 x These balances should agree.

This checking account was last reconciled on (date): \_\_\_\_\_ for/as of (last bank statement date, preferably June 30):  
 (date) \_\_\_\_\_ by (name of individual who performed the reconciliation(s)): \_\_\_\_\_

- Are all the bank accounts listed above? Yes No

- Location and legal description of farm property:

- Name of person in charge of farm checkbook:

(Please use reverse side, if necessary.)

- Name and address of person "in charge" of the farm  
 if other than the pastor:

Signature of Pastor

Date

8/30/17

Parish: St. Joseph Church

City: Lincoln, NE

**PARISH OPERATING BUDGET**  
**FISCAL YEAR ENDED JUNE 30, 2017**

(Finance Office use)

(Use computer printout from Quickbooks if compatible.)

(See other side for Capital Expenditure Budget.)

**400 ORDINARY INCOME****401 Sunday & holy day collections**

Adult envelopes	_____
Childrens' offerings	_____
Loose plate	_____
Total Sunday & holy day collections	0.00

**402 Other free will offerings**

Stole fees	_____
Charity & Stewardship Appeal	_____
Donations & bequests	_____
Endowment donations	_____
Other:	_____
Total other free will offerings	0.00

**403 Special collections**

Building fund	_____
Other:	_____
Total special collections	0.00

**404 Distributions - endowments & trusts**

Catholic Foundation distributions	_____
DI&L endowment interest	_____
Endowment & trust income (specify)	_____
Total distributions - endowments & trusts	0.00

**405 Parish activities receipts**

Bazaars (net of expenses)	_____
Bingo (net of expenses)	_____
Parish fundraising (net of expenses)	_____
Parish organizations (net of expenses)	_____
Other parish activities (net of expenses)	_____
Total parish activities	0.00

**406 Other revenue receipts**

Advertisements	_____
Interest - bank	_____
Interest on ordinary DI&L savings	_____
Rectory support from mission	_____
Resale of religious articles	_____
Votive candles (net of expenses)	_____
Other	_____
Total other revenue	0.00

**407 Property income receipts**

Cemetery (transfers from cemetery account)	_____
Farm rentals/income	_____
Total property income	0.00

**408 Other rentals (specify: gym, hall, house, etc.)**

_____	_____
_____	_____
Total other rentals	0.00

**409 Other income**

_____	_____
Total other income	0.00

TOTAL INCOME A 0.00**500 ORDINARY EXPENSES****501 Pay and benefits - parish**

Gross salaries & wages	_____
1099 earnings	_____
Diocesan Lay Retirement	_____
Health insurance - clergy	_____
Health insurance - lay & religious	_____
Payroll taxes - employer's portion	_____
Total pay and benefits	0.00

**503 Educational expenses**

Adult-education programs	_____
CCD expenses	_____
Mission parish support	_____
Non-parish tuition payments	_____
Transfer to central high school	_____
Transfer to K-12 school	_____
Transfer to pre-school	_____
Transfer to parish school	_____
Total educational expenses	0.00

**504 Diocesan assessments**

Three-in-one assessment	_____
Diocesan administration	_____
Catholic School Support	_____
St. John Vianney Retirement (net)	_____
Southern Nebraska Register assessment	_____
Less parish collections for SNR	( )
CSA shortfall	_____
Planned Giving (City of Lincoln)	_____
Total diocesan assessments	0.00

**506 Administrative expenses****507 Interest expense on DI&L loans****508 Professional services****509 Insurance (non-health)****510 Parish property costs****511 Household****512 Utilities****513 Retreats & continuing education****514 Liturgical****515 Parish social activities****516 Transportation and automotive****517 Transfers to cemetery****518 Fundraising and promotion****519 Miscellaneous (list)**

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES B 0.00NET INCOME (LOSS) BEFORE DEPRECIATION (A-B) \* 0.00

\*(Enter value on page 2-Net Budgeted Cash Surplus or Deficit.)

SEE OTHER SIDE FOR CAPITAL EXPENDITURE BUDGET.

# ST. JOSEPH CATHOLIC CHURCH OF LINCOLN

## Profit & Loss Budget

July 2017 through June 2018

				2017-2018
				Budget
Income				
401-00 · Sunday and holy day collections				
	401-01 · Adult envelopes			2,607,339
	401-02 · Childrens' offerings			8,000.00
	401-03 · Loose plate			40,000.00
Total 401-00 · Sunday and holy day collections				2,655,339.00
402-00 · Other free will offering - CHUR				
	402-01 · Stole fees			1,000.00
	402-02 · Charity & Stewardship Appeal			295,000.00
	402-03 · Donations and bequests			10,000.00
	402-07 · Memorials			
		402-08 · Income - Memorials		2,000.00
		402-09 · Expense - Memorials		(2,000.00)
	Total 402-07 · Memorials			-
	402-10 · Designated Donations			
	402-10 · Designated Donations - other			15,500.00
Total 402-00 · Other free will offering - CHUR				321,500.00
403-00 · Special collections (specify)				
	403-03 · Other special collections			
	403-04 · Debt Retirement (TOF)			
	403-05 · Joy of the Gospel			
Total 403-00 · Special collections (specify)				
405-00 · Parish activities receipts				
	405-10 · Holiday Fair			
		405-11 · Income - Holiday Fair		80,000.00
		405-12 · Expense - Holiday Fair		(10,000.00)
	Total 405-10 · Holiday Fair			70,000.00
	405-30 · Coffee Shop			
		405-31 · Income - Coffee shop		2,200.00
		405-32 · Expenses - Coffee Shop		(2,200.00)
	Total 405-30 · Coffee Shop			0.00
	405-40 · Altar Society			
		405-41 · Income - Altar Society		1,500.00
		405-42 · Expense - Altar Society		(1,500.00)
	Total 405-40 · Altar Society			-
	405-50 · CCD			
		405-52 · CCD Income		4,500.00
		405-53 · CCD Expenses		(3,000.00)
	Total 405-50 · CCD			1,500.00
	405-60 · FIAT			
		405-61 · Income - FIAT		3,200.00
		405-62 · Expenses - FIAT		(2,400.00)
		405-63 · Haiti Kobonal Mission - Income		20,000.00
		405-64 · Haiti Kobonal Mission - Expense		(13,000.00)
	Total 405-60 · FIAT			7,800.00
	405-80 · Youth Ministry Activities			
		405-81 · Youth Ministry Activities - Inc		10,000.00

# ST. JOSEPH CATHOLIC CHURCH OF LINCOLN

## Profit & Loss Budget

July 2017 through June 2018

		2017-2018
		Budget
	405-82 · Youth Ministry Activities - Exp	(10,000.00)
	Total 405-80 · Youth Ministry Activities	0.00
	Total 405-00 · Parish activities receipts	79,300.00
	406-00 · Other revenue receipts	
	406-01 · Advertisements - Bulletin	
	406-02 · Fees to offset expenses	700.00
	406-04 · Insurance claims	-
	406-05 · Interest - Investments and Bank	75.00
	406-06 · Interest on DI&L savings	6,000.00
	406-09 · Family Ministry	2,000.00
	406-11 · Sale of property and equipment	
	406-30 · Votive candles	
	406-31 · Income - Votive candles	2,500.00
	406-32 · Expenses - Votive candles	(2,500.00)
	Total 406-30 · Votive candles	0.00
	Total 406-00 · Other revenue receipts	8,775.00
	455-00 · Distributions	
	455-01 · Catholic Foundation	
	Total 455-00 · Distributions	0.00
Total Income		3,064,914.00
		3,064,914.00
Expense		
	501-00 · Pay and benefits - parish	
	501-02 · Pastor	21,600.00
	501-03 · Associate	20,400.00
	501-04 · Extra clergy	1,500.00
	501-05 · Secretarial/clerical	53,700.00
	501-06 · Domestic	8,000.00
	501-07 · Liturgical Coordinator	6,000.00
	501-08 · Organist/Choir dir/Music dir	30,500.00
	501-09 · DRE/CCD	4,000.00
	501-10 · Youth Ministry	31,000.00
	501-11 · Custodians - church	19,250.00
	501-12 · Director of Parish Operations	57,500.00
	501-13 · Health insurance - clergy	15,000.00
	501-14 · Health insurance - lay/relig	9,500.00
	501-15 · Payroll Taxes - employers port	16,500.00
	501-17 · Diocesan Lay Retirement Program	1,000.00
	Total 501-00 · Pay and benefits - parish	295,450.00
	503-00 · Educational expenses	
	503-01 · Adult education programs	1,000.00
	503-04 · Transfer to Pius High School	537,000.00
	503-05 · Youth Ministry	4,100.00
	503-06 · Family Ministry	1,000.00
	503-08 · Transfer to parish school	1,799,514.00
	503-09 · Transfer from Holiday Fair	60,000.00
	503-10 · Parish Mission	

# ST. JOSEPH CATHOLIC CHURCH OF LINCOLN

## Profit & Loss Budget

July 2017 through June 2018

		2017-2018
		Budget
Total 503-00 · Educational expenses		2,402,614.00
505-00 · Diocesan assessments		
505-01 · Three-in-one assessment		
505-02 · Catholic school support		
505-03 · Diocesan administration		127,000.00
505-04 · St John Vianney		
505-05 · SJV assessment		22,600.00
505-06 · Less collections for SJV		(4,000.00)
Total 505-04 · St John Vianney		18,600.00
Total 505-01 · Three-in-one assessment		145,600.00
505-07 · Southern Nebraska Register		
505-08 · SNR assessment		23,000.00
505-09 · Less collections for SNR		(4,000.00)
Total 505-07 · Southern Nebraska Register		19,000.00
505-11 · School and CCD Enrollment Fee		13,000.00
Total 505-00 · Diocesan assessments		177,600.00
506-00 · Administrative		
506-01 · Bank fees, bad checks, etc		7,000.00
506-02 · Books, periodicals & reference		2,000.00
506-03 · Bulletins and publications		1,000.00
506-04 · Computer hardware		500.00
506-05 · Computer software		500.00
506-06 · Gas		1,300.00
506-09 · Office & Instructional supplies		2,000.00
506-10 · Postage and shipping		3,800.00
506-11 · Printing and copying		1,250.00
506-12 · Subscriptions and dues		200.00
506-13 · Telephone and internet		1,500.00
506-14 · Stock Sales Fees		500.00
506-16 · Hospitality, luncheons, snacks		4,800.00
506-17 · Technology		
506-19 · Security Checks		200.00
506-21 · Contribution Envelopes		9,500.00
Total 506-00 · Administrative		36,050.00
509-00 · Insurance (non-health)		
509-01 · Property insurance premiums		10,500.00
509-02 · Workers Comp Insurance		1,600.00
Total 509-00 · Insurance (non-health)		12,100.00
510-00 · Property costs		
510-01 · Building Improvements		-
510-02 · Custodial supplies		250.00
510-04 · Furniture & appliances		750.00
510-05 · Grounds maintenance		2,000.00
510-07 · Repairs & Maintenance		12,000.00
510-08 · Repairs & maint - Rectory		1,000.00
510-09 · Inspections & Monitoring		1,000.00
510-10 · Snow removal		1,500.00

# ST. JOSEPH CATHOLIC CHURCH OF LINCOLN

## Profit & Loss Budget

July 2017 through June 2018

				2017-2018
				Budget
			510-14 · Mileage	250.00
			510-15 · Fuel	250.00
Total 510-00 · Property costs				19,000.00
511-00 · Rectory				
			511-02 · Cable TV	1,200.00
			511-04 · Food	6,500.00
			511-05 · Newspapers	350.00
			511-06 · Supplies	1,500.00
Total 511-00 · Rectory				9,550.00
512-00 · Utilities				
			512-01 · Electricity	20,000.00
			512-02 · Electricity - Rectory	5,500.00
			512-03 · Gas	2,600.00
			512-04 · Gas - Rectory	500.00
			512-07 · Water	2,000.00
			512-08 · Water - Rectory	2,000.00
Total 512-00 · Utilities				32,600.00
513-00 · Retreats & continuing education				
			513-01 · Clergy days	500.00
			513-02 · Conferences & seminars	750.00
Total 513-00 · Retreats & continuing education				1,250.00
514-00 · Liturgical				
			514-02 · Decorations	
			514-06 · Missalettes	4,500.00
			514-07 · Music program	6,000.00
			514-09 · Supplies	200.00
Total 514-00 · Liturgical				10,700.00
517-00 · Grants and designated donations				
			517-05 · Designated Donations	-
			517-06 · Gifts and gratuities	3,000.00
Total 517-00 · Grants and designated donations				3,000.00
518-00 · Fundraising & promotion				
			518-01 · Stewardship and Evangelization	3,500.00
			518-02 · Advertising	1,500.00
Total 518-00 · Fundraising & promotion				5,000.00
521-00 · Miscellaneous				
			521-01 · Charitable assistance	
			521-02 · Haiti	30,000.00
			521-03 · Inner city Catholic Schools	30,000.00
Total 521-01 · Charitable assistance				60,000.00
Total 521-00 · Miscellaneous				60,000.00
Total Expense				3,064,914.00
Net Income				0.00

**Parish:** St. Joseph Cjurch

City: Lincoln, NE

**PARISH MAJOR PURCHASE (Capital Expenditure) BUDGET**  
**FISCAL YEAR ENDED JUNE 30, 2017**

ANTICIPATED MAJOR PURCHASES (OR "CAPITAL EXPENDITURES"). LIST:

**Note 1:** Major purchases listed here should NOT be listed on page 1 (the Operating Budget). Major purchases listed here should be recorded as Capital Expenditures on the Balance Sheet. (See section 2.08 of the Parish Accounting Manual.)

[illegible]

TOTAL MAJOR PURCHASES

40,000.00

**RECAP: NET BUDGETED CASH SURPLUS (OR DEFICIT)**

**Note 2:** Deposits to or withdrawals from DI&L savings do NOT affect the overall cash flow of the parish.

Enter either net income or net loss in the spaces below.

Anticipated cash inflow:

Net income before depreciation (from page 1)	\$	0.00
--	----	------

Anticipated loans received from DI&L

### DI&L Building Loan

DI&amp;L Operating Loan\*

Other (identify):

Savings Withdrawal	40,000.00
--------------------	-----------

Total anticipated cash inflow	A	40,000.00
-------------------------------	---	-----------

Less anticipated cash outflow:

Net loss before depreciation (from page 1)

Major purchases (from this page)

40,000.00

Anticipated principal payments on

D/L loans (Do NOT include interest)

Other (identify):

Total anticipated cash outflow	B	40,000.00
--------------------------------	---	-----------

NET CASH SURPLUS (DEFICIT) (A-B)

---

0.00

\* If a DI&L operating loan (or Long Past Due DI&L loan) is anticipated, the pastor must begin to process a Corporate Resolution for the purpose.

COMMENTS:

[illegible]

City Lincoln, NESchool St. Joseph Catholic SchoolPlease fill in all applicable blanks in the form -  
do not send computer printout

## ORDINARY INCOME (Account Numbers Optional)

## ORDINARY EXPENSES (Account Numbers Optional)

401 Transfer from mother parish (subsidy) \$1,841,057.29402 From other parishes - assessments 

403 Assessments - high school support

Local parishes Outlying parishes Total assessments - high school support \$0.00

404 Tuition &amp; fees (paid by families)

Tuition - in parish \$425,926.50Tuition - out of parish Tuition - previous year Tuition - non-Catholic Fees: Book Bus \$5,100.00Athletic \$4,294.00EDC and other \$70,326.00Total tuition and fees \$505,646.50

405 Designated donations

Grants, Library, Scholarship \$50,923.00Total designated donations \$50,923.00

406 Other free will offerings

Donations & bequests \$22,771.10Donations to endowments (central schools) Total other free will offerings \$22,771.10

407 Organizations

School Family Association -\$3,187.30School Activities \$14,423.27Total organizations \$11,235.97

408 Special Benefactions

Teacher incentive pay \$5,250.00Tuition supplement Matching funds Other (please specify) Total special benefactions \$5,250.00

409 Distributions - received

Catholic Foundation \$24,504.31High school endowment St. Joseph School Endowment \$72,432.03Total distributions-endowments & trusts \$96,936.34

410 Fundraisers (net income)

St. Joseph Scrip -\$2,141.38Total fundraisers (net income) -\$2,141.38

411 Rental Income

Total rental income \$0.00

412 Other revenue

Memorials \$1,013.00Interest Income \$4,696.54Resale and other -\$3,618.93Total other revenue \$2,090.61TOTAL ORDINARY INCOME A \$2,533,769.43

501 Pay and benefits - school (except health)

Gross salaries & wages \$2,154,073.93

(Attach supporting schedule including incentive pay)

502 Health care (insurance) \$115,929.00503 Retreats & continuing education \$1,207.31504 Administrative \$39,031.11505 School technology 506 Tuition assistance 507 Instructional \$43,522.99508 Grants/designated donation expenditures 509 Hot Lunch Program (expenses less income) -\$9,155.92510 Library 511 School activities (see Chart of Accounts) \$34,190.20512 School programs \$4,243.88513 Stewardship & fundraising \$2,237.41514 Property costs \$52,255.59515 Utilities \$60,553.65516 Insurance - Property \$29,835.20517 Liturgical (& apostolic) 518 Furniture & fixtures 519 Transportation - student related \$5,845.08520 Transportation - administrative & other 521 Other 522 Ordinary major purchases (\$5000 - \$20000) TOTAL ORDINARY EXPENSES B \$2,533,769.43ORDINARY NET INCOME (LOSS) (A-B)\* C \$0.00

(Ordinary net income should be zero or converge on zero)

## EXTRAORDINARY INCOME

601 Building &amp; renovation income

from parishes (Central Schools Only) 602 Value of Technology Initiative \$92,581.60TOTAL EXTRAORDINARY INCOME D \$92,581.60

## EXTRAORDINARY EXPENSES

701 Major purchases (\$20,000 or more; list p. 4) 702 Depreciation (optional) 703 Less capitalizations (optional) TOTAL EXTRAORDINARY EXPENSES E \$0.00NET INCOME (LOSS) (C+D-E) \$92,581.60



## SCHOOL BALANCE SHEET FISCAL YEAR ENDED: JUNE 30, 2017

2

City **Lincoln, NE**School **St. Joseph Catholic School**Please fill in all applicable blanks in this form -  
do not send computer printout

## ASSETS (Account Numbers Optional)

## 100 Assets

101 Checking - main \$88,145.81

102 Petty cash

103 Savings (local institution(s))

104 Certificates of deposit (list)

Total Certificate of deposit \$0.00

105 DI&amp;L (central schools only) \$671,835.40

106 Endowments

107 Activities funds (list all) \$28,412.63

Hot Lunch \$55,790.55

School Family Association \$27,055.29

Total Activities funds \$111,258.47

121 Receivables from parishes

122 Receivable from Hot Lunch Program

123 Other receivables -\$9,342.39

Total other receivables -\$9,342.39

## Fixed Assets (central schools only)\*

131 Central school building \$9,023,995.30

132 Land \$400,000.00

133 Property fixtures \$1,602,772.16

134 School furniture (major purchases)

135 School equipment

136 Computers

137 Renovations

138 New construction (specify below)

151 Less: Accumulated depreciation (if any) \$3,108,476.63

Total fixed assets \$7,918,290.83

161 Vehicles

Total vehicles \$0.00

171 Other assets (specify)

Total other assets \$0.00

TOTAL ASSETS A \$8,780,188.12

## 200 LIABILITIES (Account Numbers Optional)

201 Deferred revenues \$12,410.86

202 Payable to parishes

203 Payable to Hot Lunch Program

204 Funds held for organizations

205 Payroll liabilities \$45,902.15

206 Payable to endowments (central schools only) \$41,901.75

## 207 Other payables

Church Collections Payable \$16,592.68

Total other payables \$16,592.68

TOTAL LIABILITIES B \$116,807.44

## 300 EQUITY (Total assets minus total liabilities)

EQUITY (A minus B) C \$8,663,380.68

TOTAL LIABILITIES &amp; EQUITY (B+C) \$8,780,188.12

NOTE: See chart of accounts

\* The cost of fixed assets for parish schools should  
be carried on the books of the parish.Our main checking account was last reconciled on (date):  
for/as of (last bank statement date, preferably June 30):  
by

mm/dd/yy

07/26/17

06/30/17

Ann Wackel

(name of individual who performed the reconciliations)

This form is to be emailed to the CFO by the local Chief  
Administrative Officer. By emailing this, the local CAO  
acknowledges that he has reviewed and verified the  
accuracy of this 4 page report.

**FISCAL YEAR ENDED: JUNE 30, 2017  
FINANCIAL QUESTIONNAIRE**

3

**BANK ACCOUNTS**

- List all bank accounts (and the bank name) with the parish Federal Identification Number.

		Listed on		June 30 Balance
		Balance Sheet?*		
1	St. Joseph Catholic Church of Lincoln - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$6,200.78
2	St. Joseph Catholic Church of Lincoln Mass Stipend - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$12,410.86
3	St. Joseph Catholic Church of Lincoln Raffle Account- Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$23,252.32
4	St. Joseph Catholic Church of Lincoln Altar Society - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$41,068.43
5	St. Joseph Catholic Church of Lincoln Youth Ministry - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$5,213.42
6	St. Joseph School Activities - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$28,412.63
7	St. Joseph Catholic Church of Lincoln Hot Lunch - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$55,790.55
8	St. Joseph School Family - Union Bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$16,330.22
9	St. Joseph Scrip - Union Bank	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$50,696.21
10	St. Joseph Men's Basketball and St. Joseph Card Marathon - Union Bank	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		\$807.20
Total				\$240,182.62

**SCHOOL AFFILIATE ORGANIZATIONS AND FUNDS**

- List all school affiliates or funds (e.g. Home & School Association; Athletic League; etc.) and attach a "School Affiliate Organization" Statement of Cash Receipts & Disbursements (Form F-1) for each affiliate or fund

1	St. Joseph School Family Association
2	St. Joseph Scrip
3	
4	

**UNRECORDED AMOUNTS OWED**

- List any significant (over \$500) unpaid bills owed to vendors that have NOT been recorded on the books:

Is this question applicable?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Estimated payment date	Amount Due
			\$
			\$
			\$
			\$
			\$

**PAYROLL PROCESSING**

- Does the school file Federal Quarterly 941 reports? ☒ Yes ☐ No If "No," who files the returns?

- Does the school issue W-2's and W-3's? ☒ Yes ☐ No If "No," who issues the W-2's and W-3's?

**MAJOR PURCHASES AND FIXED ASSETS**

- List any major purchases (over \$5,000) during the fiscal year (include cost):

Is this question applicable?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		\$
		\$
		\$
		\$

- Are there any needs or plans for any major purchases, construction, repairs, and/or remodeling next fiscal year?

If so, list (include estimated cost):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Possibly	
		\$
		\$
		\$
		\$
		\$

Lincoln, NE  
St. Joseph Catholic School

## Conclusion of FINANCIAL QUESTIONNAIRE

(See below UNIT (PER PUPIL) COSTS and Listing of Major Purchases)

## CHARITABLE TRUSTS

- Is the school a beneficiary of any charitable trusts? **No**  
If so, what is the aggregate value of the trusts)?

What were the distributions during the course of the year?

- Were the distributions in accord with the beneficiary's "Last Will and Testament?" ☐ Yes ☒ No ☐ N/A  
- Is a copy of the Last Will and Testament on file and available? ☐ Yes ☐ No ☒ N/A

## ACCOUNTING SOFTWARE

- Does the school utilize computerized accounting software? ☒ Yes ☐ No  
- If so, list the name and version of the software being used. QuickBooks Pro 2015

## CHECKLIST OF REPORTS SUBMITTED TO THE DIOCESAN EDUCATION OFFICE

Completed &amp; Enclosed

- |   |                                     |
|---|-------------------------------------|
| - Profit & Loss Statement (page 1 of this report)     | <input checked="" type="checkbox"/> |
| - Balance Sheet (page 2 of this report)               | <input checked="" type="checkbox"/> |
| - Financial Questionnaire (page 3 & 4 of this report) | <input checked="" type="checkbox"/> |
| - Unit Costs (page 4 of this report)                  | <input checked="" type="checkbox"/> |

## UNIT (PER PUPIL) COSTS and Listing of Major Purchases

## School Grade Levels

K to 8.00

Average Daily Attendance**	1	439.10
Average Daily Membership##	2	461.70
Total ordinary expenses (from page 1)	3	\$2,533,769.43
Less ordinary major expenses (from page 1, #522)	4	\$0.00
Ordinary expenses less major expenses (3 minus 4)	5	\$2,533,769.43
Value of Technology Initiative (from page 1 #602)	6	\$92,581.60
Ordinary Expenses plus Technology Initiative (Line 5 plus Line 6)	7	\$2,626,351.03
Annual Cost Per Pupil (Line 7 divided by Line 2)	8	\$5,688.44
Total extraordinary expenses (from page 1, E)	9	\$0.00
Extraordinary Cost Per Pupil (Line 9 divided by 2)	10	\$0.00

\*\*ADA is available through the PowerSchool Software or, to calculate ADA, use the aggregate days of attendance divided by the total number of days that the program was in operation during the year.

##ADM, is available through the PowerSchool Software or, to calculate ADM, use the aggregate days of membership divided by the total number of days that the program was in operation during the year

Lincoln, NE  
St. Joseph Catholic School