



Visitation

ANNUAL REPORT
2017-2018



October 18, 2018

Dear Visitation Parishioners,

I am pleased to join with our staff to provide you with this Annual Report for the July 2017 to June 2018 fiscal year. As always, in addition to providing you the canonically required financial documentation, we also include commentary about what your kind gifts to this parish have allowed us to accomplish.

In my short tenure here, I have come to understand that this parish is quite remarkable. For over 40 years, Visitation has tithed a substantial portion of your offerings to help other ministries and activities beyond our neighborhood that benefit the most poor and vulnerable. For 97 years, the doors of Visitation School have been open and this community uses 55% of our contributed revenue to support that school through your gifts, rather than tuition payments. Perhaps most impressive are the vast numbers of you folks who generously share your time and talent with the many programs and ministries that support liturgy, catechesis, local charities and community life. For all of this and more, we are truly blessed.

I trust that you will find both inspiration and information in these pages. I am truly grateful for your good example and your good works.

In our Holy Communion,

A handwritten signature in blue ink that reads "Bradley S. Offutt".

Msgr. Bradley S. Offutt

Our Community at Visitation

Visitation Parish is a community of Catholics committed to Christ and to one another. For nearly 110 years, this community has worshipped, learned, served and celebrated together. There is an African proverb that says, “If you want to go quickly, go alone. If you want to go far, go together.” Visitation is definitely a place where we have and will continue to go far. This parish does so much, year in and year out, for the members of our community and for the world beyond our doors. These highlights illustrate some of the many ways our members use their stewardship to be Jesus to one another and to those in need.

† Over 60 individuals are members of our Parish Council and Ministry Teams: Administrative, Faith Formation, School, Social Concerns and Stewardship. Together, these parish leaders gave over 850 hours of their time in meetings to plan parish activities, discuss parish concerns and offer guidance to our pastor and parish staff.

† Music is an essential part of our liturgies and other celebrations at Visitation. Our cantors, choir and handbell choir rehearse weekly September through Pentecost and prepare over 50 special musical offerings in addition to the communal hymns and Mass parts sung by the entire congregation.



Visitation Choir 2017-18

† Since 2008, the Faith Formation Team has published an annual Lenten reflection booklet, *Let Us Pray*, written by members of our parish community. With the 11th edition distributed for Lent 2018, nearly 500 different parishioners have shared reflections for this booklet which has become a beloved Visitation tradition.

† Our Visitation School students participated in two schoolwide stewardship projects as part of our Shamrock Stewardship program in 2017-18. In the fall of 2017, they collected over 1,750 hygiene and cleaning items for Giving the Basics and, in the winter of 2018, the Ropes for Recess challenge netted \$1,600.00 to purchase recess and gym items (balls, jump ropes, etc.) needed at Holy Cross and Our Lady of Hope schools. Students also performed individual service hours and participated in grade level projects. In total, nearly 350 students received service certificates totaling over 7,500 hours! Below left, second grade students deliver holiday gift bags they assembled for the residents of the Jeanne Jugan Center operated by the Little Sisters of the Poor. Below right, 8th grade students assist with holiday meal bag delivery to the homes of St. Francis Xavier food pantry clients.



“Christian community is the place where we keep the flame of hope alive among us and take it seriously so that it can grow and become stronger in us.” - Henri J. M. Nouwen

“For where two or three are gathered together in my name, there am I in the midst of them.” —Matthew 18:20

† 2018 marks the 30th anniversary of our sister parish relationship with Santa Maria Madre de los Pobres in San Salvador, El Salvador. In October 2017, our first medical delegation in several years traveled to Madre to conduct a week-long medical clinic. This month, a solidarity delegation joins the people of Madre to celebrate the canonization of Blessed Archbishop Oscar Romero as a saint on October 14, 2018. A niche in our St. Joseph Chapel was left vacant at the time the chapel was constructed for an eventual statue of St. Oscar Romero. That statue, commissioned by Visitation and created by artist Ramon Lopez, who designed our chapel, will be blessed in mid-November.



Medical delegation 2017

† In 2017-2018, our Faith Formation Team distributed our 6th annual parish book, *The Wind in the Reeds*. The parish book program has been made possible each year through annual grants from the interest earned on our parish’s education endowment fund. The 7th annual parish book, *Stranger God*, being distributed this fall, will bring the total number of books provided through the annual grant to nearly 5,000 since 2012.



Advent Peace Tree

† Our Advent Peace Tree is a longstanding holiday tradition at Vis. Over the past 10 years, parishioners have provided 8,100 holiday gifts, ranging from toys, clothing and household items to postal kits and homeless backpacks, for those in need in our community. Gifts are shared with agencies serving the poor and vulnerable including Bishop Sullivan Center, Redemptorist Center, Morning Glory Ministries, Seton Center, St. Francis Xavier Parish and Project Uplift.

† Each weekend, over 75 liturgical ministers are needed as altar servers, sacristans, lectors, communion ministers and greeters for our four Sunday Masses. These roles are vital in making our liturgies happen seamlessly. We are blessed with a cadre of hundreds of trained ministers who serve in these capacities.

† The Cash Call at the 2017 Visitation School auction raised over \$60,000 which was used to fund a “maker space” for our school. Items bought for the space include a 3-D printer, codable robots, circuitry kits and other hands-on materials to help students tinker, explore and create. Students have access to maker space materials through Wonder, a new Specials class that encourages student creativity, expression, cultural understanding and social-emotional learning. Maker space materials are also available for teachers to check out and use in their classrooms.



Second grade students use snap circuits

“Church is not an organization you join; it is a family where you belong, a home where you are loved and a hospital where you find healing.” - Nicky Gumbel



Christ Renews His Parish 2018

† Since beginning the Christ Renews His Parish program at Visitation in 2013, over 350 men and women have made a CRHP retreat. This fall, Visitation is giving the gift of Christ Renews to St. Ann's Parish in Prairie Village by offering the first men's and women's retreats for their parish.

† Visitation continues to exceed the national average with nearly 71% of our registered parish families making at least one financial contribution to the parish in the 2017-18 fiscal year.

† The Learning Club is a new outreach ministry of Visitation in 2017-18. Volunteers work with children each Wednesday from 4:45-6:15 pm at Pemberton Park, a public housing site for grandparents or great-grandparents who are raising young children. Our volunteers help students in grades 1-6 with homework and read with them.

† The Visitation/St. Francis Xavier Community Garden, located on the grounds of St. Francis Xavier, has become a vital part of the food pantry ministry at SFX. Since its start in 2016, over 3,300 pounds of produce have been planted, harvested and distributed to those in need: 2016—1,007 pounds, 2017—1,558 pounds and, to date in 2018—755 pounds. Our garden volunteers are hopeful to again reach 1,000 pounds this year with the fall harvest. Crops include beets, turnips, collard greens, sweet peppers, cabbage, swiss chard, sweet potatoes, cucumbers, tomatoes and, for the first time in 2018, peaches.



Volunteers & children work on an art project together at The Learning Club

† For the past several years, the Faith Formation Supper Series has provided parishioners with an opportunity to come together for a meal and a program where our faith is explored by a speaker or panel through a variety of contexts. Some of our speakers have been parishioners while others have been theologians, bishops and community leaders. During 2017-18, the theme for our Supper Series was *Making a Difference*. Programs included a panel of Catholic high school faculty discussing how they help students focus on living faithfully to make a difference in our world; reporters from the National Catholic Reporter talking about their coverage of the pope and issues facing the Catholic Church in America; a Jesuit formation director reflecting on being more attentive to the presence of God in everyday life; a mother, an artist and a poet talking about their joint work to make our community a better place; a parishioner discussing his business inside a prison employing inmates; and a hands-on opportunity for participants to create their own images of Mary.



Scenes from 2017-18 Faith Formation Supper Series events

"Therefore, encourage one another and build one another up, as indeed you do." - 1 Thessalonians 5:11

Visitation's Commitment to the Poor

July 1, 2017 - June 30, 2018

For 43 years, Visitation has committed a percentage of our total parish budget to assist the poor. Since 2001, we have joined together with members of our neighboring parish, St. Francis Xavier, to serve as one ministry team. In the fiscal year 2017-2018, the Visitation/St. Francis Xavier Social Concerns Ministry Team allocated \$190,559 as follows:

Emergency Assistance Fund

\$56,400 was committed to help families through our Emergency Assistance Fund. This fund collaborates with social ministers in 17 neighboring Catholic agencies who distribute the funds to families for food, clothing, utilities, rent, medical expenses or other daily needs. These agencies are located in neighborhoods where the financial needs are greater than our immediate neighborhood.

Bishop Sullivan Center	\$3,600	Sacred Heart/Guadalupe	\$3,600
Bishop Sullivan Center—Troost	\$4,200	St. Anthony Fr. Hix Fund	\$1,800 →
Cathedral—Morning Glory	\$3,600	St. Francis Xavier	\$4,800
Christ the King	\$3,600	St. Louis	\$2,400
Guardian Angels	\$3,600	St. Monica	\$2,400
Holy Cross	\$2,400	St. Therese Little Flower	\$4,800
Journey to New Life	\$2,400	Seton Center	\$4,800
Our Lady of Peace	\$2,400	Troost 39	\$1,200
Redemptorist	\$4,800		

St. Anthony's Fr. Hix Fund is managed by Bishop Sullivan Center and serves clients within their parish boundaries or zip codes 64123 and 64124. Their program is designed to help individuals or families who have hit a "bump in the road" with such needs as work boots for a new job, a monthly bus pass while job hunting, help catching up on a utility bill, shoes for kids or an emergency car or home repair. They recently helped a family with a car repair so they could travel to medical appointments.

Emergency Assistance at Visitation

\$14,618.75 was used to assist families who live within our parish boundaries with food, rent, utilities, emergency travel, car repairs and medical assistance.

Habitat for Humanity – The House of Abraham

Visitation regularly partners with other congregations in the Christian, Jewish and Muslim faiths (the religions of Abraham) to build or renovate a house for a low income family. Our sixth Abraham's House (a new build) was completed in the spring of 2018 and our seventh (a rehab) begins this fall. In 2017-18, Visitation allocated \$6,454.42 to our reserve account for future Abraham's House projects.

CCO

Visitation participates in the Communities Creating Opportunity (CCO) organization to address issues of systemic injustice in our community. Our annual contribution to Kansas City CCO is \$4,000.

Youth Justice Ministry

\$700 was allocated to support scholarships for Visitation youth who participate in **Young Neighbors in Action** or the March for Life. This summer, 11 high school teens participated in our Young Neighbors in Action mission trip to Chicago. We also continue to offer the That's Not Fair program to sixth grade students at Visitation School.



Chaperone Alex Stucky commented about last summer's Young Neighbors in Action trip: "Eleven high school girls went to Chicago and helped two different schools. They were able to volunteer in teacher's rooms and help clean & set up for the school year."

Last year, we sent a solidarity and medical delegation to Madre to assist the parish with various needs. A week-long health clinic was provided by the medical delegates while our other delegates assisted the parish with painting and other projects. In addition, we were able to send two pallets of medical supplies donated by North Kansas City Hospital to the clinic at our sister parish. Finally, through the Ride for Madre and other fundraising, we purchased a pediatric scope, centrifuge and dental amalgam machine for the clinic.

Parish Based Ministry Supplement

Through the Parish Based Ministry Plan, Visitation provided \$35,000 to help pay the salaries of lay ministers at St. Anthony Parish, Holy Cross Parish and Our Lady of Peace Parish, all located in the Northeast part of Kansas City and serving growing immigrant populations.

← Our Sister Parish—Santa Maria Madre de Los Pobres

2018 marks the 30th anniversary of our sister parish relationship with Santa Maria, Madre de los Pobres in San Salvador, El Salvador. Since 1998, we have walked with our brothers and sisters at Madre in prayer and in action. In 2017-18, we allocated \$30,000 to support the CAPI, Madre's early childhood development program. The CAPI serves 140 children each day.

Since 2006, parishioners have been offered the opportunity to support a child from Madre's community through the child sponsorship program. For a \$300.00 annual contribution, the child is provided with school supplies, school uniforms and medical assistance each year until they matriculate from grade school. Currently, 85 children are supported by Visitation families through this program.



Water for Madre supplies water filters to our sister parish families that can be used for 10 years to provide clean water for their household use. Each filter costs \$75. Since its inception in 2012-13, Water for Madre has supplied over 450 filters through Los Olivos CIS, the agency in El Salvador that supplies the filters and helps train families to use them properly.

Respect Life Committee

This year, Visitation's Respect Life Committee hosted two events. In October, we held a rosary for life in the courtyard for Respect Life Month and in January, we held our annual Rose Procession at an all-school Mass to pray for respect for all human life. \$260.10 was spent on our Respect Life efforts.

Food Collection

Our food collection ministry was able to secure two grants to provide additional assistance to those in need. One grant enabled us to purchase additional food assistance to the pantries at Guardian Angels Parish and Redemptorist Social Services. The other grant allowed us to create Care Kits to be distributed to the homeless in Kansas City.

Our Lady of Hope Playground →

In 2017-2018, our Social Concerns Team had the privilege of working on a very special project to provide a playground to the students at Our Lady of Hope School on the grounds of Guardian Angels Parish in Westport. Playground equipment from the former school at St. Francis Xavier was donated to Our Lady of Hope. The equipment was moved, refurbished and installed at Our Lady of Hope School by the Gentlemen of the Round Table, a local organization that trains former prisoners in construction trades. \$10,000 was granted to Gentlemen of the Round Table to cover costs associated with construction of the new playground.



"It has been a dream for a very long time that our students would have a safe place to play every day. There really aren't words enough to say thank you to the Visitation community for helping us make our dream a reality."

- Mary Delac, Principal
Our Lady of Hope
School

Keeler Women's Center is a ministry of the Benedictine Sisters of Atchison, KS. Their mission is to empower women in the urban core of Kansas City through education, advocacy, personal and spiritual development. "The grant will be used to fund Aldi gift cards to give to our Spanish speaking nutrition class participants. We currently partner with K-State Extension and have given gift cards to participants in our English nutrition program. In an effort to better serve the Hispanic population and those most in need in our area, we added a Spanish nutrition class."

Community Garden

A number of Visitation parishioners continue to help St. Francis Xavier with a community garden that provides fresh fruits and vegetables to their food pantry. There were no direct costs involved with the community garden in 2017-18.

St. Vincent de Paul Society

Our Visitation St. Vincent de Paul Society was established in 2016 and continues to offer emergency assistance to those in need in our neighborhood. The St. Vincent de Paul Society is a separate corporation and is self-funded through contributions from parishioners and other supporters.

Community Grants

The Visitation/St. Francis Xavier Social Concerns Ministry Team works together allocating grants to support community-based groups whose work falls within the scope of our mission as a Catholic parish. The areas of concern that we fund include life, poverty and justice issues based on Catholic Social Teaching. This year, 28 \$1,000 grants were awarded to the following agencies and programs:

Defense of Life: Alexandra's House, Birthright, Mother's Refuge, Missourians for Alternatives to the Death Penalty

Youth and Education: Cristo Rey High School, Family Conservancy, F.I.R.E., Our Lady's Montessori School, The Upper Room, Urban Rangers

Health: Brain Injury Association, Duchesne Clinic, Good Samaritan Project

Emergency Assistance: Morning Glory Ministries, Migrant Farmworker Project

Emergency Shelter: Community L.I.N.C., ReStart, Sheffield Place

Economic Empowerment: Holy Rosary Credit Union, Jerusalem Farm, The Tamale Kitchen

Domestic Violence/Sexual Assault: Rose Brooks Center, Metropolitan Organization to Counter Sexual Assault (MOCSA)

Advocacy for Low Income Women: The Justice Project, [Keeler Women's Center](#), The Yellow Brick Foundation

Senior Ministry: Jeanne Jugan Center/Little Sisters of the Poor, Shepherd's Center

The agencies supported by our community grants program welcome volunteers. Visit the Social Concerns section of our Visitation website for links to the websites of each organization.

In addition to the above community grants, a one-time special grant of \$5,000 was provided to What U Can Do, a companion program to Urban Rangers formed to encourage civic engagement in young adults, for their summer intern program.

Miscellaneous

\$125.73 was allocated to various miscellaneous expenses necessary to manager our social concerns programs.

Visitation Parish Vital Statistics 2017-2018

Registered Households	1,572	Baptisms	72
Visitation School Students 2017-18	553	First Communions	84
School of Religion Students	64	Confirmations	65
RCIA Participants	16	Marriages	30
		Deaths	16

Annual Financial Report

Highlights for Fiscal Year 2017-2018

The primary goals of our financial plan were to manage our operating budget of \$5,146,961 to a breakeven level or better and grow our long term Capital Improvement fund. Both of these goals were met during the year.

For the ninth year in a row, Parish Contribution Income increased— this year by \$116,048 or 2.76% over the prior year. While School Tuition and Fee Income remained fairly stable, School Fundraising Income returned to its “normal level” of \$298,693 following an anomalous jump in the previous year that resulted from the receipt of a sizeable one-time payment from the PTO carried over from the 2015-2016 school year. This brought Total Parish Income for the year slightly under the prior year. Although School Operating Expenses increased by over \$200,000, largely in the areas of Personnel and Technology, Parish Expenses were reduced from the prior year by nearly \$14,000, primarily due to the fact that our Associate Pastor split his time with the new St. Michael the Archangel High School in Lee’s Summit this year. In Total, Parish Operating Income was sufficient to offset the increase in expenses and left us with a net operating income for the year of \$72,738.

We intend to be careful stewards of your gifts, balancing our budget and ensuring that Visitation remains a financially stable parish. For the coming year, our plan is to continue to 1) adequately fund parish ministries and activities under the guidance of several new pastoral staff, 2) continue our parish outreach to the poor and vulnerable and 3) preserve and maintain our beautiful campus. As part of our facilities efforts, we have already begun a significant project to restore and protect the exterior of the church, the parish office and Tighe Hall that will continue through October 2018.

We are grateful for your continued support that makes all of this possible.

Year Ending June 30, 2018

Total Operating Income

Visitation had four basic sources of total operating income in 2017-2018:

Contribution Income - Contributions totaled \$4,320,478 or 83.9% of parish operating income. Contribution income included contributions made towards pledges as well as plate income from visitors, holy day collections and gifts from parishioners who did not pledge to our annual appeal.

School Tuition and Fee Income - This source generated \$447,062 or 8.7% of total operating income. In 2017-2018, this revenue category covered 14.42% of school expenses. The components of this income source are: Tuition income - \$167,446; Registration fee income - \$200,664; and After Care/Operational income - \$78,952.

School Fundraising Income - This is income that was raised for the school through the various PTO fundraisers: auction, the 2017 Run Mom Run race, trash bag sale and other events. Also included here are donations designated for specific school programs or materials. Fundraising Income accounted for \$298,693 or 5.8% of total operating income and covered 9.6% of school expenses.

Other Income - This category comprises all other sources of income including facility rental, interest income, Mass stipends, candle donations and fees that parishioners pay for participating in parish activities such as the School of Religion and Sunday Preschool. Other Income generated \$80,728.

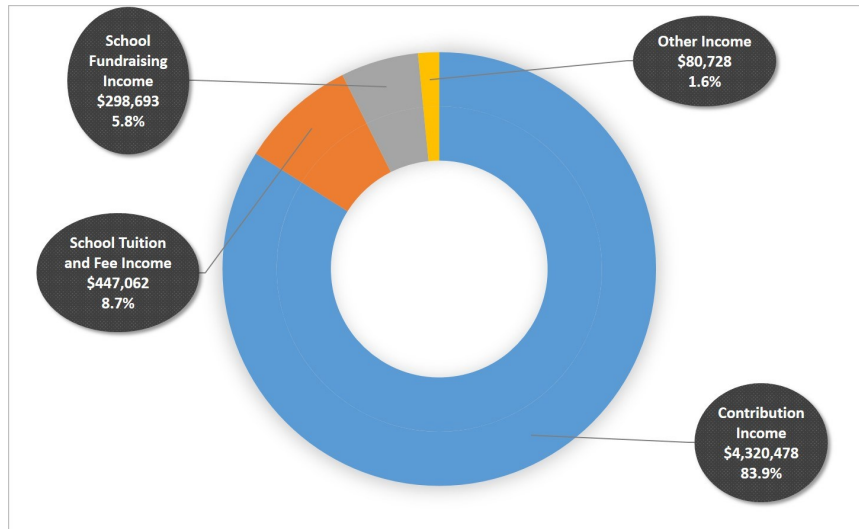
Visitation by the Numbers

664 Number of likes on our Visitation School alumni Facebook page

396 Number of windows in our parish buildings

1,111 Number of households who made at least one financial gift in 2017-18

The chart below depicts the sources of total operating income derived during the 2017-18 fiscal year.



Total Operating Expense

2017-18 operating expenses are classified into ministries or functional purposes as follows

School Ministry – Visitation Parish is committed to providing a quality Catholic education for the children of the parish. In 2017-2018, the school served 553 students from over 300 parish families. School expense was \$3,098,693 or 61.07% of total parish operating expenses and included salaries for teaching and non-teaching staff, textbooks, classroom supplies, technology, furniture and equipment, library books, teaching resources and field trips. Facilities expense for the school building is included in the above amount and was \$440,839 or 14.2% of the total school budget.

Church Facilities – Facilities expense includes such items as utilities, custodial and maintenance services and salaries, repairs, improvements, snow removal, lawn care, security expense, etc. The facilities expense for the church building, offices and priest residence in 2017-18 amounted to \$427,449 or 8.42% of the total expenses.

Administration – Administration is the function which assures fair and appropriate stewardship of parish resources. This expense area includes salaries for management, development and support staff as well as property and casualty insurance, stewardship and development expense, office supplies, printing, postage, website, offertory envelopes, Catholic Key subscriptions and special events. Administrative expenses totaled \$605,362 or 11.93% of total expenses.

Prayer and Worship – Prayer and Worship is central to our life as a community of faith, shaping and nourishing every person in the parish. Expenses include the cost of celebrating weekday, weekend and holy day liturgies: organists, musicians and substitute priests; fashioning an environment appropriate to the season; candles, communion supplies and all of those items necessary to celebrate liturgy. Prayer and Worship expenses were \$161,944 or 3.19% of total expenses.

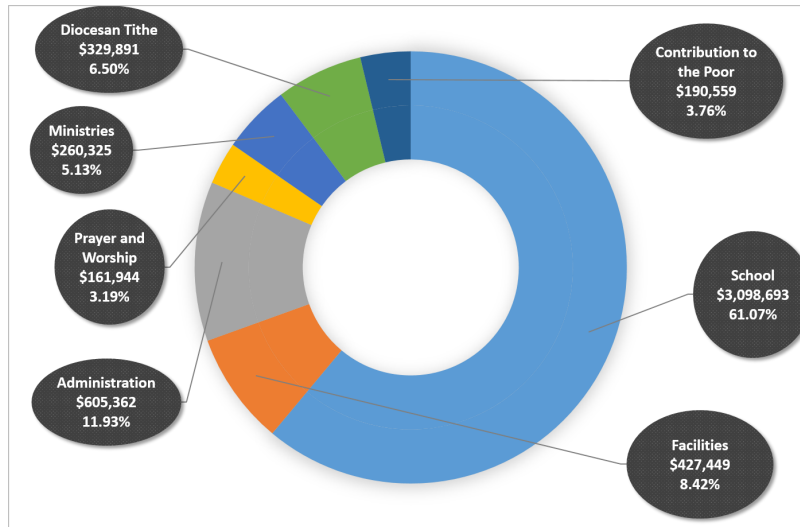
Pastoral Ministries – Visitation offers dozens of ministries for parishioner participation and formation. This budget area includes adult faith formation, RCIA, School of Religion, sacramental preparation and senior ministry. In addition, this budget supports the vital work of Pastoral Care: ministry to families in times of illness or death, as well as outreach to those who are hospitalized and homebound. In 2017-18, the cost for providing these ministries at Visitation was \$260,325 or 5.13% of total expenses.

Contribution to the Poor – Visitation has a 43-year history of tithing a portion of our contribution income to help the poor – both directly and through other community agencies. These funds are allocated

by the Social Concerns Ministry Team. The 2017-18 Social Concerns report, detailing how this money was distributed, is included in this booklet. The formula used to determine our Contribution to the Poor is: Contribution Income minus Diocesan Assessment times 5%. For the year ended June 30, 2018, the amount allocated to social concerns was \$190,559.

Diocesan Assessment – All parishes in the Diocese of Kansas City– St Joseph provide financial support to the diocese through a diocesan assessment. The diocese requests an amount equal to 9.25% of our total prior year income minus half of prior year school expenses. In 2017-2018, the amount given for this purpose was \$329,891 or 6.5% of total expenses. In addition, Visitation continued to make payments for diocesan assessments which were deferred during 2003-2008 (see Capital Projects Segment.)

In this presentation of the 2017-2018 results, expenses are grouped into functional or ministry areas. The results for each area include all associated salaries, benefits and operating expenses.



Capital Projects Fund Results for 2017-2018

Contributions to the Capital Improvement Fund totaled \$153,936. These contributions are placed on deposit in the Visitation Capital Improvement Fund, housed at the Greater Kansas City Community Foundation, in the month following receipt of the donation. For the fiscal year 2017-18, the deposit of these funds helped to bring the fund balance to \$1,793,810.

In addition to the annual payment of \$63,408 to the Diocese for our deferred assessment, there were extraordinary capital expenses totaling \$234,023 for a number of repair projects and equipment purchases. Building and grounds projects around the church included the roof repairs and replacement and painting of the rotting soffits on the parish office that had been delayed from the 2016/2017 fiscal year, the restoration of the terra cotta on the facade of the church, the replacement of the outer doors of Tighe Hall on 51st Terrace, the carpeting of all three kindergarten classrooms and the replacement of the courtyard steps. At the school, the flooring around the service line in the cafeteria was replaced and, in the rectory, all four of the HVAC units were replaced. Major equipment purchases included the replacement the aging telephone systems in both the church and school and the upgrade of the point-to-point wireless bridge that carries Google internet service from the school to the parish offices.

A VISITATION BY THE NUMBERS QUIZ—HOW CAREFULLY HAVE YOU READ?

Match the number on the left with the definition on the right.

- | | |
|----------------|---|
| 1. \$1,793,810 | a. Total Facilities Expense in 2017-18 |
| 2. \$427,449 | b. Net operating income for 2017-18 |
| 3. \$72,738 | c. Balance in our Capital Improvement Fund on 6/30/18 |

ANSWERS: 1-c, 2-a, 3-b

Prior Year Results and Budget for 2018-2019

	2014/2015 Actual	2015/2016 Actual	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	% Increase (Decrease)
Operating Income						
Contribution Income	\$ 3,950,512	\$ 4,022,529	\$ 4,204,430	\$ 4,320,478	\$ 4,320,478	0.0%
Tuition and Fee Income	\$ 412,910	\$ 449,272	\$ 451,160	\$ 447,062	\$ 402,184	-10.0%
School Fundraising Income	\$ 341,097	\$ 278,128	\$ 411,019	\$ 298,693	\$ 269,239	-9.9%
Other Income	\$ 60,249	\$ 70,963	\$ 81,599	\$ 80,728	\$ 76,124	-5.7%
Total Income	\$ 4,764,768	\$ 4,820,892	\$ 5,148,208	\$ 5,146,961	\$ 5,068,025	-1.5%
Operating Expense						
School (including school facilities)	\$ 2,818,659	\$ 2,878,831	\$ 2,891,877	\$ 3,098,693	\$ 3,051,786	-1.5%
Parish Operating Expenses						
Facilities Expense	\$ 386,562	\$ 366,826	\$ 437,030	\$ 427,449	\$ 421,411	-1.4%
Administration	\$ 491,624	\$ 533,139	\$ 617,924	\$ 605,362	\$ 581,277	-4.0%
Prayer and Worship	\$ 145,050	\$ 162,734	\$ 161,848	\$ 161,944	\$ 169,479	4.7%
Ministries	\$ 253,492	\$ 278,426	\$ 262,703	\$ 260,325	\$ 262,351	0.8%
Contribution to the Poor	\$ 175,056	\$ 178,452	\$ 180,466	\$ 190,559	\$ 193,238	1.4%
Diocesan Tithe	\$ 327,049	\$ 318,038	\$ 329,254	\$ 329,891	\$ 388,483	17.8%
Subtotal Parish Operating Expenses	\$ 1,778,833	\$ 1,837,615	\$ 1,989,225	\$ 1,975,530	\$ 2,016,239	2.1%
Total Expenses	\$ 4,597,492	\$ 4,716,446	\$ 4,881,102	\$ 5,074,223	\$ 5,068,025	-0.1%
Operating Income (Loss)	\$ 167,276	\$ 104,446	\$ 267,106	\$ 72,738	\$ 0	-100.0%
Capital Project Income						
Capital Improvements Contributions	\$ 195,002	\$ 183,924	\$ 39,055	\$ 150,001	\$ 150,001	
Donations/Memorials/Bequests	\$ 16,518	\$ 955	\$ 2,915	\$ 3,935	\$ -	
Total Capital Project Income	\$ 211,520	\$ 184,879	\$ 41,970	\$ 153,936	\$ 150,001	
Capital Project Expense						
Deferred Diocesan Assessment	\$ 63,408	\$ 63,408	\$ 63,408	\$ 63,408	\$ 63,408	
Extraordinary Expenses	\$ 30,365	\$ 13,721	\$ 44,935	\$ 234,023	\$ 82,822	
New Construction/Major Renovation	\$ -	\$ -	\$ -	\$ -	\$ 350,000	
Total Capital Project Expense	\$ 93,773	\$ 77,129	\$ 108,343	\$ 297,431	\$ 496,230	
Capital Project Income (Loss)	\$ 117,747	\$ 107,750	\$ (66,373)	\$ (143,495)	\$ (346,229)	
Total Net Income (Loss)	\$ 285,023	\$ 212,196	\$ 200,733	\$ (70,757)	\$ (346,229)	

2018-2019 Budget Highlights

Our budget is broken down into two major segments—Operating and Capital Projects.

Operating Segment

The total budgeted operating income and expense for 2018-2019 is \$5,068,025. In our financial plan, we allocate 55% of Contribution Income to support the school. We then develop a balanced operating budget for both the church and school.

Our income budgeting practice is to use prior year actual results as the basis for our contribution income projections. As a result, the comparative income statement reflects a 0% variance for 2018-2019 compared to 2017-2018. However, we use actual enrollment for the upcoming school year to budget school registration and tuition income. A marked decrease in tuition income is expected due to the loss of a significant number of tuition students following the graduation of one of the largest 8th grade class in Visitation history and an overall decrease in total enrollment of about 30 students has reduced our registration fee income. The total effect is a 10% drop in Tuition and Fee income. As a rule, we do not budget for certain auction related revenues (wish list and cash call) since those amounts can vary significantly from year to year. In addition, school auction proceeds available for 2018-19 were slightly lower than the previous year resulting in a 9.9% decrease in projected school fundraising income. This conservative approach ensures that we do not overcommit budgeted expenses for income which may not materialize. As a result, our total budgeted operating income is down \$78,936 or 1.5% from 2017-18 actual results.

The annual operating expense budget is developed jointly by staff considering the income generated balanced to the various department needs. This year's expense budget includes adequate funding to ensure a top notch school as well as continuing our variety of ministries and programs. Operating expenses are budgeted to increase \$40,709 or 2.1% year over year. The largest increase in operating expenses is reflected in the diocesan assessment, which from this year forward will include an additional assessment of 2% of our contribution income, less 100% of school expenses, to support Catholic education throughout the diocese.

In addition to the expense breakdowns on the prior pages, here is an analysis at a more functional level for 2018-19 budgeted expenses. Viewing the data in this way reveals that many of the expenses are “fixed” resulting in a relatively small portion of the total budget being available for discretionary spending.

Salaries and benefits— Total personnel expense for the school is projected at \$2,482,342 or 81.3% of budgeted school expense. We have budgeted for 44 full-time school employees and 11 part-time employees. Personnel expense for the church is budgeted at \$715,831 or 35.5% of budgeted church expense. There are currently 11 full-time church employees and 4 part-time employees included in the budget. Wages and benefit plans for all personnel are set by the Diocese and individual wages fit within a scale for a particular job function. Total parish salaries and benefits account for 63.1% of all expenses.

Facilities Expense— Total Parish Facilities Expense is budgeted at \$626,681 or 12.36% of the total parish expense budget with the school absorbing \$347,941 and the church \$278,740. Facilities Expense can be further broken down into 3 major categories:

1. Repair and Maintenance— This category includes expenses for maintaining our buildings, building equipment and grounds, ensuring security and supplies such as light bulbs, paper goods, etc. It does not include the expense for our maintenance and custodial staff which is included in Salaries and Benefits above. The total parish wide budget for 2018-19 is \$279,951.

2. Utilities— Gas, Water, Electric and Telephone and Internet Services account for \$256,900 of parish budgeted expense.

3. Technology— This category includes maintaining computer hardware, new hardware and software purchases, maintaining copiers and printers and accounts for \$89,830 in total expense for both the church and school.

Diocesan Obligations—We pay the Diocese for insuring our buildings and their contents. The most recent insurance valuation of all campus buildings totals \$25,533,000. Insurance expense is split between the school and church based on relative insured value. Insurance premiums are not expected to increase for 2018-19. In addition, Diocesan offices provide numerous services that benefit both our employees and our parishioners. Without them, we would have to expend resources to develop similar services and programs. To fund these services, parishes are assessed 9.25% of Total Income minus one half of school expenses. This assessment is absorbed by the church budget. There is also a pupil assessment paid to the Diocesan school office that is covered by the school budget. For 2018-19 we have budgeted \$652,318 or 12.87% of the total budget under this category. In addition Visitation continues to pay off the Deferred Diocesan Assessment (see Capital Projects Segment below.)

Contribution to the Poor—We support various organizations which serve the needy. We establish our giving on the following formula: Budgeted Contribution Income minus Diocesan assessment times 5%. Based on this calculation for the 2018-19 fiscal year, we have allocated \$193,238 of expense for the church. The school also gives back by annually budgeting \$2,500. This category totals \$195,738 or 3.86% of the total parish budget.

These four major functional expense categories identified above total \$4,672,910 or 92.2% of the entire parish operating expense budget. They represent \$2,959,686 of the school expense budget or 96.98% and \$1,713,224 of the church expense budget or 84.97%. The remainder of the budget must then support all other expenses which are necessary to effectively operate the church and school.

Capital Projects Segment

All the income for this segment will be invested in the Visitation Capital Improvement Fund. Income from this segment includes contributions made using the green capital improvement fund envelopes, bequests and those designating donations to a longer term cause. For the 2018-19 fiscal year, we budgeted income based on recent giving trends and anticipate \$150,001 in total donations.

2018-19 represents the seventh year of eight annual repayments of the Deferred Diocesan assessment. The assessment on Capital Campaign contributions was deferred from February 2003 until July 2008 and, since the 2012-13 fiscal year, we have been paying that deferred assessment. The annual amount is \$63,408 which we plan to pay out of operating income so that we can maximize the amount of money deposited into the Capital Improvement Fund.

This segment includes \$82,822 in extraordinary repair and maintenance costs including the sealing and restriping of both parking lots, concrete repairs of the sidewalk along 51st Terrace, replacement of the digital processor of the Church sound system and the purchase of a controller/carillon for the 14 bells that are housed in the church.

Also, the 2018-19 budget column reflects the \$350,000 we have budgeted for the major renovation project to restore and protect the exterior surface of the church, Tighe Hall and church office building. This expenditure will be covered by a withdrawal from the Capital Improvements Investment account and by funds on deposit with the Diocese, so it will not require the use of current year operating income.

Need more information?

It takes all of us working together to make Visitation Parish so vibrant and strong. We are pleased to provide this report to give our parishioners a comprehensive look at what our stewardship has accomplished in 2017-18. We hope that the information presented is both enlightening and noteworthy. Please share your ideas for future reports! If you have questions, comments or would like additional information about anything included in this report, please contact:

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