

Dear Pastors and Finance Personnel:

In connection with preparing your 2025-26 Parish Budget, attached are the following documents:

- Parish Budget Guidelines
- Parish Budget Certification Form
- 2025-26 Insurance Rate breakdown

Please note the following important updates included in the 2025-26 Guidelines:

- The salary base for priests will increase to \$2,450 per month plus \$10 multiplied by each priest's ordination anniversary.
- Mileage outside of the ordinary acceptable assignment can be reimbursed at \$.70 a mile (IRS 2025 standard mileage rate)
- The Workers Compensation rates are \$3.18 per \$100 high risk and \$.46 per \$100 for low risk.
- Catholic Mutual Property and Liability insurance premiums are anticipated to increase by 7%, but the change could be primarily driven by property valuations due to inflation in the construction market. Any changes in property status such as buying or selling need to be reported to Catholic Mutual.
- Please use the Capital Improvement Form for all projects anticipated to reach or exceed \$15,000 in cost. Monies you receive for capital projects that are also approved by our Finance Advisory Committee (FAC) will be excluded 100% from your church's Advancing Missionary Discipleship (AMD) assessment calculation. Please include completion report with your submission.

Once your budget is approved by the parish Finance Council, your Pastor will need to sign and date the Certificate. Please also attach a hard copy of your budget details to the Certificate so that we can compare your details to the system reported amounts.

FORMS NEED TO BE IN OUR OFFICE NO LATER THAN JUNE 27, 2025.

Don't hesitate to contact the Finance Office with any questions.

2025-26 PARISH BUDGET GUIDELINES

INTRODUCTION

Please read all guidelines before completing your budget. These budget guidelines are to help you in preparing your 2025-26 Budget Certification Form.

Every Parish and Mission **MUST** complete the form(s).

Prepare your budget using all accounts and sub accounts you use to record the revenue and expense activity within your parish books.

ALL FORMS (Budget Certification, Capital Projects Report, and explanation of budget deficit) **ARE DUE TO THE DIOCESE no later than JUNE 27, 2025.**

PLEASE MAIL BUDGET CERTIFICATION REPORT WITH ORIGINAL SIGNATURES.

Also print and attach a copy of the Detailed Budget Report from your system

TO:

DIOCESE OF PUEBLO
FINANCE OFFICE
101 N. GREENWOOD ST.
PUEBLO, CO 81003-3164
ATTN: FINANCE

**PLEASE KEEP A COPY FOR YOUR RECORDS. WE REQUIRE THAT
YOU KEEP BUDGETS ON FILE FOR 3 YEARS.**

2025-26 PARISH BUDGET GUIDELINES

2025-26 Budget Form:

CERTIFICATION

Top of page.

Indicate the name of Parish or Mission and the city location.

Line 1 - Total Income:

This line will be the **TOTAL PROJECTED INCOME.**

Line 2 -Total Expenses:

This line will be the **TOTAL EXPECTED EXPENSES.**

Line 3 - Net Income (Deficit):

The difference between lines 1 and 2. If anticipating a *deficit*, a full explanation of

a) why there is a deficit, b) where you will get the funds to fill the gap, and

c) how you intend to address the problem, is required.

Line 4 - Capital Improvement:

If the parish is planning any capital improvements exceeding \$15,000, place a check mark on the "Request Capital Improvement" line and fill in the dollar amount. Follow the same procedure if the parish is planning multiple projects which will exceed \$15,000 in total. Line 4 should agree to the total on the accompanying Capital Budget Form.

Capital improvements exceeding \$15,000 will also need to be presented to the Diocese Financial Advisory Committee (FAC) by completing and submitting the Project Summary Sheet which can be found on our properties home page. Contact Dennis DeYoung at ddeyoung@dioceseofpueblo.org or by phone at 719 544 9861 ext. 1141.

Please note the deadline for submitting your project for approval to be included on the FAC agenda must be submitted by the last working day of the month. FAC meets the second Tuesday of the month excluding July and August.

Line 5 - AMD Shortfall:

If you have an outstanding old debt for 2024 AMD cycle and for any earlier DMF campaign, please enter that amount here. Also include within your budget the amount to be paid in the 2025-26 fiscal year toward old debt. Regular monthly payments should be established based on a reasonable amount the parish can afford.

As a reminder, if you meet your 2024-25 AMD obligation as of June 30, 2025, we will continue to "forgive" 10% of any old debt (e.g., 2023 AMD/DMF and earlier).

2025-26 PARISH BUDGET GUIDELINES

Line 6 - Parish Council and Parish Finance Committee.

Indicate whether the budget has been approved by both the Parish Council and Parish Finance Committee.

Pastor Signature:

The Pastor must sign and date the 2025-26 Budget Certification Form.

Contact Person:

Please print the name of the person preparing the budget and able to answer any questions the Diocesan Finance Office may have. Provide the telephone number(s) and email address where the individual may be reached.

PROJECTED INCOME.

Report amounts only in those accounts that are applicable to the parish or mission.

Do not include Mass intentions monies as part of your projected income. Intentions are to be recognized as a liability by the parish, payable to either the priest (one \$10 intention per day allowed to each priest offering a Mass) or to the Office of Vocations (for additional Mass intentions offered by the same priest on the same day).

PROJECTED EXPENSES.

- 1. Priest Base Salary:** The 2025-26 monthly base salary is \$2,450, plus \$10 multiplied by each priest's ordination anniversary.

Priest Food Allowance: Priests receive a negotiable amount as food allowance. The total should not exceed \$450 per month. If another method is chosen (i.e., the Parish is providing rectory food) then the actual cash food allowance should be reduced.

Priest Auto Allowance: Priests also receive an auto allowance not to exceed \$275 per month for auto expense. The Priest is responsible for the purchase and insurance coverage of his own vehicle. The cash car allowance is intended to cover ordinary maintenance, gas, and mileage within the Priest's assignment. Mileage outside the ordinary acceptable assignment can be reimbursed at .70 a mile (IRS 2025 standard mileage rate). How this applies to mission travel is negotiable. Additional travel outside the ordinary ministry boundaries should be reimbursed by the appropriate entities for which the priest is visiting.

Priest Housing Allowance: The Parish of assignment is responsible for providing housing for its Priest(s), either in a parish rectory or other suitable accommodations. If residing in the rectory, the parish is to cover all needs of the rectory - such as utilities, insurance, repairs and maintenance (including mowing, pest control, etc.). No housing allowance is paid in this instance.

2025-26 PARISH BUDGET GUIDELINES

If, however, the Priest owns his own living accommodations, a suitable housing allowance will be provided by the Parish - the amount of which is agreeable to the Parish and is reasonable for the area as well as the current financial climate.

Priest Taxation: For taxation purposes, Priests are labeled "Dual Status Taxpayers". Therefore, the employer does not withhold for or pay any FICA and Medicare taxes on his behalf. Priests are considered self-employed for FICA and Medicare taxes and are responsible for paying them on IRS Schedule SE when filing their individual income taxes.

The following wages are subject to State and Federal Tax and are therefore reported on each Priest's W-2:

- Salary
- Food allowance
- Auto allowance
- Mass stipends/Other sacramental fees

Housing allowance is non-taxable for State and Federal income tax and is therefore not reported in Box 1 of their W-2 (however, do report any housing allowance paid in Box 14 of their W-2).

The IRS prohibits employers from also issuing a 1099-NEC to employees. Therefore, Priests should only receive a 1099-NEC from other parishes compensating them for performing various sacramental rites as a substitute or back-up at that parish. This would include stole fees and Mass intention monies received.

2. **Employer's FICA:** The rate is 7.65% (6.2% Social Security, 1.45% Medicare) which applies to all lay employees and deacons.
3. **Property and Liability Insurance Premium:** At this point we anticipate an increase of 7% for 2025-26. The change in price will be primarily driven by property valuations due to inflation in the construction market.
4. **Workers' Compensation:** The current 2025 rates are \$3.18 high risk and \$0.46 low risk per \$100.

2025-26 PARISH BUDGET GUIDELINES

5. **Health, Dental, and Vision:** In addition to the above insurance premiums paid by the parish, each Priest is also eligible to receive up to \$2,500 reimbursement from the parish for out of pocket medical expenses they incur (co-pay's, prescriptions, deductibles).
6. **Clergy Benefit Society Assessments:** All parishes are assessed 3.75% of their total offertory collections. CBS is payable monthly. Distribution to the Retirement Funds of Religious or other Extern Priests working within the Diocese is done by established agreement.
7. **403(b) Retirement- Employer Matching:** Although anyone can participate by having monies withheld from their regular paycheck, only lay persons and deacons who are 18 years of age are eligible to receive up to 3% employer matching on their gross wages after 1 year of service.

NAME OF PARISH/MISSION: _____ CITY: _____

2025-2026 BUDGET CERTIFICATION FORM

JULY 1, 2025 TO JUNE 30, 2026

SUMMARY

1. TOTAL INCOME \$ _____
2. TOTAL EXPENSES \$ _____
3. NET INCOME (DEFICIT) *Explain (Total Income minus Total Expenses) \$ _____
*If line 3 is a deficit, attach a page to explain:
a) Why there is shortfall
b) Where funds are coming from to fill the gap
c) What is being done to correct the problem
4. ☐ Check/input any Capital Improvements (page 2). \$ _____
5. ☐ Check and input any AMD/DMF Shortfall anticipated as of June 27, 2025.
a. Old Debt (2024 AMD and earlier DMF), if any \$ _____
6. This Budget has been approved by

Parish Council	{	}-Yes	{	}-No	{	}-No Parish Council.
Finance Committee	{	}-Yes	{	}-No	{	}-No Finance Committee.

SUBMITTED BY: _____ DATE: _____

Pastor's Signature

NAME OF CONTACT PERSON: _____

TELEPHONE NUMBER FOR CONTACT: { _____ }

DUE JUNE 27, 2025

2025-26 CAPITAL BUDGET FORM

PARISH/MISSION: _____

CITY: _____

CAPITAL IMPROVEMENT EXPENDITURES

List a summary of each project by location, description and estimated cost.

Please attach a detailed description for each project listed. Also please provide, in the detailed description, the source of funds to be used to finance the project(s).

Location	Project Title	Projected Cost
	EXPLAIN SOURCE OF FUNDS	

Total This Page \$ _____

If projects are submitted, please check Line 4, on **SUMMARY**.
Page 1 of **2025-26 Budget Certification Form**.

2025-26 CAPITAL BUDGET FORM

Important Dates to Remember

- ▶ Clergy Benefit Society (CBS) - **monthly expense**
 - Re-evaluated January 1st to reflect prior year statement of activity
 - New rates will go into effect on the July 1, 2025 invoice
- ▶ Parishsoft - **monthly expense**
 - Annual renewal was conducted in November 2024
 - New rates will go into effect on July 1, 2025 invoice
- ▶ Budgets - **due June 2025**
- ▶ Parkview Chaplain - **quarterly expense** (March, June, September, December)
- ▶ Workman's Compensation - **half due May 31, 2025, half due June 30, 2025**
 - Reports were due in **February**
- ▶ Property Tax Exemption - **due March 1, 2026**
- ▶ Payroll -
 - **December 1, 2025** - update employee information (address, phone numbers, etc.)
 - Order Tax Forms - **December 1, 2025**
 - 941 forms - **file quarterly** in accordance with the IRS deadlines
 - FAMLII - **file quarterly** in accordance with the State of Colorado
 - RETA/BAS - recording of hours due **monthly**
 - W-4 - please have employees review and change tax withholdings if needed

2025-26 CAPITAL BUDGET FORM

- ▶ September 30, 2025 - End of Year Financial report due to the Diocese, this report calculates your AMD for 2026-27 fiscal year.
- ▶ Special Events – special events insurance cost of \$95.00 for Catholic Mutual needs to be reimburse back to the Diocese of Pueblo per event with a copy of the event application

2025 Medical Base Plan

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$ 1,028.44	\$ 822.76	\$ 205.68
EE + Spouse	\$ 2,262.57	\$ 1,357.55	\$ 905.02
EE + Child(ren)	\$ 1,696.92	\$ 1,018.16	\$ 678.76
EE + Family	\$ 2,879.63	\$ 1,727.79	\$ 1,151.84

2025 Medical Buy-Up Option

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$1,096.50	\$ 877.20	\$ 219.30
EE + Spouse	\$2,412.29	\$ 1,447.37	\$ 964.92
EE + Child(ren)	\$ 1,809.22	\$ 1,085.54	\$ 723.68
EE + Family	\$ 3,070.20	\$1,842.12	\$ 1,228.08

2025 Dental Base Plan

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$ 45.40	\$ 36.32	\$ 9.08
EE + Spouse	\$ 78.20	\$ 46.92	\$ 31.28
EE + Child(ren)	\$ 86.84	\$ 52.10	\$ 34.74
EE + Family	\$ 122.80	\$ 73.68	\$ 49.12

2025 Dental Buy-Up Option

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$ 52.76	\$ 42.22	\$ 10.54
EE + Spouse	\$ 90.88	\$ 54.52	\$ 36.36
EE + Child(ren)	\$ 101.52	\$ 60.92	\$ 40.60
EE + Family	\$ 142.72	\$ 85.64	\$ 57.08

2025 Vision Base Plan

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$ 8.68	\$ 6.94	\$ 1.74
EE + Spouse	\$ 16.92	\$ 10.16	\$ 6.76
EE + Child(ren)	\$ 15.04	\$ 9.02	\$ 6.02
EE + Family	\$ 23.32	\$ 14.00	\$ 9.32

2025 Vision Buy-Up Option

Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$ 9.52	\$ 7.62	\$ 1.90
EE + Spouse	\$ 18.56	\$ 11.14	\$ 7.42
EE + Child(ren)	\$ 16.04	\$ 9.62	\$ 6.42
EE + Family	\$ 25.08	\$ 15.06	\$ 10.02