Pre Pandemic  COVID-19
March 2020

2019-2020  ANNUAL REPORT
Dear St. Francis Family:

Each year we present a profile showing how we have practiced stewardship as a parish. It covers everything we are and do as church and schools together. As your new pastor, I have learned much about the generosity of the parish as depicted in this annual report. It is impressive on so many levels, especially given the arrival of a pandemic in March. You are to be congratulated on the many ways you offered your time, talent, and treasure to build the Reign of God both at St. Francis and beyond. This report will provide you with an excellent overview and incredible detail as our way of being transparent with the resources you have provided and entrusted to us, human, material, and financial.

This report covers the life of St. Francis of Assisi from July 1, 2019 to June 30, 2020. I invite you to review the report and see what you have done as a community of faith, learning, and service. If you have questions about the report, please address them with the director who oversees your area of interest. This link will provide you with the names and contact information for our directors (the first names of each highlighted area): https://www.stfrancisraleigh.org/staff/.

I am grateful to all who have labored to gather, collate, and bring this information to you. To say it wasn’t a small job is an understatement. The time, effort, and energy put into producing this report, reflective of the depth of ministry in our parish, makes this information an impressive picture of our commitment to serving the Lord and His people. I am proud to be the shepherd called to guide this wonderful flock.

May God bless all of you for what you have done and continue to bless you in all we do.

Sincerely,

Msgr. Michael G. Clay, D. Min.
Pastor
Stewardship is the way to LIFE

Embracing stewardship as a way to life leads people to Evangelization. Here in our St. Francis home, we have a history of proclaiming the Good News through our liturgies, through faith formation, in our works of justice and mercy and in our care for our St. Francis family here and for our brothers and sisters beyond the church doors.

Claiming our Baptismal Call and blessing, celebrating and supporting the vocation of every person is the way to powerful transformation. The Holy Spirit invites us to answer God’s call with courage, love and dedication. There is so much of this past year that has been riddled with darkness, but, perhaps this is God’s way to make us experience his love in a fresh new light.

As Christians, we are a family of many different vocations and life experiences that continue to seek to live as stewards who will be there for each other with love. Over the next year, we will be returning to and working to claim our Baptismal Call anew and answer Christ’s call to be disciples. Can you imagine what this means?

Just as Christ called St. Francis to “go and rebuild my church” we as followers of Jesus can experience with each other a reconstruction of conversion, life changing minds and hearts and a recommitment to the Lord with deep gratitude. Grasp the hands of your brothers and sisters with a good strong grip, feel the power of the Holy Spirit, and its ability to shape and reshape, mold and remold the way we live together. As I have said before – Stewardship is not only a way of life – it is the way to life, an expression of discipleship and has power to transform each of us and our St. Francis home.

Deb Royals-Mizerk

With Love and Gratitude to the St. Francis Family

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Deb Royals-Mizerk
Can you imagine what the Holy Spirit might do if we all accepted God’s grace and the fruits of our Baptismal Call? We are the church that Christ created and for which He died. We are the beautiful Body of Christ. We can bring about the kingdom of heaven right here on earth if we choose to be a Disciple of Christ. As Disciples we can carry hope to the world in ways that we never dreamed. As passionate stewards of the Church – God is nurturing us with the “light” of hope and continues to shine within our St. Francis community.

This community is a blessing to so many. We remain a faithful family that gives generously of time, talent, and treasure. We remember that all that we have and all that we do is of God. A life of Stewardship is the way forward, one that will yield incredible joy and eternal blessings. God has planted so many gifts deep within this community. May we work together to tend this fruitful garden and bring the loving light of Christ to each other, our community and to our world. God will never abandon us and will provide us with everything we need to face the future with a faith that “all things work together for good for those that love God.”
Saints of God!

We are Saints of God! Each person in the St. Francis community is invited to live an extraordinary life as a part of this passionate steward community.

At every age Lord, we understand and revel in the fact that we belong to you! We open our hearts and our minds to the possibilities that the Holy Spirit provides for each of us deep within and together we can create anew.

God Has Called and Anointed Each of Us!

Deep within each of us are whole life gifts that we carry with us everywhere we go. We exercise these gifts and bring Christ’s love and His presence to our family, the workplace, friends and to our brothers and sisters everywhere we go through the graces from the Holy Spirit we were guaranteed at Baptism.

God Calls Us to Great Work
Close your eyes and just listen. God is calling. When we accept this invitation, there is abundant fruit. This fruit will endure forever, impacting and blessing generations to come.
Liturgies
At St. Francis, even during this time of a COVID-19 pandemic, it takes many volunteers to make possible our streamed and in-person weekend liturgies and daily Mass - to enable us to praise the God who blesses all people. “The liturgy is the summit toward which the activity of the Church is directed, at the same time it is the fount from which all the Church’s power flows” (SC 10). Since the earliest days, Christians have gathered on Sunday to listen to the prophets, to share a eucharistic meal, and to pray for their needs and the needs of others. By continuing this tradition, even during these difficult times, we remember, we celebrate, and we become the Body of Christ to a world so desperate for the power of God’s love.

Sacraments
In the sacraments we encounter the glorified Jesus, visible and real. We see him, hear him, taste him and touch him. We are surrounded by the very fragrance of Christ and experience grace in a tangible way. We are, and become, the Body of Christ in our world today. Sacramental preparation is a crucial component for the life of our parish, and as a community it is both our responsibility and joy to participate in this journey, both for ourselves and for one another.

Formation
Our Formation programs are dedicated to creating opportunities for our parishioners to meet, know, love, and serve Christ Jesus. With a liturgy-centric approach, our programs include small group-based faith formation, prayer, retreats, presentations, service projects, camps, and social events. Parishioners are drawn into the life of our community while deepening their faith and being formed as disciples. While the pandemic put a damper on our in-person gatherings, we continued to offer programming and opportunities for fellowship for every age and stage using virtual platforms.
Outreach
We serve people who are marginalized in the community outside our parish. Through a variety of ministries, we walk in solidarity with and provide outreach to individuals and families transitioning out of homelessness, migrant workers, refugees, men and women in prison, pregnant women, and many who are experiencing hunger and food insecurity. We also provide opportunities to go on mission trips locally, nationally, and internationally. Parishioners generously support many through our various donation drives and additional financial support of local organizations. Finally, we offer ways to think through justice issues and take action through the lens of the Gospel and the Franciscan tradition.

Parish Life
Parish Life is all about you and me and how we come together – to celebrate, to support, to share our faith journeys and to build community. This year has been a challenge, but with all the changes and accommodations, we’ve still made a big impact! Thank you to those who have served and a most special thanks to those who have graciously accepted our care.

Community Center
Our community center ministries strive to offer opportunities for our community to play and grow together as a family. Whether this is playing in one of our athletics leagues, attending Camp Francis, volunteering at or attending FrancisFest, visiting the Assisi Café for a cup of coffee, sharing a meal at Family Friendly Fridays, attending exercise or parent-child classes, or belonging to one of our Community Organizations (Knights of Columbus, Scouts, 50+Group). While acknowledging the things we didn’t do this year like many of our sports leagues, Camp Francis, limited classes, and modified FrancisFest- we are hopeful that next year will be full of opportunities, both new and old, for our parish to come together.
Living Our Mission

We view our life and work always asking what it means for us to be The Catholic Community of St. Francis of Assisi in our modern world. We look for signs of God’s presence in our midst.

Our experience of Sunday Mass is the center of everything we do. We are a vibrant parish offering an enriching experience through weekly worship, sacraments and formation.

<table>
<thead>
<tr>
<th>Baptisms</th>
<th>129</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Eucharists</td>
<td>0</td>
</tr>
<tr>
<td>Confirmations</td>
<td>128</td>
</tr>
<tr>
<td>Marriages</td>
<td>18</td>
</tr>
<tr>
<td>Anointings</td>
<td>150</td>
</tr>
<tr>
<td>Funerals</td>
<td>51</td>
</tr>
<tr>
<td>RCIA</td>
<td>26</td>
</tr>
<tr>
<td>Faith Formation (children)</td>
<td>959</td>
</tr>
<tr>
<td>TFS (students)</td>
<td>625</td>
</tr>
<tr>
<td>Preschool (students)</td>
<td>184</td>
</tr>
<tr>
<td>Formation studies &amp; programs (adults)</td>
<td>861</td>
</tr>
</tbody>
</table>

Our many outreach programs for those in need, make us a parish known in our wider community.

- 12 Homeless families hosted and supported through Family Promise
- $3,000 lbs of vegetables grown and distributed from our Community Garden
- 24,000 lbs of food and $15,000 donated to annual Food Drives
- $15,000 and hundreds of gifts donated with our Advent giving tree
- $31,000 Fair Trade products sold
- 1,500 lbs of school supplies donated
- 50 volunteer hours building homes through Habitat for Humanity
- 15 parishioners sent on week-long mission trips both nationally and internationally
- 30,000 meals packaged and sent to hungry international children
- $179,000 donated to 40 organizations in the wider-community that support our mission to care and protect the vulnerable
- Pandemic responses include emergency relief to our neighbors through financial and material donations, meal, pharmacy, and grocery deliveries, phone calls and letters, and ongoing charity ministries of feeding others
- 908 meals, helped 20 families, 62 Feed the Need Cooks, many Caring Casseroles cooks who provided 426 meals.
- The Prayer Shawl offered 1084 items that were shared with parishioners, Rex, The Children’s Place, Oak City Cares, Our Lady of the Rosary and Catholic Parish Outreach (CPO).
- Stephen Ministry walked with 21 parishioners and we trained and welcomed 16 new ministers to the community.
- Caring Connections was started to keep in touch with parishioners who were feeling a bit isolated. We sent cards, made phone calls and mailed bulletins. Then we expanded to delivering meals. So far, we’ve completed 1159 tasks for our parishioners.
A Peek Inside Our Home

Who Are We?

We are the Catholic Community of St. Francis of Assisi, a parish of the Diocese of Raleigh, living out our faith as the body of Christ.

- Over 4700 Registered households
- $12.6M Operating Budget
- $50M in Assets
- 30 acre campus
- 23 buildings
  - 164,000 square feet
- Tithe 10% of offertory to Social Justice outreach
- Tithe 10% of offertory to Catholic Education tuition assistance
Welcome to the financial section of our 2019-2020 annual report. This year has been one to remember as a result of the COVID-19 pandemic. Through February, the Parish was experiencing very good financial results. Offertory was tracking according to plan, enrollment in our schools was higher than planned, and our Faith Formation and Community Center programs were well attended. All in all, our Parish was continuing to demonstrate we had a campus that never slept.

Then, during the third weekend in March, COVID-19 struck. While we had our typical Saturday evening mass on March 14th, Sunday was a different story. March 15th was the day the campus went silent. The Church was closed for weekly and daily mass and employees were told to work from home. The staff scrambled to find volunteers and equipment to enable the streaming of our Sunday 9:30 mass over the internet. The Franciscan School was closed for in-person classes but was able to shift to distance learning within days. Unfortunately, school athletics, before-school and after-school care programs were also canceled, as well as, our summer programs for Faith Formation and Community Center. Our Preschool ended the year early since distance learning was not option.

The financial impacts were significant. Offertory collections immediately dropped by nearly 40%, yet the activity of our support ministries continued. In many cases, their need for financial support increased. Over the next 3.5 months, Offertory giving began to recover as families switched to eGiving with Faith Direct and others began mailing their donations. In the end, we missed our Offertory target by $82,481 (2.2%). Early enrollments in after school and spring and summer programs had to be refunded. Discretionary expenses were cut as on-site activities were cancelled.

However, adjusting to the new environment imposed upon us by COVID-19 required new, as well as additional, expenditures. As stated earlier, we purchased equipment to support streaming of our masses and support distance learning. Additionally, we started building an inventory of Personal Protection Devices (PPD) and sanitizing equipment and supplies.

The Diocese also stepped forward and offered relief by forgiving our final quarter of Cathedraticum (diocesan tax paid by every parish for the operation of the chancery) and Priest Welfare and Retirement assessments. The Diocese also deferred our April, May, and June 2020 mortgage payments. In total, the Parish received $324,059 in relief from the Diocese in the form of expense reductions.

We also applied for and received an SBA Payroll Protection Program (PPP) loan totaling $1,151,800, which allowed us to ensure Parish and School staffs would continue to be employed through June 2020. At the time of the application, we did not understand the full impact the COVID-19 shutdown would have on revenue and, as a Church, we continued to support our employees in a time of uncertainty and need.

In the end, the relief provided by the Diocese was sufficient to cover our operating shortfalls. The balance of the funds and PPP Loan proceeds are being held in a COVID-19 contingency savings account, pending further impacts of the global pandemic and resolution of our loan forgiveness application.

Our Parish has always been a community dedicated to using our faith and gifts to improve the wellbeing of residents in the greater-Raleigh area. During these turbulent times, you have continued to demonstrate that commitment. The following pages will provide more detail related to the finances of the Parish. Please feel free to contact me regarding any questions you may have.

On behalf of the entire Parish, thank you for support, which enabled St. Francis to continue the work of our ministries, enhance our faith, educate our children, and provide support to those in need.

Rob Neppel
Director of Finance and Planning
Rob.neppel@stfrancisraleigh.org
(919) 534-4846
Parish financial governance is led by the Finance Council which is the only Council specifically required by Canon Law. The role of the council is to provide financial guidance and approval to the Pastor. The Council is made up of parishioners with a variety of financial skills and backgrounds and compose the voting members of the Council. Key staff members also sit on the Council as non-voting members and provide organizational input and expertise. The Director of Finance and Planning also serves on the council in a non-voting and support capacity. The Director of Finance works with the staff and Sub-Committees to prepare proposals for Finance Council consideration and is responsible for the day-to-day execution of approved plans. Finance Council has also put in place Oversight Committees to oversee various aspects of Parish financial operations. The following chart illustrates our Financial Management structure:
<table>
<thead>
<tr>
<th>Revenue/Expense</th>
<th>Church</th>
<th>Franciscan School</th>
<th>Pre-School</th>
<th>Columbarium</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operating Income</td>
<td>$4,870,383</td>
<td>$5,941,934</td>
<td>$793,547</td>
<td>$99,220</td>
<td>$11,705,084</td>
</tr>
<tr>
<td>Total Operating Expense</td>
<td>$4,308,434</td>
<td>$5,397,944</td>
<td>$699,268</td>
<td>$49,697</td>
<td>$10,455,343</td>
</tr>
<tr>
<td><strong>Net Operating Totals</strong></td>
<td><strong>$561,949</strong></td>
<td><strong>$543,990</strong></td>
<td><strong>$94,279</strong></td>
<td><strong>$49,523</strong></td>
<td><strong>$1,249,741</strong></td>
</tr>
<tr>
<td>Total Capital Income</td>
<td>$643,619</td>
<td>$316,617</td>
<td>$77,821</td>
<td>($92,844)</td>
<td>$945,213</td>
</tr>
<tr>
<td>Total Capital Expense</td>
<td>$1,189,358</td>
<td>$814,112</td>
<td>$153,978</td>
<td>($49,659)</td>
<td>$2,107,789</td>
</tr>
<tr>
<td><strong>Net Capital Totals</strong></td>
<td>($545,739)</td>
<td>($497,495)</td>
<td>($76,157)</td>
<td>($43,186)</td>
<td>($1,162,576)</td>
</tr>
<tr>
<td><strong>NET TOTALS</strong></td>
<td>$16,210</td>
<td>$46,495</td>
<td>$18,122</td>
<td>$6,337</td>
<td>$87,165</td>
</tr>
</tbody>
</table>

**Cash Balances**

<table>
<thead>
<tr>
<th>Checking</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$165,473</td>
<td>$105,198</td>
<td>$89,208</td>
<td>$33,767</td>
<td>$393,646</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$167,153</td>
<td>$110,068</td>
<td>$92,364</td>
<td>$40,104</td>
<td>$409,690</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Savings/Investments/Endowments</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$1,980,244</td>
<td>$2,358,747</td>
<td>$340,903</td>
<td>$1,086,617</td>
<td>$5,766,511</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$3,096,717 */#</td>
<td>$2,538,378 #</td>
<td>$457,542</td>
<td>$1,082,175 #</td>
<td>$7,174,812</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debt - Mortgage</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$1,362,926</td>
<td>$2,207,002</td>
<td></td>
<td></td>
<td>$3,569,928</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$1,003,623</td>
<td>$1,964,814</td>
<td></td>
<td></td>
<td>$2,968,437</td>
</tr>
</tbody>
</table>

(YTY reduction) 20.3%

| Debt - SBA PPP Loan              | $1,151,800 |                   |            |             | $1,151,800 |

<table>
<thead>
<tr>
<th>Debt - Internal Loan (30yr- 2044 End Date)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$834,140</td>
<td></td>
<td></td>
<td></td>
<td>$834,140</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$800,768</td>
<td></td>
<td></td>
<td></td>
<td>$800,768</td>
</tr>
</tbody>
</table>

(YTY reduction) 4.2%

**Notes**
* Includes funds in new COVID-19 account funded by SBA PPP Loan and Diocesan Relief savings
# Endowments experienced a Year-To-Year (YTY) loss due to COVID-19 related market losses
@ Application for forgiveness will be submitted before YE
Collective Parish Budget

Over the years our Parish has grown in numbers, facilities, and services to both our community and beyond. As a result, our financial needs have grown accordingly. Maintenance is placing an ever increasing demand upon our budgets as our facilities age and will continue to do so into the future. The Parish faces the same issues your family does with your own budgets. Prioritization and budget planning are a never ending process. This report provides you with insight into how your financial gifts to the Parish are utilized and offer you an opportunity to ask questions as well as provide input for our planning process.

Collectively, the combined budgets represent the Parish as a $12,650,297 operation. Of that total, about $700K is exchanged between budgets in the form of budgetary support for shared services and the Offertory Tithe of Tuition Assistance for our school. The following chart shows the collective sources elements of Parish income:

**Parish Income Sources**

Looking at the Parish Income chart you will note the following contribution sources:

- **42%** School Tuitions
- **28%** Offertory donations to the Church
- **12%** Program Fees (Summer Camps, Faith Formation, Community Center classes and leagues)
- **1%** Collections
- **-1%** Capital Income (Earnings on Endowments and Savings and former Campaign Pledges)
- **4%** Transfers from Savings (Maintenance Reserve, Endowment withdrawals, etc., as needed)
- **3%** Parish/Diocese Investment (transfers of Tithe funds to Schools and Diocese GWOC Grant)
- **2%** Intra-budget Exchanges and Transfers
- **2%** Auxiliary Services (Field Trips, Athletics, Federal Lunch Funding, Yearbooks, Clubs, etc.)
- **1%** Donations (YE Ask, Pastors Discretion, Designated Gifts)
- **2%** Special Projects (School HSA and PAC fundraising)
- **1%** Niche Sales (Columbarium)
- **1%** Cost Recovery (Maintenance & Finance Allocations from Schools & Columbarium, IT support)
- **2%** Misc. Other (Sales Tax Refunds, Rents, Gifts, Priest Welfare & Retirement, Other)

**Parish Expense Sources**

Collective Parish Expenses totaled $12,563,132 with an additional $87,165 remaining in the checking accounts to help cover initial July expenses. Expense details are as follows:

From a Parish Expense standpoint you see the following:

- **52%** Labor, Wages, and Benefits (Teachers, Teaching Assistants, Staff, Priests)
- **8%** Utilities and Regular Day-to-day Maintenance
- **6%** Mortgage Payments (Phase V and Siena Loans)
- **6%** Assessments & School Tithe (Cathedraticum, Priest Retirement, Cardinal Gibbons, Student Assistance)
- **7%** Transfers to Savings (Maintenance Reserve, HSA, Scouts, other Surpluses)
- **5%** Operations/ Office (Phone System, Printers, Office Supplies, Postage, etc.)
- **3%** Parish Life (Care and Wellness Support, Community Center programs, Catering)
- **2%** Capital Expenditures (Capital Maintenance and Repairs)
- **2%** Peace & Justice (Social Outreach and support funded by 10% Offertory Tithe)
- **1%** Faith Formation (Religious Education, Sacramental Prep, Retreats)
- **1%** School and Preschool Instructional Materials
- **1%** Auxiliary Services (Field Trips, Athletics, Federal Lunch Funding, Yearbooks, etc.)
- **2%** Special Projects/Development (HSA, PAC, Promotional expenses)
- **4%** Misc. Other (Worship Supplies, National Collections, Sales Taxes, Urns & Inscriptions, Media Center, Admin, Exchanges, etc.)
St. Francis has a history of having mortgages going back to the early years of the Parish. After searching through old Parish records, we have had 11 different mortgages and a history of retiring them early. The following chart lists the 7 most recent ones and their current status:

### Catholic Community of St. Francis of Assisi Mortgage History

(7 most recent Mortgages)

<table>
<thead>
<tr>
<th>Loan Year</th>
<th>Name</th>
<th>Loan #</th>
<th>Description</th>
<th>Total Project</th>
<th>Mortgage Amount</th>
<th>Current Status/Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>Phase I</td>
<td>1184</td>
<td>New Church</td>
<td>$5,000,000.00</td>
<td>$3,035,000.00</td>
<td>Retired</td>
</tr>
<tr>
<td>1998</td>
<td>Phase II</td>
<td>1230</td>
<td>Land Loan #1 (TFS)</td>
<td>$1,200,000.00</td>
<td>$774,335.82</td>
<td>Retired</td>
</tr>
<tr>
<td>1999</td>
<td>Phase III</td>
<td>1270</td>
<td>TFS</td>
<td>$5,000,000.00</td>
<td>$4,550,000.00</td>
<td>Retired</td>
</tr>
<tr>
<td>2005</td>
<td>Phase IV</td>
<td>1412</td>
<td>Land Loan #2 (San Damiano &amp; LaVerne)</td>
<td>$1,400,000.00</td>
<td>$1,405,818.81</td>
<td>Retired</td>
</tr>
<tr>
<td>2010</td>
<td>Phase V</td>
<td>1451</td>
<td>Community Center, Chapel, Elizabeth Hall</td>
<td>$8,000,000.00</td>
<td>$4,000,000.00</td>
<td>Retired</td>
</tr>
<tr>
<td>2011</td>
<td>Phase VI</td>
<td>1459</td>
<td>Siena - Lifelong Learning Center</td>
<td>$5,000,000.00</td>
<td>$4,014,894.89</td>
<td>Retired</td>
</tr>
<tr>
<td>2013</td>
<td>Phase VII</td>
<td>1487</td>
<td>BHBC</td>
<td>$2,300,000.00</td>
<td>$1,505,424.66</td>
<td>Retired</td>
</tr>
</tbody>
</table>

Loan SubTotals: $27,900,000.00 | $19,285,474.18 | $2,968,437.00

We currently have two mortgages outstanding related to the construction of the Community Center, Chapel, the Elizabeth Hall expansion, and Siena. The current balance as of June 30, 2020 was $2,968,437 with annual payments of $818,000. In June, we made an additional principal payment of over $96,939, which was the sum of last year’s Mortgage Sunday donations and GIFT campaign pledge proceeds.

In last year’s Annual Report, we shared the details of all the major maintenance project which were undertaken between July of 2014 and June of 2020. Those projects represented $1.5M of expense, covered by our Maintenance Reserves. The reserve is contributed to annually by all the budget areas. The budgeted contributions last year total $340K. In addition, we collected an additional $121K to support maintenance related projects via our Year End Ask and parishioners willing to make designated maintenance related donations. The projects completed during our 2019-2020 fiscal year included the following:

- Upgrades to the audio/visual system in Clare Fellowship Hall
- Replacement and upgrades to the lighting system in the Sanctuary
- Upgrades to the campus directional signs
- Renovation of the Clare Hall bathrooms
- HVAC system replacements
- New roofs on Juniper and Thea Halls
- New carpet and tile 2nd floor of Thea Hall
- Renovation of the TFS modular classrooms

After the above projects, we completed the year with a combined reserve balance of $305K with planned contributions of another $340K in the 2020-2021 fiscal year. Additionally, we are expecting proceeds from several insurance claims, which will also go into the reserve accounts.
The Church budget covers all aspects of the Parish with the exceptions of The Franciscan School, Preschool, and Columbarium.

To be more specific, it covers the following:
- Worship (Sunday and daily Masses and anything related to our priests and events in the sanctuary)
- Pastoral Ministries (Peace and Justice, and Care and Wellness)
- Community Center (summer camps, classes, campus catering, evening and weekend league play)
- Faith Formation (religious instruction, sacramental prep, retreats, etc.)
- Parish Operation (finance, maintenance, utilities, and daily operations)

The Church budget totals $5,514,002. The following chart presents the various income sources and their relative impact:

### Church Income Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offertory</td>
<td>65%</td>
</tr>
<tr>
<td>Program Fees</td>
<td>18%</td>
</tr>
<tr>
<td>Capital Income</td>
<td>-1%</td>
</tr>
<tr>
<td>Transfers from Savings</td>
<td>5%</td>
</tr>
<tr>
<td>National Collections</td>
<td>2%</td>
</tr>
<tr>
<td>Donations</td>
<td>3%</td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>1%</td>
</tr>
<tr>
<td>Priest Welfare &amp; Retirement</td>
<td>1%</td>
</tr>
<tr>
<td>Sales Tax Refunds</td>
<td>1%</td>
</tr>
<tr>
<td>Misc. Other</td>
<td>1%</td>
</tr>
<tr>
<td>Program Fees</td>
<td>18%</td>
</tr>
<tr>
<td>Offertory</td>
<td>65%</td>
</tr>
</tbody>
</table>

### Church Expense Sources

The corresponding Church Expense of $5,497,792 with an additional $16,210 remaining in the checking account. Details are as follow:

<table>
<thead>
<tr>
<th>Expense Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor, Wages &amp; Benefits</td>
<td>33%</td>
</tr>
<tr>
<td>Utilities and Regular Day-to-Day Maintenance</td>
<td>9%</td>
</tr>
<tr>
<td>Mortgage Payments (Phase V)</td>
<td>16%</td>
</tr>
<tr>
<td>Assessments and School Tithes (Cathedraticum, priest retirement, Cardinal Gibbons)</td>
<td>4%</td>
</tr>
<tr>
<td>Transfers to Savings (maintenance reserve, HSA, scouts, other surpluses)</td>
<td>3%</td>
</tr>
<tr>
<td>Operations/Office (phone system, printers, office supplies, postage, etc.)</td>
<td>10%</td>
</tr>
<tr>
<td>Parish Life (care and wellness support, community center programs and catering)</td>
<td>3%</td>
</tr>
<tr>
<td>Capital Expenditures (capital maintenance and repairs)</td>
<td>5%</td>
</tr>
<tr>
<td>Peace and Justice (social outreach and support funded by 10% offertory tithe)</td>
<td>3%</td>
</tr>
<tr>
<td>Faith Formation (religious education, sacramental prep, retreats)</td>
<td>1%</td>
</tr>
<tr>
<td>Worship</td>
<td>1%</td>
</tr>
<tr>
<td>Misc. Other (sales taxes, admin, etc.)</td>
<td>4%</td>
</tr>
</tbody>
</table>
Looking at the details of the Church expense structure, the largest element (35%) is related to Staff Wages and benefits. Staffing allocations are as follows:

The Assessments and our Tithes to Peace & Justice and Tuition Assistance are our largest commitments of Offertory income. The commitments are as follows:

As you can see from the preceding charts, Offertory is the primary funding source of the Church and its ministries and is the critical funding source enabling us to continue to provide the levels of service and support to our community. The following is a view of Offertory allocations after all the other income sources have been applied:

### Church Staff Allocations

- **Liturgy, including Friars**: 20% of Staff Wages and benefits
- **Communications, Strategy, Stewardship**: 16%
- **Parish Life & Community Center**: 13%
- **Operations, Finance, Maintenance**: 26%
- **Faith Formation, Play & Pray**: 19%

Total Staff Allocations: $1,904,181

### Offertory Based Assessments and Tithes

Based upon prior year’s Offertory:
- **Priest Welfare & Retirement**: 14%
- **Cathedraticum**: 21%
- **CGHS Support**: 3%
- **Tithe - Tuition Assistance**: 31%
- **Tithe - Peace & Justice**: 31%

Total of $1,146,809 after $132,932 Diocesan COVID relief

### Church Offertory Allocations

<table>
<thead>
<tr>
<th>Offertory Allocations</th>
<th>Total Expenses</th>
<th>Other Income Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liturgy, including Friars</td>
<td>$349,216.03</td>
<td>$83,798.41 (9%)</td>
</tr>
<tr>
<td>Operations, Finance, Maintenance</td>
<td>$1,223,190.75</td>
<td>$779,401.15 (39%)</td>
</tr>
<tr>
<td>Faith Formation, Play &amp; Pray</td>
<td>$276,961.68</td>
<td>$244,509.65 (7%)</td>
</tr>
<tr>
<td>Parish Life &amp; Community Center</td>
<td>$196,085.24</td>
<td>$403,855.11 (5%)</td>
</tr>
<tr>
<td>Tithe to Peace &amp; Justice</td>
<td>$362,478.62</td>
<td>$16,622.67 (10%)</td>
</tr>
<tr>
<td>Tithe to Education</td>
<td>$360,000.00</td>
<td>$0.00 (10%)</td>
</tr>
<tr>
<td>Communications, Strategy, Stewardship</td>
<td>$361,011.43</td>
<td>$20,242.50 (10%)</td>
</tr>
<tr>
<td>Mortgages</td>
<td>$215,796.75</td>
<td>$177,838.92 (6%)</td>
</tr>
<tr>
<td>Assessments</td>
<td>$395,782.84</td>
<td>$31,036.33 (11%)</td>
</tr>
</tbody>
</table>

Total Offertory Allocations: $3,740,523.34

After $5,497,792.08, Other Income Sources: $1,757,268.74

Total: $3,598,716
The TFS budget starts off with an assumption for the number of students which will be enrolled during the budget year. The budget for the 2019-2020 was built around the expectation of 633 students. The TFS budget covers the following:

- Day to day operation of the school (salaries, supplies, textbooks, staff development, educational programs)
- Support and oversight of the Home and School Association (HSA)
- Special programs (Athletics, Music, Drama, Clubs, National Honor Society, etc.)
- Maintenance and upkeep of 10 structures
- Mortgage payments
- Shared infrastructure and campus expenses

The TFS budget totals $6,258,551. The following chart presents the various income sources and their relative impact:

### TFS Income Sources
- 74% Tuition
- 6% Program Fees (registrations, applications, technology, athletic, etc.)
- 1% Capital Income (gains from endowments, interest on savings, contributions to endowments)
- 3% Transfers from Savings (primarily with draws from maintenance reserves)
- 6% Parish / Diocese investment (tith for tuition assistance and GWOC grant from Diocese)
- 4% Auxiliary Services (cafeteria, student activities, extended day programs)
- 4% Special Projects (Home and School Association fundraising)
- 2% Misc. Other
  - o Sales Tax Refunds (reimbursement from the state of North Carolina)
  - o Exchange Income
  - o Gifts
  - o Grants

### TFS Expense Sources
The corresponding TFS Expense of $6,212,056 with an additional $46,495 remaining in the checking account. Details are as follows:
- 66% Labor, Wages, and Benefits (staff, teachers, teacher assistants)
- 6% Plant: Utilities and Regular Day-to-day Maintenance
- 7% Mortgage & Internal Loan Payments (Siena and phase V allocation)
- 4% Transfers to Savings (maintenance reserve, HSA end of year surplus, other surpluses)
- 5% Operations/ Office (phones, printers, office supplies, student IT equipment and supplies, postage)
- 3% Capital Expenditures (capital maintenance and repairs)
- 2% Instructional Materials (text books, testing materials, classroom supplies, etc.)
- 2% Auxiliary Services (cafeteria, student activities extended day programs)
- 4% Special Projects/Development (HSA programs and expenses, marketing / development)
- 1% Misc. Other (sales taxes, media center, internal loan payments)

### TFS Labor Allocations

The Plant portion of the budget, which makes up 11% of the TFS budget, totals $679,721 and includes the following:
- 30% Utilities (electric, gas, water, phone, waste removal, internet)
- 34% Cleaning (cleaning service and supplies)
- 10% IT (technology support, software, maintenance)
- 8% Property and Liability Insurance
- 7% Landscaping
- 2% HVAC Service Contract and Repairs
- 2% Elevator Service Contract and Repairs
- 7% General Maintenance and Repairs (inspections, plumbing, electric, carpentry, paint, irrigation repairs, roofs, floors, etc.)

Mortgage and Internal Loan payments make up 7% of the budget for a total of $508,453.

- $400,081 Siena Mortgage
- $75,000 Phase V allocation
- $33,372 Internal Loan

At The Franciscan School, we are dedicated to developing life-long leaders in grades K-8, as we incorporate faith into their education. We offer a Catholic education grounded in academic rigor, service to others and dedication to our faith.

- Mike Watson, TFS Principal
The Preschool starts off with an assumption for the number of students which are projected to be enrolled during the fiscal year. The budget for the 2019-2020 was built around the expectation of 180 students. The Preschool covers the following:

- Day-to-day operation of the school (salaries, supplies, staff development, educational programs)
- Support and oversight of the Preschool Advisory Council (PAC)
- Special programs (Spanish, music, summer camps, etc.)
- Maintenance and upkeep of 2 structures
- Shared infrastructure and campus expenses

The Preschool budget totals $871,368. The following chart presents the various income sources and their relative impact:

### Preschool Income Sources
- 73% Tuition
- 9% Program Fees (registrations and applications)
- 2% Grants
- 1% Capital Income (gains from endowments, interest on savings, contributions to endowments)
- 9% Transfers from Savings
- 2% Parish / Diocese investment (tithe for tuition assistance)
- 5% Special Projects (summer camps and preschool advisory council fundraising)
- 1% Misc. (gifts, sales tax refunds, exchange income)

### Preschool Expense Sources
Preschool Expenses totaled $853,246 with an additional $18,122 remaining in the checking account. Details are as follows:

- 72% Labor, Wages, and Benefits (staff, teachers, teacher assistants)
- 8% Plant: Utilities and Regular Day-to-day Maintenance
- 17% Transfers to Savings (maintenance reserve, general and designated savings, and interests on savings)
- 1% Operations/ Office (printers, office supplies, postage)
- 1% Instructional Materials (books, classroom supplies, etc.)
- 1% Misc. Other (auxiliary services, special projects, sales taxes, media center, capital expense)

### Preschool Labor Allocations
- Administration, 1
- Staff, 2
- ITA's, 11
- Teachers, 8

The Plant portion if the budget, which makes up 6% of the Preschool budget, totals $55,597 and includes the following:

- 34% Utilities (electric, gas, water)
- 33% Cleaning (cleaning service)
- 27% Property and Liability Insurance
- 6% Maintenance and Fire/Safety Monitoring

(monitoring, test, inspections, repairs, plumbing, electric, carpentry, paint, etc.)

Our program continues to be committed to helping children grow spiritually, socially, emotionally, intellectually, and physically. We encourage kindness and empathy through our etiquette program and ensure that our students are academically ready for lifelong learning.

- Heidi Hobler, Director St. Francis Preschool
The Columbarium budget starts off with an assumption of two niche sales per month with the expectation of 24 sales for the year. The Columbarium covers the following:

- Purchase of urns
- Inscriptions of names and dates on the stone surfaces
- Contributions to the endowment for perpetual care
- Maintenance and landscaping of the Memorial Garden area
- Planning for future expansion

We had a healthy operating surplus. However, we had significant investment losses in the Endowment. The net result is a small positive net total.

**Columbarium Income**

Net expenses after market losses were $38, resulting in a Net Total of $6,337 remaining in the checking account.

The Columbarium expenses and overall net total appear a bit confusing in light of the impact of the market losses on the Endowment for Perpetual Care and Future Expansion as significant to the Columbarium’s budget. The losses together with the $43,330 spent for preliminary designs for an expansion of the Columbarium negated most of the Niche sales income, leaving a year end Net Total of $6,337.34.

As Catholics, we believe that Baptism is our birth into the life, death, and resurrection of Jesus; the Eucharist is our meal for life’s journey. Our Memorial Garden reminds us of this mystery. We are travelers passing through, incorporated into the body of Christ, one day to be united with him and with those we love who have gone before us.
Join us for Mass and Reconciliation

Daily Mass 10am

Daily Mass is held Mon., Tues., Thur., and Fri. in the church.

Wednesdays are reserved for TFS and Preschool Mass.

All pandemic protocols are followed. No signups are required.

Weekend Masses

Up to 200 people are welcome to attend the Sat. 5:30pm, Sun. 9:30am, and Sun. 5:30pm Masses. To sign up, visit our website at 12 noon the Wednesday prior.

Sacrament of Reconciliation

Celebrate the Sacrament of Reconciliation from 4:00 to 4:45pm on Saturdays in the church. All health and safety protocols will be followed but we will NOT be recording names of those who join.

St. Francis of Assisi Preschool

Accepting Applications ages 2 - 5 years

A faith filled environment which nurtures kindness, compassion, and creativity for our future generations

www.preschoolatstfrancis.com

RCIA

Continuing your faith journey in our community Contact Jennifer.fiduccia@stfrancisraleigh.org

“FROM A PARISH PRIEST”

A collection of Fr. Steve K’s poems, many never having been in the bulletin, is now available on Amazon.

Profits go to support St. Francis of Assisi parish.


You don’t have to go through difficult times alone. Our Stephen Ministers are there to care. To find out more talk with Kathleen Owen at kathleen.owen@stfrancisraleigh.org