



# *Visitation*

ANNUAL REPORT  
2019-2020

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November 9, 2020

Dear People of Visitation,

As we do each fall, Visitation Parish intends via this report to inform you of how your contributions have furthered our parish mission in the most recent fiscal year. Our diligent staff have calculated the numbers and sorted various details in providing these financial statements and the accompanying commentary.

Visitation succeeds because of the immense investment of resources provided by our faithful parishioners. Your financial contributions, volunteer service, prayers and support of others within our community coalesce into a beautiful mosaic of faith, hope, compassion and love.

I express my heartfelt gratitude to each and every one of you for all that you do. I am often edified by your good will and steadfast faith. I also ask for your prayerful, patient indulgence. Navigating the pandemic will not be perfectly done because it cannot be perfectly done. Time and distance will one day allow all of us to better see our inevitable mistakes. But for now, we need to be each other's mutual encouragement. Many of you have been encouraging to me and I am grateful to you for that.

In our Holy Communion,

A handwritten signature in blue ink, reading "Bradley S. Offutt", with a decorative flourish at the end.

Msgr. Bradley S. Offutt

## Details from our Year

Most years, we are pleased to utilize a variety of statistics, narratives, photos and anecdotes to share a bit of what our parish has accomplished over the past fiscal year. We have been successful from year to year because of the contributions, both human and financial, of so many dedicated parishioners which combine to create the beautiful mosaic that is the Visitation community. Although the Covid-19 pandemic has put some obvious wrinkles in 2020, there are still so many blessings to count, milestones to measure and memories to treasure.

- ◆ The numbers of baptisms, weddings and school students indicate that Visitation remains a relatively young parish. Age demographics for our 1,492 registered households are:
 

Ages 18 & under	31%
Ages 19-39	24%
Ages 40-65	32%
Ages 66 & over	13%
- ◆ 977 households made a financial contribution to the annual appeal or the Capital Improvement Fund during the 2019-2020 fiscal year. Our contributors can be broken down into segments as follows:
 

Total gifts \$1,000.00 & under	293 households	30%
Total gifts \$1,001.00-\$2,500.00	222 households	23%
Total gifts \$2,501.00-\$5,000.00	216 households	22%
Total gifts \$5,001.00-\$10,000.00	173 households	18%
Total gifts \$10,000.00 & over	73 households	7%



Left to right, Top to Bottom: Women of Visitation Mardi Gras Bunko, February 2020; Medical delegation to Madre, October 2019; Kindness Day at Visitation School, March 2020; Msgr. Offutt carving pumpkins with Visitation 2nd grade students, October 2019; Lenten Taize Prayer Service, March 2020; Knights of Columbus Breakfast, October 2019; Golden Shamrocks St. Nicholas Luncheon, December 2019; Habitat Chili Cookoff, November 2019; Peace Tree Gift Sorting, December 2019

*“WE WILL NEVER CHANGE THE WORLD BY JUST GOING TO CHURCH.  
WE WILL ONLY CHANGE THE WORLD BY BEING THE CHURCH.”  
- UNKNOWN -*

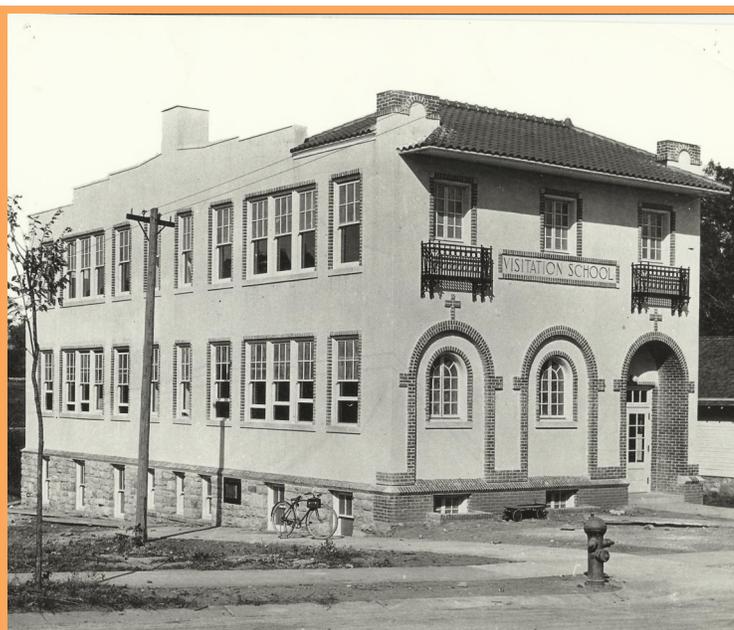
◆ The Kansas City Chiefs weren't the only team in KC with a Super Bowl win in 2020. As a Catholic Schools' Week service project, our Visitation School students collected nearly 1,800 cans of soup in their first ever **Souper Bowl**. The soup was distributed to the food pantries at Bishop Sullivan Center, Guardian Angels, Redemptorist Social Services and St. Francis Xavier. One of several Shamrock Stewardship projects during the school year, our students also collected lotion & Kleenex for the residents at the Little Sisters of the Poor's Jeanne Jugan Center; mittens, hats & other winter items for the children of Operation Breakthrough; and socks & underwear for the annual Sock it to Poverty collection. Grade level projects included constructing bird feeders for God's feathered friends, collecting Trail Mix for the clients of Morning Glory Ministries, making sandwiches (complete with decorated cards) for City Union Mission, assembling Happy Kits for the patients at Children's Mercy hospital, making Valentines for seniors, creating a video showing gratitude for essential workers at the start of the Covid-19 pandemic and a basketball tournament to raise funds for Morning Glory Café.



◆ Both the Visitation parish staff and the school faculty gave back during service retreat days in November 2019. The parish staff served lunch at Thelma's Kitchen operated by Reconciliation Services on Troost, while the school faculty spent a morning at Little Sisters of the Poor, visiting with residents and performing a variety of needed chores.



*At right: Parish staff member Janet Ridder washes dishes at Thelma's Kitchen; Vice-Principal Linda Hughes shreds files at Little Sisters of the Poor*



**COMING IN 2021:  
VISITATION SCHOOL TO TURN 100!!!**

**DID YOU KNOW THAT VISITATION SCHOOL WILL CELEBRATE ITS' 100TH BIRTHDAY ON SEPTEMBER 6, 2021? WE HAVE PLANNED TO HOLD A HOMECOMING EVENT TO HONOR THE SCHOOL'S CENTENNIAL NEXT SEPTEMBER, BUT THE PANDEMIC MAY FORCE THAT TO BE DELAYED. REGARDLESS, WE WILL FIND WAYS TO HONOR THE HISTORY OF OUR SCHOOL THROUGHOUT 2021. AND, IF POSTPONEMENT OF THE COMMEMORATION IS NECESSARY, WE WILL CELEBRATE ONCE IT IS SAFE TO DO SO.**

# Pandemic Perseverance

- ◆ Visitation’s YouTube channel, visitationTV, was launched on April 30, 2009 with Fr. Pat Rush’s video discussing our parish Centennial Campaign for debt reduction. From that time until the pandemic began in 2020, we uploaded 37 videos and had a total of just over 13,000 views. Since Msgr. Offutt’s first “Fireside Chat” at the start of the pandemic through September 2020, we uploaded 87 videos that have combined for over 40,000 views. Our videos range from the weekly chats to weekend Masses, as well as novenas, funerals, weddings, First Communion and other celebrations. The increase in our video presence is likely to hold even after this pandemic is long behind us.
- ◆ After canceling our 2019 Parish Fiesta in the name of budget cuts, the pandemic forced the cancellation of the 2020 Parish Fiesta. When Covid-19 is behind us, we will plan a parish-wide celebration of epic proportions.



*The initiation of our new Catholics was one of many postponements as the normal Easter Vigil sacraments were moved to the vigil of Pentecost.*

- ◆ From March 17-May 15, 2020, our parish was shut down: Visitation School moved to a completely virtual format following Spring Break, parish staff members worked from their homes and no public Masses were celebrated. During that time, the parish canceled nearly 90 Masses including Confirmation, First Communion & Graduation. Since we re-opened to public Masses on May 16, we have been celebrating six Masses per week (4 weekday and 2 weekend) rather than the normal eleven Masses per week (7 weekday and 4 weekend.) As a result, we have had to reschedule many Mass intentions into calendar year 2021.
- ◆ In July 2020, we had our first-ever virtual novena as nine parishioners led us in prayer and reflection on the subject of Peace & Justice.

- ◆ Despite the parish being closed for public worship, most parish committees and ministry teams were able to continue meeting over Zoom. In this way, our parish was able to make plans for new Covid-safe programs, make decisions regarding current & future parish operations and maintain our support to the broader community.
- ◆ Fundraising must go on even during a pandemic—Visitation School’s annual spring Flower Sale took online orders and offered curbside pick-up, along with a limited, socially-distanced Garden Shop and the summer Tacos for Madre event to support our sister parish in El Salvador was reconfigured without tacos as an online donation drive.



*Our Sister Parish Committee made plans for the annual Tacos for Madre event during a May Zoom meeting.*



*During the pandemic, social distance markings, alternating pews, masks and social distance between households has become the norm at Masses.*

# Visitation's Commitment to the Poor

July 1, 2019 - June 30, 2020

For 45 years, Visitation has pledged a percentage of our total parish budget to assist those in need. Since 2001, the Visitation/St. Francis Xavier Social Concerns Ministry teams have worked together. This year, they allocated \$182,509 in funds in the following ways:

## Emergency Assistance Fund

\$55,800 was committed to assist 18 parishes or ministries who provide emergency support to individuals or families in need. These funds provide assistance with food, clothing, utilities, rent, medical expenses, bus passes or other daily needs. These agencies are predominantly located in areas where the financial needs are greater than those in our immediate neighborhood.

Bishop Sullivan Center—Troost	\$3,600	<b>Reconciliation Services</b>	\$1,200
Bishop Sullivan Center—Truman	\$3,600	Sacred Heart/Guadalupe	\$3,600
Christ the King	\$3,600	St. Anthony's Parish	\$1,200
Guardian Angels	\$3,600	St. Francis Xavier	\$4,800
Holy Cross	\$2,400	St. Louis Social Services	\$1,800
Journey to New Life	\$2,400	St. Monica Social Services	\$2,400
Morning Glory Ministries	\$3,600	St. Therese Little Flower	\$4,800
Our Lady of Peace	\$2,400	Seton Center	\$4,800
Redemptorist Social Services	\$4,800	Troost 39	\$1,200

Reconciliation Services offers essential programming around increased food access, social services, case management and depression and trauma therapy to more than 5,000 neighbors annually who are struggling to survive and succeed. We already serve a significantly under-resourced population with our client guests living below the federal poverty level, 80% being African American and most living in the urban core of Kansas City, MO which faces high crime rates, significant housing instability and education and social barriers to self-sufficiency. The funds Visitation provided helped pay for transportation and identification for clients.

## Community Grants

The Visitation/St. Francis Xavier Social Concerns Ministry Team also works together to allocate grants to support community-based groups whose work falls within the scope of our missions as Catholic parishes. The areas of concern that we fund include life, poverty and justice issues based on Catholic Social Teaching. This year, 32 grants of \$1,000 each were awarded to the following agencies/programs:

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

**Youth and Education:** Cristo Rey High School, F.I.R.E., The Learning Club, Our Lady's Montessori School, Pastoral Juvenil Hispana, Halo Foundation, Sheffield Place

**Health:** Brain Injury Association, Duchesne Clinic, Care Beyond the Boulevard

**Reintegration Support:** Journey House, Companions in Chillicothe

**Veterans Support:** Veteran's Community Project

**Emergency Assistance:** Mid-America Assistance Coalition, Morning Glory Ministries

**Emergency Shelter:** ReStart

**Workforce Development/Financial Literacy:** Holy Rosary Credit Union, Catholic Charities

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

**Women in Poverty:** The Justice Project, Keeler Women's Center, The Yellow Brick Foundation, Ellis Care Community Outreach

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

**Migrant Aid:** Migrant Farmworkers Project

**Advocacy for Peace/Non-Violence:** Jerusalem Farm, KC Mothers in Charge

All of these agencies welcome volunteers!

Veterans Community Project was founded in 2015 by combat veterans to combat homelessness among veterans by providing veterans with housing stability and wrap around services to address the underlying cause of homelessness. They have built a tiny home village, which will soon contain 49 houses and a community center. Visitation funds helped outfit 23 tiny homes with items such as bedsheets, towels, plates, pots, pans, silverware, etc. Each veteran resident keeps all of the items once they transition into permanent housing.



Parishioner Christy Spadafore shares her story at the 2019 Life Is Beautiful Respect Life panel presentation.

### Respect Life Committee

This year, Visitation’s Respect Life Committee hosted two events. In October, a panel of presenters shared personal stories of hope and courage in the face of adversity. In January, a respect life prayer vigil was held after an all-school Mass. \$500 was allocated to the Respect Life Committee for miscellaneous expenses for the March for Life.

### Parish Based Ministry Supplement

Visitation provided \$30,000 to help pay the salaries of lay ministers at St. Anthony Parish, Our Lady of Peace Parish and Holy Cross Parish. Father Giron, the Pastoral Administrator at Holy Cross Catholic Church, communicated his appreciation saying, “We are very grateful for the help they gave us. Thanks to that we were able to pay a month’s salary for 3 part time employees. One of them is Sister Greta Chavarria, who helps us on the pastoral side of the parish. This fund also helped us pay the salary of the music minister and the maintenance employee. Thank you very much for your help.”

### Emergency Assistance at Visitation

\$8,585.60 was used to assist families or individuals who live near or within our parish boundaries with food, rent, utilities, prescriptions and medical assistance and bus passes.

### Community Garden

\$231.35 was spent on seeds and plants this year for the Community Garden and the hardworking gardeners from St Francis Xavier and Visitation harvested over 600 lbs. of fresh produce. The food was distributed to those in need. Thank you for all who worked on this project!



Community Garden Chair Alison Dudley shows some of this year’s bounty.

### Sister Parish—Santa Maria Madre de Los Pobres

Visitation has continued a sister parish relationship with Santa Maria Madre de los Pobres in San Salvador, El Salvador, walking with them in prayer and action, since 1988. During 2019-2020, \$36,501.80 was allotted to support the CAPI, Madre’s early childhood development program, which serves 140 children daily.

In 2006, the child sponsorship program began. It gives our parishioners the opportunity to support a child from Madre’s community. Annual contributions of \$300.00 provide school supplies, school uniforms and medical assistance for the child each year until they matriculate from grade school. Visitation families currently support 81 children in the program.

Water for Madre supplies our sister parish families with water filters that can be used for 10 years to provide clean water for families. During the 2019 medical delegation last October, Visitation distributed 30 filters to families who came to the clinic at no cost to the recipient.

COVID-19 hit El Salvador hard but their suffering was exacerbated by tropical storms Amanda and Cristobal and the unprecedented rainfall, flooding and landslides they caused. Fundraising efforts allowed the Madre Committee to send additional funds in the amount of \$6,000 from the Sister Parish reserve account to be used for rebuilding from the storm and for other needs created by the pandemic.

### Medical Delegation

In October 2019, Jane Pennington, Cherie Burroughs-Scanlon, Jennifer Colombo and Sam Otto traveled to Santa Maria Madre de los Pobres to provide medical support to the staff at the clinic! In support of this trip, our community collected and sent medicine and vitamins for the clinic and during the week, our delegates saw over 400 patients. Fundraising efforts this year also allowed for the purchase of a new autoclave machine for the medical clinic.



### Did You Know?

When the Covid-19 pandemic hit and our city shut down this spring, Visitation found many ways to shine our light to those in need as well as those working on the front lines. In addition to the Emergency Food Fund created by our CCO group, we provided a location for St. Luke's volunteers to pick up and drop off materials used in making masks. Our parish collected twist ties to be utilized as nose wires in the masks. Vis 8th grade students put together a video of support to front line workers. And our parishioners baked dozens of cookies and wrote notes of encouragement for the ICU workers at St. Luke's hospitals on four different occasions. Thank you, Visitation!



### Habitat for Humanity – The House of Abraham

Currently, our House of Abraham project, which includes our Christian, Jewish and Muslim partners (the religions of Abraham), are in the process of renovating a home. We have added \$5,531.24 to a reserve account for Habitat for Humanity for future projects and builds.

### CCO- Communities Creating Opportunity

Father Norm Rotert founded CCO-Communities Creating Opportunity in 1977 in the Blue Hills neighborhood where he saw practices such as “redlining” and “blockbusting” which exploited the black community. Even today, CCO remains committed to neighborhood organizing and social justice advocacy work with a heavy interest in public education.

In response to the COVID Pandemic, Visitation’s local CCO committee made a donation in the amount of \$2,000 to the *Kansas City Public Education Foundation* to purchase PPE and sanitizer for the academic year. Also in response to the pandemic, they created the *Emergency Food Fund*, which raised money to be given to our local food bank and to agencies who feed the hungry in our community.

### Promoting Racial Harmony

Even before the escalating racial tensions and demonstrations in Kansas City, Visitation’s Social Concerns Team partnered with the Visitation Choir for an inspiring celebration last January. The St. Monica’s Choir joined our own Visitation Choir to provide music at our 4:00 pm Mass on the Saturday prior to Martin Luther King Jr. Day. A reception for both communities followed the Mass and a \$500.00 donation was made to St. Monica’s. During the racial crisis later in the year, Visitation parishioners gathered to pray, clean up litter in Mill Creek Park and stand in support of all people.

### Miscellaneous

Miscellaneous donations totaling \$950.00 were given to the missionaries of SOLT, Bread for the World and The Encuentro Project. The Social Concerns Committee had miscellaneous expenses during the year of \$209.01.

In response to requests from various organizations, we made the following end-of-year gifts to assist with immediate needs:

Little Sisters of the Poor	\$ 700.00	Covid-19 expenses
Alexandra’s House	\$2,000.00	Building repairs
Holy Cross Parish	\$2,000.00	Religion books
Our Lady of Hope School	\$3,000.00	Technology support
Holy Rosary Credit Union	\$2,000.00	Payday loan program

## Visitation Parish Vital Statistics 2019-2020

Registered Households	1,492	Baptisms	61
Visitation School Students 2019-20	528	First Communions**	54
School of Religion Students	49	Confirmations**	65
RCIA Participants	12	Marriages	32
		Deaths	14

\*\*Due to the Covid-19 pandemic, these sacraments actually took place within the 2020-2021 year.

# Annual Financial Report

## Highlights for Fiscal Year 2019-2020

Our annual financial plan was to manage our operating budget of \$5,058,446 to a breakeven level or better, utilizing for the first time a revised 3-year average contribution model instead of our traditional “previous year actual contributions become this year’s budgeted contributions” method. This 3-year average model allowed us to adjust for the significant downturn in actual contributions during the prior 2018-2019 fiscal year. At the same time, we resolved to manage the growth of our long term Capital Improvement fund in order to address a number of special facility and maintenance needs in the church and the school, including the replacement of one of the boilers in the church and a major renovation of the exterior of the west and north facades of the school building. Ultimately, we were forced to replace both of the boilers in the church during the year, but we only tapped the Capital Improvement Investment Fund for \$100,000 and covered the remaining expense with designated gifts from a number of our parishioners.

Overall, Contribution Income for the 2019-2020 fiscal year rebounded nicely from the downturn in the previous year and exceeded the 3-year average budget figure by over \$80,000, despite the impact of the Covid pandemic which significantly reduced our Sunday collections, cut down the number of Masses scheduled per week and placed a restriction on Mass attendance due to social distancing protocols. Fortunately, the auto-payment of tithes and pledge payments received via mail kept contribution income at a level sufficient to fund parish and school expenses, which themselves were nearly 3.4% under budget due to the cancellation or restriction of many parish activities after mid-March. School Fundraising Income remained generally the same after another successful auction the prior year. Overall, Total Parish Operating Income increased by \$217,167, or 4.49%, over the prior year.

We are grateful for your continued support which makes this possible.

### Year Ending June 30, 2020

#### Total Operating Income

Visitation had four basic sources of total operating income in 2019-2020:

**Contribution Income** - Contributions totaled \$4,263,280 or 84.3% of parish operating income. Contribution income included contributions made towards pledges as well as plate income during Sunday Masses, holy day collections and gifts from parishioners who have not made a pledge.

**School Tuition and Fee Income** - School Tuition and Fees Income totaled \$432,561 or 8.55% of total operating income. In 2019-2020, this revenue category covered 14.1% of school expenses. This source of income consisted of the following items: Tuition income - \$188,900; Registration /Book & Activity Fee income - \$188,719; After Care income - \$54,942.

**School Fundraising Income** - This is income that was raised for the school in the annual auction, trash bag sales, flower sales and other events. Also included here are donations designated for specific programs or materials. Fundraising income accounted for \$301,622 or 5.96% of total operating income and covered 9.83% of school expenses.

**Other Income** - In addition to facility rental, interest income, Mass stipends and candle donations, Other Income includes fees that parishioners pay for participating in certain activities such as the School of Religion and Sunday Preschool. Other Income generated \$61,304.

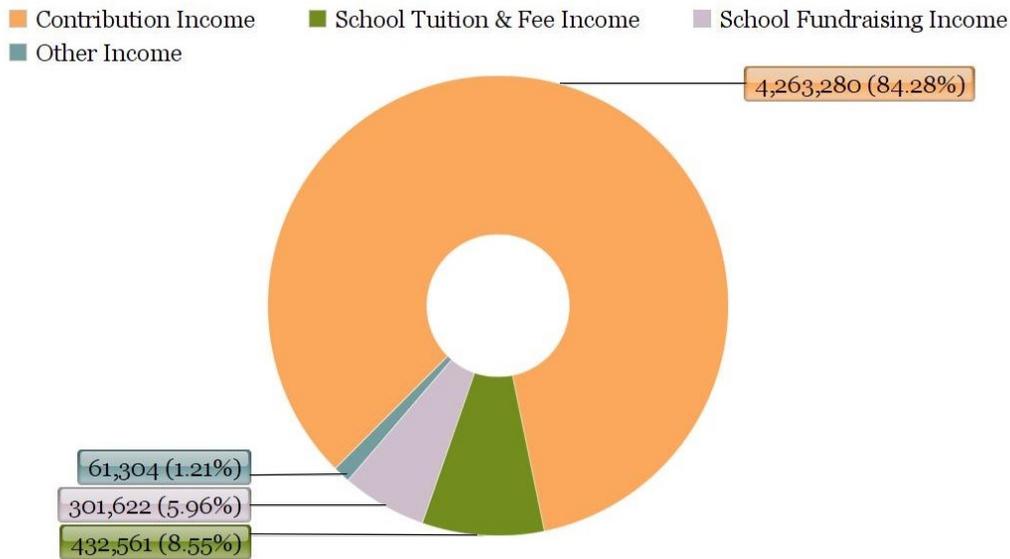
#### Visitation by the Numbers

716 Number of subscribers on our VisitationTV YouTube channel

63 Percentage of parish expense related to the operation of Visitation School, our largest ministry

260 Number of parish households who contributed to a special collection (other than annual appeal or Capital Improvement Fund) in 2019-2020

The chart below depicts the main sources of total operating income during the 2019-20 fiscal year.



## Total Operating Expense

Operating expenses for 2019-2020 are classified into ministries or functional needs as follows:

**School Ministry** – Visitation Parish is committed to providing a quality Catholic education for the children of our parish community. In 2019-2020, the school served 528 students from 288 parish families. School expense was \$3,068,883 or 62.77% of total parish operating expenses and included salaries for teaching and non-teaching staff, textbooks, classroom supplies, computers, furniture and equipment, library books, teaching resources and field trips. Facilities expense for the school building is included in the above amount and was \$345,372 or 11.25% of the total school expenses.

**Church Facilities** – Facilities expense includes such items as utilities, custodial and maintenance services and salaries, repairs, improvements, snow removal, lawn care, security, etc. The facilities expense for the church building, offices and priest residence was \$387,819 or 7.93% of the total operating expenses.

**Administration** – Administration is the function which assures the 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, printing, postage, website development, offertory envelopes, parish communications and special events. Administrative expenses were \$541,029 or 11.07% of total expenses.

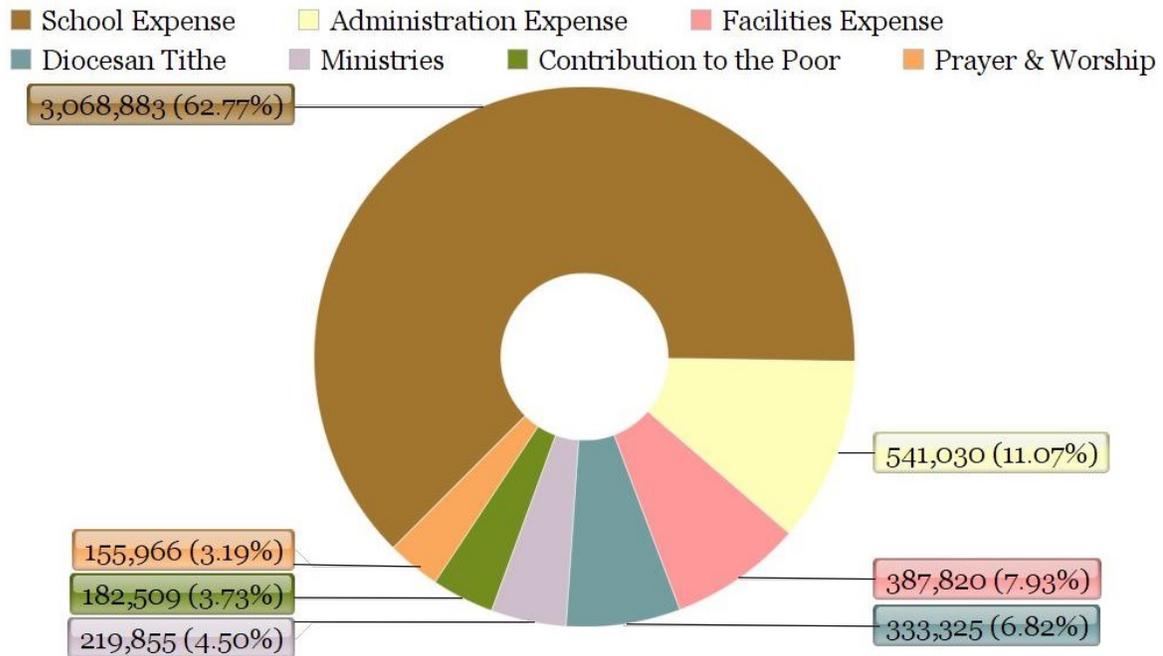
**Prayer and Worship** – Prayer and Worship is at the center of our existence as a faith community, touching every member of the parish. Expenses include all costs incurred celebrating weekday, weekend and holy day liturgies at Visitation: organists, musicians and substitute priests; creating an environment appropriate to the season; candles, communion supplies and all other items necessary to celebrate Mass. In 2019-2020, expenses for Prayer and Worship were \$155,966 or 3.19% of total expenses.

**Pastoral Ministries** – Our parish operates a number of ministries for the benefit or participation of our parishioners. This budget area includes adult faith formation, RCIA, School of Religion, marriage preparation, sacramental preparation, Senior Ministry and our youth programs. In addition, this budget supports the vital work of our Pastoral Care ministry to families in times of illness or death, as well as outreach to those who are hospitalized and homebound. The cost for providing these ministries at Visitation for 2019-2020 was \$219,855 or 4.50% of total expenses.

**Contribution to the Poor** – For over four decades, Visitation has made a commitment to tithe a portion of our contribution income to help the poor – both directly and through agencies. These funds are administered by the Social Concerns Ministry Team. Visitation’s Commitment to the Poor, which details how this money was distributed in the 2019-2020 fiscal year, is part of this booklet. The formula used for our Contribution to the Poor is: Contribution Income minus Diocesan Assessment times 5%. In 2019-2020, the amount distributed was \$182,509.

**Diocesan Assessment** – Visitation, like all parishes in the Diocese of Kansas City-St. Joseph, provides financial support to the diocese. The diocese requests an amount equal to 9.25% of our total prior year income minus half of prior year school expenses. In 2019-2020, the amount given for diocesan assessment was \$333,325 or 6.82% of total expenses. In light of the Covid-19 pandemic, the Diocese waived the monthly assessment from all parishes for the months of April and May. Once again this year, our total assessment expense included an assessment of 2.0% of total prior year income minus 100% of school expenses to support Catholic education throughout the Diocese. The amount of this year’s school assessment was \$44,201. In addition, Visitation continued to make payments for Diocesan Assessments which were deferred from years past, completing that pay-off as scheduled this year. (See Capital Projects Segment later in this report.)

In this presentation of the 2019-2020 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 2019-2020

Contributions to the Capital Improvement Fund totaled \$165,054. These contributions were placed on deposit in the Visitation Capital Improvement Investment Fund housed at the Greater Kansas City Community Foundation, in the month following the donation. For the fiscal year 2019-20, the deposit of these funds helped to bring the fund balance to \$1,960,080. This balance reflects the withdrawal from the fund this year of \$100,000 to subsidize the replacement of a second boiler in the church and the exterior renovation of the school building.

In addition to the final annual payment of \$63,408 to the Diocese for our deferred assessment, there were extraordinary capital expenses of \$331,433 during the 2019-2020 fiscal year for the replacement of the sidewalks along 51st Terrace, flat roof repairs on the church, the replacement of both of the boilers in the church and new carpeting in the library and ground floor at the school. With the exception of the \$100,000 withdrawal from the Capital Improvement Investment Fund referred to above, these project expenses were paid out of operating income.

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

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

- |                |   |
|----------------|---|
| 1. \$5,058,446 | a. Church Facilities Expense in 2019-2020   |
| 2. \$387,820   | b. Total Operating Budget for 2019-2020     |
| 3. \$44,201    | c. Amount of school assessment in 2019-2020 |

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

## Prior Year Results and Budget for 2020-2021

	2016/2017 Actual	2017/2018 Actual	2018/2019 Actual	2019/2020 Actual	2020/2021 Budget	% Increase (Decrease)
<b>Operating Income</b>						
Contribution Income	\$ 4,204,430	\$ 4,320,478	\$ 4,084,386	\$ 4,263,280	\$ 4,203,098	-1.4%
Tuition and Fee Income	\$ 451,160	\$ 447,062	\$ 384,472	\$ 432,561	\$ 530,636	22.7%
School Fundraising Income	\$ 411,019	\$ 298,693	\$ 300,122	\$ 301,622	\$ 306,667	1.7%
Other Income	\$ 81,599	\$ 80,728	\$ 72,620	\$ 61,304	\$ 67,336	9.8%
<b>Total Income</b>	<b>\$ 5,148,208</b>	<b>\$ 5,146,961</b>	<b>\$ 4,841,600</b>	<b>\$ 5,058,767</b>	<b>\$ 5,107,737</b>	1.0%
<b>Operating Expense</b>						
School (including school facilities)	\$ 2,891,877	\$ 3,098,693	\$ 3,151,747	\$ 3,068,883	\$ 3,155,607	2.8%
<b>Parish Operating Expenses</b>						
Facilities Expense	\$ 437,030	\$ 427,449	\$ 448,724	\$ 387,820	\$ 392,407	1.2%
Administration	\$ 617,924	\$ 605,362	\$ 576,838	\$ 541,030	\$ 585,018	8.1%
Prayer and Worship	\$ 161,848	\$ 161,944	\$ 178,715	\$ 155,966	\$ 155,607	-0.2%
Ministries	\$ 262,703	\$ 260,325	\$ 254,761	\$ 219,855	\$ 265,963	21.0%
Contribution to the Poor	\$ 180,466	\$ 190,559	\$ 193,238	\$ 182,509	\$ 192,103	5.3%
Diocesan Tithe	\$ 329,254	\$ 329,891	\$ 387,111	\$ 333,325	\$ 361,032	8.3%
<b>Subtotal Parish Operating Expenses</b>	<b>\$ 1,989,225</b>	<b>\$ 1,975,530</b>	<b>\$ 2,039,387</b>	<b>\$ 1,820,505</b>	<b>\$ 1,952,130</b>	7.2%
<b>Total Expenses</b>	<b>\$ 4,881,102</b>	<b>\$ 5,074,223</b>	<b>\$ 5,191,134</b>	<b>\$ 4,889,388</b>	<b>\$ 5,107,737</b>	4.5%
<b>Operating Income (Loss)</b>	<b>\$ 267,106</b>	<b>\$ 72,738</b>	<b>\$ (349,534)</b>	<b>\$ 169,379</b>	<b>\$ -</b>	-100.0%
<b>Capital Project Income</b>						
Capital Improvements Contributions	\$ 39,055	\$ 150,001	\$ 151,093	\$ 165,054	\$ 150,000	
Donations/Memorials/Bequests	\$ 2,915	\$ 3,935	\$ 97,340	\$ 54,374	\$ -	
<b>Total Capital Project Income</b>	<b>\$ 41,970</b>	<b>\$ 153,936</b>	<b>\$ 248,433</b>	<b>\$ 219,428</b>	<b>\$ 150,000</b>	
<b>Capital Project Expense</b>						
Deferred Diocesan Assessment	\$ 63,408	\$ 63,408	\$ 63,408	\$ 63,364	\$ -	
Extraordinary Expenses	\$ 44,935	\$ 234,023	\$ 57,760	\$ 331,443	\$ 140,543	
New Construction/Major Renovation	\$ -	\$ -	\$ 350,217	\$ -	\$ -	
<b>Total Capital Project Expense</b>	<b>\$ 108,343</b>	<b>\$ 297,431</b>	<b>\$ 471,385</b>	<b>\$ 394,807</b>	<b>\$ 140,543</b>	
<b>Capital Project Income (Loss)</b>	<b>\$ (66,373)</b>	<b>\$ 143,495</b>	<b>\$ 222,952</b>	<b>\$ (175,379)</b>	<b>\$ 9,457</b>	
<b>Total Net Income (Loss)</b>	<b>\$ 200,733</b>	<b>\$ (70,757)</b>	<b>\$ 572,486</b>	<b>\$ (6,000)</b>	<b>\$ 9,457</b>	

## 2020-2021 Budget Highlights

Our budget is broken down into two major segments—Operating and Capital Projects. The Operating Budget provides the foundation for us to function on an everyday basis. All contributions designated Capital Improvement Fund are received into the Capital Projects segment and placed into our investment account.

### Operating Segment

The total operating budget for 2020-2021 is \$5,107,737. Our protocols require allocation of 55% of Contribution Income to support the school. A balanced operating budget is then established for both the church and school.

Once again, our contribution budget for the fiscal year ahead is based on the “3-year average” model adopted by our Administrative Ministry Team for 2019-2020. The contribution upswing in fiscal 2019-2020 somewhat offset the contribution shortfall in fiscal 2018-2019 which brought the average for this year to \$4,203,098, just \$60,182, or 1.4%, lower than the actual results for the prior year. School tuition and fee income, on the other hand, is budgeted based on actual enrollment for the upcoming school year. Tuition enrollment has dropped by 10 students this year due to the matriculation of 8th grade tuition students, as well as families relocating to other cities and schools. In order to beef up tuition income and balance the school budget for 2020-2021, over \$122,000 in “adjusted tuition fees” collected this year was applied to the school budget rather than to the school facility emergency fund. In addition, Extended Care fee income, which was non-existent during the last 3 months of the school year due to the Covid-19 pandemic, was budgeted at \$72,500 in anticipation of the return to school in 2020-2021 under the “hybrid plan” adopted by the school. In total, tuition and fee income is budgeted to increase by 22.7% for the new fiscal year. School Fundraising Income in 2020-2021 is budgeted to increase slightly, due to an increase in our FIRE Grant, and, in total, our budgeted operating income for 2020-2021 is 1.0% higher than the prior year actual receipts.

The yearly operating expense budget was developed by school and parish staffs considering anticipated income and presuming that parish meetings and activities would eventually resume on a limited basis in the months to come. Parish operating expenses are budgeted to increase by 7.2% over 2019-2020 actual expenses, which were reduced by the impact of the pandemic on ministry activities and the waiver of the Diocesan assessment. Budgeted Parish Operating Expenses are still well below the range of actual expenses for the 3 years prior to 2019-2020. Turnover at the school and the need to budget for the staffing demands of teaching under the “half-day” hybrid learning plan increased anticipated school expenses by 2.8% for 2020-2021.

Beyond the manner in which expenses are broken down on the prior pages, the following is an analysis at a more functional level for 2020-21 budgeted expenses. Viewing the data in this manner 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 \$ 2,642,212, or 83.73% of budgeted school expense. We have budgeted 43 full-time school employees and 16 part-time employees. Personnel expense for the church is budgeted at \$764,461 or 39.16% of budgeted church expense. We are currently budgeting 10 full-time church employees and 2 part-time employees. 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 66.70% of all expenses.

**Facilities Expense**—Total Parish Facilities Expense is budgeted at \$578,205 or 11.32% of the total parish expense budget, with the school accounting for \$314,163 and the church accounting for \$264,042, exclusive of maintenance salaries and benefits of \$128,365. Facilities Expense can be further broken down into 3 major categories:

**1. Repairs 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 repairs and maintenance in 2020-2021 is \$234,375.

**2. Utilities**— Gas, water, electricity, telephone and internet services account for \$253,584 of the parish expense budget.

**3. Technology**—This category includes maintaining computer hardware, new hardware and software purchases, leasing and supplying copiers and printers, and represents \$90,246 of the total facilities budget.

**Diocesan Obligations**—We pay the diocese for insuring our buildings and their contents. The most recent insurance valuation of all campus buildings is \$26,614,000. Insurance expense is split between the school and church based on relative insured value. Insurance premiums will increase 3% year over year and will represent 5.28% of our 2020-2021 expense budget.

Diocesan offices provide numerous services to parishes. For example, the Human Resources office negotiates all health benefits to leverage the purchasing power of all parishes, the Accounting office pays interest on funds deposited by parishes and the various offices provide support, training and retreat experiences for parish staffs and volunteers. Without these services provided by the diocese, we would have to expend resources to develop similar services and programs. To fund these services, parishes are assessed 9.25% of total prior year income minus one half of school expenses. This assessment is absorbed by the church budget. There is also a per-pupil assessment paid to the Diocesan school office which is absorbed by the school budget. In addition, the 2% Catholic School assessment for the 2020-21 fiscal year has been calculated at \$37,923. This brings our total assessment due for the parish to \$369,032, which represents 7.23% of the total budget under this category.

**Contribution to the Poor**—We support various ministries and organizations which serve those in need. Our giving is based on the following formula: Budgeted Contribution Income minus Diocesan assessment times 5%. Using this rule, we have budgeted \$192,103, or 3.76% of the total parish budget, for these efforts in 2020-2021.

These four major functional expense categories identified above total \$4,815,641 or 94.28% of the entire parish operating expense budget. They represent \$3,088,407 of the school expense budget, or 97.87%, and \$1,727,234 of the church expense budget or 88.48%. The remainder of the budget must then support all other expenses such as liturgical supplies, office supplies, postage, printing, textbooks, music at worship services, celebration events, legal fees, banking fees, religious books and magazines, candles and funeral meals to name just some of the myriad costs which are necessary to effectively operate the church and school.

## Capital Projects Segment

All of the income for this segment will be invested in the Visitation Capital Improvement Fund. Income from this segment consists of those using the green capital improvement fund envelopes, memorial contributions, bequests and those designating donations to a longer term cause. For the 2020-2021 fiscal year, we budgeted income based on recent giving trends and project \$150,000 in total donations.

This segment includes a number of significant expenses for large facility and maintenance projects, including concrete repairs on the sidewalks in front of the school and along the parking lot/playground; the carpeting of the school offices and first floor classrooms; the refinishing of the hardwood floors on the second floor of the parish offices; the LED retrofit of the lights in the church parking lot, Tighe Hall, the kindergarten classrooms and part of the nave; the installation of a UV air purification device in the central HVAC unit of the church which will benefit the kindergarten classrooms in Tighe Hall and the restriping of both parking lots.

Last year, Visitation successfully completed the pay-off of the Deferred Diocesan Assessment which we had been paying in annual installments since the 2012-2013 fiscal year. This extraordinary capital expense will no longer be part of our annual budget calculations.

### *Need more information?*

Each year, we endeavor to provide our parishioners with an accurate accounting of their stewardship as well as a look at our parish accomplishments, statistics and our efforts to support the poor and vulnerable. We welcome your feedback to improve next year's report!

If you have questions, comments or would like additional information about anything included in this report, please contact:

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