

## Pastor's Note

Dear Parishioners,

Today I share with you a finance report of the fiscal year July 1st, 2020, to June 30th, 2021. I encourage you to look at it attentively. I wanted to share it with you sooner, but because of the reasons I explain below, it took me some extra time.

I started my ministry as your pastor at St. Cletus Parish on July 1st, 2021, after spending 9 years as a member of the faculty of Mundelein Seminary / University of St. Mary of the Lake where I assisted with the formation of priests. As we all know, when we move from one place to another or from one responsibility to another, there is a need for extra time to adjust to the new reality. As I started to embrace my role as your pastor, I learned that our Parish needed a new Parish Finance Council.

After prayer, discernment, and consultation, I started to reach out and personally asked some members of our parish to consider serving as a member of the new Parish Finance Council. This process itself required some extra time. But as you have been informed previously, I am pleased to share with you that now our parish has a wonderful, dedicated, and caring Parish Finance Council. We held our first meeting on October 20th, 2021, and since then we have been meeting faithfully every month.

Then, I learned that our parish would need a new business manager. With the help and guidance of the Archdiocese we were able to interview and hire Mr. James Dion as our new Business Manager effective November 29th, 2021. I am pleased to let you know that James is a man of deep faith and integrity. He is excellent at what he does. He pays attention to details. He really cares about the financial wellbeing of our parish.

Recalling my time of being pastor previously (2006-12), I needed to study, understand, and process the finance report with the Parish Finance Council and Business Manager before sharing it with you. As we engaged and reviewed the 2020-21 financial report, we became aware that we currently owe to the Archdiocese \$675,000.00 which has to do with "To Teach Who Christ Is" fundraising campaign. This finding led us to pause, ask, and look for information. We reached out to the Archdiocese and held extra meetings with them. They confirmed our finding and gave us copies of written documents of agreements between the Archdiocese and our previous pastor.

Back on June 12, 2016, through the parish bulletin Fr. Robert Clark shared the following message with you.

*After the first of next year the plan will be for us to participate in the required Diocesan Capital Campaign entitled "To Teach Who Christ Is" This campaign was designed by the Archdiocese to support educational advancement within the Archdiocese for Schools, Religious Education, and other educational programs. The other part of this campaign is designed to support customized projects or needs within our own parish. This campaign is structured so that for every dollar pledged by the parishioners 60% will be set aside for our needs and 40% goes to support Archdiocesan educational advancement. St. Cletus will begin asking for individual pledges starting after the first of the year 2017. The main goal of "To Teach Who Christ Is" for St. Cletus parish will be to obtain funds to repay our loan from the Archdiocese and any additional finishings that may be needed for our New Parish Center.*

Since now our parish has an active Parish Finance Council and an excellent Business Manager, I already feel we have been making progress in using your contributions wisely and responsibly. This practice is already being observed by all Parish Staff members. God wants us to be good stewards with His blessings and your generosity.

I will continue to work closely with the Archdiocese regarding the debt. Whenever I have some updates, I will be happy to share them with you.

Please accept my heartfelt gratitude for the love you have for St. Cletus Parish and for your outpouring of generosity. I admire your dedication and witness. I pray that our good and gracious Lord will continue to bless you abundantly.

Fr. Elmer Romero  
Pastor

**St. Cletus Parish**  
**Statement of Revenue and Expenses**  
**Twelve Months Ended June 2021 and 2020**

	<u>2021</u>	<u>2020</u>
<b><u>Church Revenue</u></b>		
Sunday & Holy Day collections	\$ 1,093,623	\$ 1,179,463
Christmas collections	207,361	202,862
Easter collections	107,684	105,538
Tuition & fees ( Religious Education)	47,248	83,956
Net Auxiliary groups' revenue	97,499	103,407
Archdiocesan and Other Special Collections	18,015	95,901
Fundraising-Be our light, maintenance fund; Lucky Leaf raffle	128,426	122,058
Sacramental, mass intentions, flowers, misc. donations	48,782	-
<b>Total Church Revenue</b>	<b>\$ 1,748,638</b>	<b>\$ 1,893,185</b>
<b><u>Church Expenses</u></b>		
Salaries & benefits	\$ 889,872	\$ 908,633
Religious Ed Books/supplies/liturgical materials	50,017	76,244
Administrative/professional services/technology, credit card processing	70,018	57,823
Utilities	61,275	63,063
Building Maintenance repairs & supplies	57,319	96,370
Archdiocesan assessments/PRMAA assessments	230,141	240,300
Property & vehicle insurance	49,856	42,860
Archdiocesan and Other Special Collections	11,879	14,365
Misc., Meals/hospitality, vehicle, gifts/donations, advertising	177,185	144,124
<b>Total Church Expenses</b>	<b>\$ 1,597,562</b>	<b>\$ 1,643,782</b>
<b>Church Net Surplus</b>	<b>\$ 151,076</b>	<b>\$ 249,403</b>
<b><u>School Revenue</u></b>		
Tuition & fees	\$ 1,655,945	\$ 2,074,125
Fundraising events	141,954	187,174
Donations and Empower IL tuition grants outside funding	45,571	8,463
<b>Total School Revenue</b>	<b>\$ 1,843,470</b>	<b>\$ 2,269,762</b>
<b><u>School Expenses</u></b>		
Salaries & benefits	\$ 1,515,379	\$ 2,093,871
Materials, books. Instructional, technology, admin	174,789	128,719
Maintenance & repairs	131,424	130,539
Utilities	87,898	96,043
Property Insurance / OCS Assessment	77,712	69,101
Other Expenses- Athletics, FSA, fees, meetings, marketing	28,095	24,058
<b>Total School Expense</b>	<b>\$ 2,015,297</b>	<b>\$ 2,542,331</b>
<b>Parish Support to School</b>	<b>\$ (171,827)</b>	<b>\$ (272,569)</b>
<b>PARISH OPERATING (DEFICIT)/SURPLUS</b>	<b>\$ (20,751)</b>	<b>\$ (23,166)</b>
<b><u>Other Revenue</u></b>		
Building Fund Campaign Revenue Collections and interest earned	\$ 87,376	\$ 148,540
Interest Income	746	1,253
Unrealized gains from parish investment	82,173	3,062
Unrealized gains from school endowment investment	133,768	(5,164)
Parish PPP Loan forgiven	190,320	-
School PPP Loan forgiven	361,065	-
School Memorial donations	7,660	-
<b>Total Other Revenue</b>	<b>\$ 863,108</b>	<b>\$ 147,691</b>
<b><u>Other Expenses</u></b>		
Building Fund Expense (Credit card fees)	\$ 964	\$ 1,652
Parish Center Capital Loan interest expense	4,402	6,939
<b>Total Other Expenses</b>	<b>\$ 5,366</b>	<b>\$ 8,591</b>
<b>Net Other Income</b>	<b>\$ 857,742</b>	<b>\$ 139,100</b>
<b>NET PARISH INCOME</b>	<b>\$ 836,991</b>	<b>\$ 115,934</b>

**St. Cletus Parish  
Balance Sheets  
June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
<b>Assets</b>		
Parish Checking/Payroll Bank Accounts	\$ 877,078	\$ 600,314
Parish Savings Accounts at Archdiocesan Bank (2)	9,058	3,712
Parish "To Teach Who Christ Is" Account at Archdiocesan Bank (8)	24,806	18,670
Parish Organizations-Auxiliary Group Accounts	327,851	230,654
Prepaid Deposit/Prepaid Expenses	2,270	5,295
Restricted School Endowment investments (1) (3)	507,507	373,739
Unrestricted Parish investments at market value (2), (4)	396,413	317,104
Restricted Parish Center Building Campaign Fund Accounts (1) (5)	<u>4,225</u>	<u>48,991</u>
<b>Total Assets</b>	<b><u>\$ 2,149,208</u></b>	<b><u>\$ 1,598,479</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
Accounts payable and Accrued Expenses	\$ 72,370	\$ 58,629
Tuition deposits	33,832	16,313
Parish and School PPP Loan Proceeds (6)	361,065	551,385
Parish Center Building Capital Loan Payable (7)	<u>-</u>	<u>127,204</u>
<b>Total Liabilities</b>	<b><u>\$ 467,267</u></b>	<b><u>\$ 753,531</u></b>
<b>Total Net Assets</b>	<b><u>\$1,681,941</u></b>	<b><u>\$844,948</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 2,149,208</u></b>	<b><u>\$ 1,598,479</u></b>

(1) - Restricted funds are not available for general parish operations.

(2) - 2021 change in balance from 2020 column includes \$11,482 of stock and misc. donation deposit  
The fixed income investment was closed, \$2,864 transferred the Archdiocese bank savings account  
Online offertory deposits \$8,450 and interest \$168

(3) - 2021 change in balance from 2020 column includes \$133,768 gain in school endowment investment.

(4) - 2021 change in balance from 2020 column includes \$82,173 gain in parish investments  
and fixed income investment closed (\$2,864) funds transferred to the Archdiocese bank account

(5) - 2021 change in balance from 2020 column includes interest and pledge deposits \$87,376;  
\$428 donations deposited into parish bank account not transferred to campaign bank account;  
distributions of (\$964) towards the credit card fees; (\$4,402) loan interest; (\$127,204) payment  
toward principal on the Parish Center Capital Loan.

(6) - Paycheck Protection Program (PPP) loan received in April 2020.

PPP is a program administered by the Small Business Administration to help small enterprises keep workers on payroll during the COVID pandemic. First draw PPP loans can be used to help fund payroll costs and may also be used to pay mortgage interest, rent, and utilities. The loans may be forgiven if employee retention criteria are met and the funds are used for eligible expenses. Loan forgiveness was granted to the Parish in March 2021 (\$190,320) and to the School in April 2021 (\$361,065). In February 2021 the School received a 2nd PPP draw of \$361,065.

(7) - As of June 30, 2021 the Parish Center Building Capital loan has been **PAID IN FULL**.  
Payments of (\$127,204) have been made to pay down the principal & interest due.

(8) - Obligation to the Archdiocese Related to the To Teach Who Christ Is campaign  
See the Message from the Parish Finance Council concerning this Parish obligation.

## **Summary of the Parish Financial Report Year Ended June 30, 2021**

- **Parish Center Loan.** Good news! In June of 2017 the original loan amount for the Parish Center was \$788,189. Thanks to your continued generous pledge commitments and donations, the capital loan is now **PAID IN FULL!** The generous spirit of the Parish has added such a beautiful and useful space for years to come. Thank you for all donations that made this possible.
- **“To Teach Who Christ Is” Debt.** While the Parish Center Loan has been paid off, the Parish continues to owe an obligation of \$675,000 to the Archdiocese as a result of the “To Teach Who Christ Is” fundraising campaign. This debt is explained in more detail in the Message from the Finance Council.
- **Collections.** The combined Sunday and holy day collections decreased for the year by \$85,840, while Christmas and Easter collections increased by \$6,645 from the prior year. The re-opening, increased participation of the online giving option, and mail-in with the mail-in contributions have helped tremendously to minimize the decrease. Thank you for your continued generosity.
- **Parish Fundraising.** Although the Fall Fest/Carnival was cancelled, other fundraising efforts continued. The Lucky Leaf raffle was a success, generating \$50,800 profit. In November 2020 we asked you to “Be our Light,” and we received a generous \$59,300 to help offset the decrease in weekly Sunday contributions and sustain our budgetary goals. Maintenance Fund donations added another \$18,300.
- **School Fundraising.** Parish family participation contributed \$141,950 toward school fund raising revenue. A Virtual Auction “Cardinal Castaway” netted an amazing profit of \$70,600. The Cardinal Raffle raised \$29,400. The Shop w/scrip program donated \$15,060, the Annual fund over \$9,000, and Virtual Comedy Night and bingo \$8,950. Another \$8,900 came from book fair profits, book sales and miscellaneous donations. District 105 awarded grants in the amount of \$14,525 to offset COVID-related expenses and staff professional development expenses. Thank you for your continued participation and support.
- **Net Operating Loss.** The Parish finished the June 30, 2021, fiscal year with an operating loss (the shaded line of the Statement of Revenue and Expense) of \$20,751.
- **Investment Gains.** The Parish’s investment accounts had a net unrealized gain of \$82,173. The School’s investment account had a net unrealized gain of \$133,768. Because investment gains and losses are not part of the Parish’s/School’s normal operations, they are not considered in determining the parish’s/school’s operating income but rather considered Other Revenue.

### **Parish Data:**

Registered families: 2,452

Baptisms: 67

Marriages: 5

Funerals: 79

School Enrollment: 287 Pre-K- 8<sup>th</sup> grade

Religious Education: 360 (Virtual e-learning)

Communions and Confirmations: 227

Please use this email [finance@stcletusparish.com](mailto:finance@stcletusparish.com) or call the rectory 708-352-6209 with any questions.

## **Message from the Parish Finance Council**

Dear Fellow St. Cletus Parishioners,

A new parish Finance Council was formed and first met Oct. 20, 2021. Based on available records, the previous Finance Council last met about three years ago. The Finance Council is a consultative body whose purpose is to advise the pastor and assist him with his financial responsibilities. The new Council members are committed to understanding the state of the parish's finances so that we can work with Fr. Elmer Romero and the parish staff to understand the parish's needs and help form long-range plans to ensure that the parish can meet its responsibilities.

We encourage you to take a look at the Balance Sheets, Statement of Revenue and Expenses, and Summary of the Parish Financial Report for the last fiscal year. In a year marked by the ongoing COVID pandemic, reduced collections were only partially offset by some reduced expenses, resulting in a net operating loss of \$20,751. As always, your continued generosity is necessary to meet the Parish's operating expenses, fund necessary maintenance and repairs, and support parish ministries and school and religious education programs.

As we began looking at the parish's finances, one aspect that was unexpected for all of us (including Fr. Romero) was the existence of a substantial debt that the parish owes to the Archdiocese of Chicago. We have learned that this debt stems from an Archdiocesan fundraising campaign initiated in 2013 by Cardinal George. The campaign was entitled "To Teach Who Christ Is" (TTWCI), and is described on the Archdiocese website:

*The primary goal of the campaign was ensuring parishes in the Archdiocese are strong and vibrant communities of faith. Every parish in the Archdiocese participated in the campaign. Parishes retained 60 percent of all funds they raised for local needs and shared the remaining 40 percent with other parishes and ministries throughout the Archdiocese.*

As part of the TTWCI campaign St. Cletus was originally expected to contribute \$862,000 to the Archdiocese (40% of a fundraising goal of \$2,155,000). A 2017 agreement with the Archdiocese reduced St. Cletus's commitment to \$750,000. This amount was supposed to have been paid in five annual installments of \$150,000, beginning in January 2018. We have learned that this commitment was not met. Although the parish made a single payment of \$75,000 in October 2018, the balance of \$675,000 remains owed to the Archdiocese. Fr. Romero (with the support of the Finance Council) has begun working with Archdiocesan representatives to develop a revised payment schedule. Also, we are waiting for Archdiocesan guidance on how/where this obligation should be annotated on our balance sheets.

More information will follow as we strive to keep you informed. We ask for your continued support and prayers.

Thank you,  
The St. Cletus Parish Finance Council

Jonathan Andrews  
Michael Burns  
Rick Chlapecka

Doug Morrissey  
Patty Morrissey  
Bob Persa

Tom Reisel  
Adriana Varela  
John Vincent



**TO TEACH WHO CHRIST IS**

*A Campaign for Catholic Education and Faith Formation*

**Memorandum of Understanding**

**Between**

Vicar General, Archdiocese of Chicago

**And**

Pastor Rev. Robert J. Clark

Parish St. Cletus Parish

Address 600 W. 55<sup>th</sup> St. La Grange, IL 60525

Phone 708-352-6209

**Purpose and Scope**

In acknowledgment of St. Cletus' approval to conduct an Independent Parish Campaign in conjunction with the *To Teach Who Christ Is* capital campaign of the Archdiocese of Chicago, St Cletus pledges the parish share (40%, or \$862,000) of the campaign goal of \$2,155,000. On May 22, 2017, Father Ron Hicks, Vicar General, approved a reduction in the parish share for St. Cletus to \$750,000 over ~~three~~ years.

*Five y.c.*

All funds previously collected for *To Teach Who Christ Is* will be placed in the parish's account. The parish pledge will be paid according to the following payment schedule:

1. By 1-15-2018 = 20% of goal amount: \$ 150,000
2. By 1-15-2019 = 20% of goal amount: \$ 150,000
3. By 1-15-2020 = 20% of goal amount: \$ 150,000
4. By 1-15-2021 = 20% of goal amount: \$ 150,000
5. By 1-15-~~2021~~ = 20% of goal amount: \$ 150,000

*2022 y.c.*

**Agreed and Signed**

Pastor Rev Robert J Clark

Date 6-12-17

Finance Council Chair \_\_\_\_\_

Date \_\_\_\_\_

Regional Vicar J. Daniel R. Manz

Date 6/27/17

Vicar General Raymond R. Hicks

Date 6-19-17