

Dear Pastors and Finance Personnel:

In connection with preparing your 2024-25 Parish Budget, attached are the following documents:

- Parish Budget Guidelines
- Parish Budget Certification Form
- 2024-25 Insurance Rate breakdown

Please note the following important updates included in the 2024-25 Guidelines:

- The salary base for priests will increase to \$2,400 per month plus \$10 multiplied by each priest's ordination anniversary.
- Mileage outside of the ordinary acceptable assignment can be reimbursed at \$.67 a mile (IRS 2024 standard mileage rate)
- The Workers Compensation rates are \$3.18 per \$100 high risk and \$.46 per \$100 for low risk.
- Health insurance has gone up 1.4%, but Dental, Vision and Life Insurance rates have stayed the same. The Health, Dental, & Vision for employees and dependents have changed to a 50/50 split. Please note we have changed our deductibles to \$2,500 or \$1,500 buy up.
- Catholic Mutual Property and Liability insurance premiums are anticipated to increase by 10%, but the change could be more primarily driven by property valuations due to inflation in the construction market. WE WILL NOT HAVE THIS NUMBER UNTIL LATER IN JUNE.
- 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.

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 28, 2024.

Don't hesitate to contact me with any questions.

Thank you,



Carrie Wills  
CFO Diocese of Pueblo

# 2024-25 PARISH BUDGET GUIDELINES

## INTRODUCTION

Please read all guidelines before completing your budget. These budget guidelines are to help you in preparing your 2024-25 Budget Certification Form.

Every Parish and Mission MUST complete the Form.

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 28, 2024.**

**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: CARRIE WILLS

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

# 2024-25 PARISH BUDGET GUIDELINES

## 2024-25 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](mailto:ddeyoung@dioceseofpueblo.org) or by phone at 719 544 9861 ext. 1141.

Please note the deadline to submit 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 outstanding old debt for 2023 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 2024-25 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 2023-24 AMD obligation as of June 30, 2024, we will continue to "forgive" 10% of any old debt (e.g., 2023 AMD/DMF and earlier).

# 2024-25 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 2024-25 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 2024-25 monthly base salary is \$2,400, 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 allowance not to exceed \$275 per month for auto expense. Ordinarily, 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 .67 a mile (IRS 2024 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.

## 2024-25 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 10% for 2024-25. The change in price will be primarily driven by property valuations due to inflation in the construction market. We should have the final rate increase from Catholic Mutual no later than 06/01/2024.
4. **Workers’ Compensation:** The current 2024 rates are \$3.18 high risk and \$0.46 low risk per \$100.

## 2024-25 PARISH BUDGET GUIDELINES

- 5. Health, Dental, Vision and Life Insurance:** Health Insurance renewal rates will increase 1.40%. Dental will go up 7%. We have changed our deductibles on health insurance. You can choose between a \$1,500 deductible or \$2,500 deductible.

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.

# 2024-25 PARISH BUDGET GUIDELINES

## Important Dates to Remember

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

September 30, 2024 - End of Year Financial report due to the Diocese, this report calculates your AMD for 2025-26 fiscal year.

NAME OF PARISH/MISSION: \_\_\_\_\_ CITY: \_\_\_\_\_

## 2024-2025 BUDGET CERTIFICATION FORM

JULY 1, 2024 TO JUNE 30, 2025

### 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 30, 2024.

a. Old Debt (2023 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 28, 2024**



# 2024-25 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
	<b>EXPLAIN SOURCE OF FUNDS</b>	

Total This Page \$ \_\_\_\_\_

If projects are submitted, please check Line 4, on **SUMMARY**,  
Page 1 of **2024-25 BUDGET CERTIFICATION FORM**

## 2024 Insurance Premium Costs

Medical Base Plan 2500			
Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$930.82	\$744.66	\$186.16
EE + Spouse	\$2,047.80	\$1,303.15	\$744.65
EE + Child(ren)	\$1,535.85	\$1,047.18	\$488.67
EE + Family	\$2,606.30	\$1,582.40	\$1,023.90
Medical Buy-Up Option 1500			
Blue Shield PPO	Total Premium	Employer Pay	Employee Pay
Employee Only	\$992.42	\$744.66	\$247.76
EE + Spouse	\$2,183.32	\$1,303.15	\$880.17
EE + Child(ren)	\$1,637.49	\$1,047.18	\$590.31
EE + Family	\$2,778.78	\$1,582.40	\$1,196.38
Dental Base Plan 1500			
The Standard Dental	Total Premium	Employer Pay	Employee Pay
Employee Only	\$39.48	\$31.58	\$7.90
EE + Spouse	\$68.00	\$45.84	\$22.16
EE + Child(ren)	\$75.52	\$49.60	\$25.92
EE + Family	\$106.76	\$65.22	\$41.54
Dental Buy-Up Option 2500			
The Standard Dental	Total Premium	Employer Pay	Employee Pay
Employee Only	\$45.88	\$31.58	\$14.30
EE + Spouse	\$79.00	\$45.84	\$33.16
EE + Child(ren)	\$88.28	\$49.60	\$38.68
EE + Family	\$124.08	\$65.22	\$58.86

## 2024 Insurance Premium Costs

### Vision Base Plan

The Standard Vision	Total Premium	Employer Pay	Employee Pay
Employee Only	\$7.23	\$5.78	\$1.45
EE + Spouse	\$14.10	\$9.22	\$4.88
EE + Child(ren)	\$12.54	\$8.44	\$4.10
EE + Family	\$19.41	\$11.87	\$7.54

### Vision Buy up Option

The Standard Vision	Total Premium	Employer Pay	Employee Pay
Employee Only	\$7.95	\$5.78	\$2.17
EE + Spouse	\$15.48	\$9.22	\$6.26
EE + Child(ren)	\$13.38	\$8.44	\$4.94
EE + Family	\$20.91	\$11.87	\$9.04