

**ST. MICHAEL THE ARCHANGEL
ROMAN CATHOLIC CHURCH**



YEAR END PARISH CERTIFICATION LETTER
For Fiscal Year 2020-2021

Date: September 28, 2021

Archbishop Hartmayer,

As pastor of St. Michael the Archangel Catholic Church, it is my responsibility each year to render an account to the faithful concerning the management of the temporal goods of the Church, including the financial support offered by the faithful, and to submit this report to you. I am assisted in my duty by my Finance Council and my administrative staff.

In submitting this report, each of the undersigned affirms to the best of our knowledge:

- The financial reports accurately reflect the financial condition of the parish.
- Parish financial statements were reviewed and approved.
- All federal and state payroll taxes were paid.
- The accounts payable vendors were reviewed to ensure proper classification as to taxability and compliance with IRS regulations, and the issuance and filing of the appropriate 1099 forms.
- All non-exempt real property taxes were paid.
- All of our activities are religious, educational, or charitable, except as noted here:
- Under Georgia law, all of us are Mandatory Reporters of suspected child abuse and neglect. None of us know of any suspected child abuse or neglect which has not been reported.
- None of us know of any credible reports of possible fraudulent or dishonest conduct, which has not been reported to the Archbishop or his staff.
- None of the individuals named and signing below, nor any member of their families, has engaged in any activity with the parish from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the pastor and Finance Council.

Sincerely Yours in Christ,

Signature on file

Reverend Lawrence P. Niese
Pastor

9/28/21
Date

Signature on file

Dana Wood

Business Manager

9-28-21
Date

490 ARNOLD MILL ROAD • WOODSTOCK, GEORGIA 30188

PHONE: 770-516-0009 • RELIGIOUS EDUCATION: 770-516-9699 • FAX: 770-516-4664

St. Michael the Archangel

YEAR END PARISH CERTIFICATION LETTER

For of Fiscal Year 2020-2021

Signatures on file

Ruthy O'Dwyer
Please Print Name

BERNARD J PALCISKO
Please Print Name

Scott ARMSTRONG
Please Print Name

Ann Carey
Please Print Name

John R. Burns
Please Print Name

Dates of the Finance Council Meetings

Date #1 8-11-20

Date #2 11-6-20

Date #3 2-19-21

Date #4 5-14-21

The Finance Committee of St. Michael the Archangel Church met 2:00 PM Tuesday afternoon August 11, 2020. In attendance Bob Burns, Scott Armstrong, Bernie Palcisko, Ann Carey, Business Manager Dana Wood, and Pastor Fr. Larry Niese.

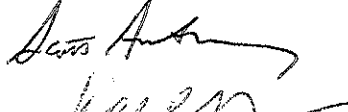
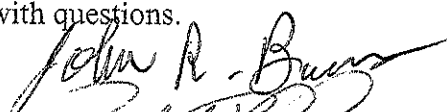
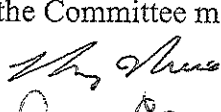
The Committee meets quarterly. As a part of the meetings, a review of the quarterly financial results is conducted including a comparison to budget. This meeting reviewed the results of the year ending 6/30/2020, the 2020-2021 budget and the usage of the PPP loan. The Archdiocese operates on a Fiscal Year running from July 1st through June 30th.

The church facilities debt was amortized and has been paid down to \$2,399,534.19. Regular monthly principal payments of \$16,463 are paid in the debt reduction. An additional \$150,000 - \$200,000 was planned to be paid annually from budget surpluses at the end of each fiscal year. However, at the end of 2020 due to the impact of Covid on offertory and church closure the amount was decreased. Future additional payments will continue to be based on budget overages at the end of the fiscal year.

Other highlights of the review and other topics covered during the meeting were:

- The offertory for fiscal year 2019-2020 ended the year down 3% (\$59,783) primarily due to Covid on weekly attendance. The committee discussed ways this trend could be turned around and has requested parishioners to continue to support the church through online giving. The downward trend has continue through the timing of the committee's meeting with year to date being down an additional \$18,125.
- Since the church reopened the number of parishioner's attending mass is approximately 1/3 of the enrolled families. This downward trend is what is driving the reduced offertory.
- A donation of \$76,560 was received from a parishioner last fiscal year
- for the purpose of purchasing a marble table for the Tabernacle. The actual installation will not occur until the fall of 2021.
- The church received \$192,500 from the bank after applying for the PPP program. These funds were placed in the D&L account to be utilized for salaries and other personnel expenses. It has not been determined if these funds will be required to be repaid or part of a loan forgiveness. The church is monitoring these funds closely.
- The preschool is down to 60 students from a high of the mid 70's. PSR is expected to reopen in the fall with only limited classes for those students working on their sacrament years.
- The church has had only one refund request for the hall rental due to wedding plan changes due to Covid.
- The decision to do the Thanksgiving baskets is still under review but the desire of the church and committee was to continue the program.
- The cash on hand at the end of the fiscal year over the \$200,000 minimum capital reserve requirement was \$320,388, which included the \$192,500 PPP funds. It was suggested \$100,000 be applied to debt reduction for FY 2020.

In the event you have questions, contact Dana Wood at the Church office during business hours or any of the Committee members with questions.



The Finance Committee of St. Michael the Archangel Church met 3:00 PM Friday afternoon November 6, 2020. In attendance Kathy O'Dwyer, Ann Carey, Bob Burns, Scott Armstrong, Bernie Palcisko, Business Manager Dana Wood, and Pastor Fr. Larry Niese.

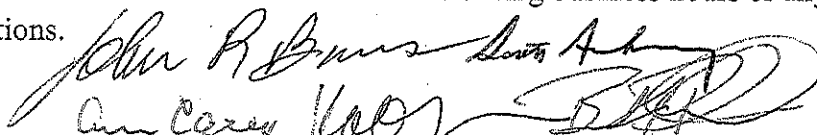
The Committee meets quarterly. As a part of the meetings, a review of the quarterly financial results is conducted including a comparison to budget. This meeting reviewed the results of the year ending 9/30/2020, the 2020-2021 budget and the usage of the PPP loan. The Archdiocese operates on a Fiscal Year running from July 1st through June 30th.

The church facilities debt was amortized and has been paid down to \$2,339,161.48. Regular monthly principal payments of \$16,463 are paid in the debt reduction. Due to the impact of Covid on offertory and church closure the amount of annual budget excess was being reviewed and is expected to be less than the usual \$150,000 - \$200,000. Future additional payments will continue to be based on budget overages at the end of the fiscal year.

Other highlights of the review and other topics covered during the meeting were:

- The offertory for fiscal year 2020-2021 continues to trend downward as a result of Covid on weekly attendance. Through the 1st week of November 2020, the year over year offertory was down 9.3% (\$63,329).
- Since the church reopened the number of parishioner's attending mass continues to be down compared to the approximate 2800 enrolled families. This downward trend is the primary driver of the reduced offertory.
- With only 2nd grade and Confirmation classes enrolled, income from Religious Education is down \$48,799 at 9/30/2020. The Preschool is also negatively impacted by fewer students.
- The budget is being adjusted as needed to adjust for decisions being made that impact the budget such as deciding to not hold parish retreats and other large group meetings due to the continued impact of Covid. Overall operating expenses were reduced by \$84,300.
- The church received \$192,500 from the bank after applying for the PPP program. These funds were originally placed in the D&L account to be utilized for salaries and other personnel expenses. As of 9/30/2020 all of these funds were used for salaries. It is expected these funds will not be required to be repaid as part of the government's loan forgiveness program.
- The church has had only one refund request for the hall rental due to wedding plan changes due to Covid.
- The decision to do the Thanksgiving baskets was supported by \$6,000 from the Food Pantry to purchase turkeys, eggs, butter and rolls.
- The Food Pantry received approval of a \$19,000 donation from the Lions Club that will be used to help build an awning over the unloading dock.
- The cash on hand at 9/30/2020 over the \$200,000 minimum capital reserve requirement was \$196,542. It was suggested \$100,000 be applied to debt reduction.

In the event you have questions, contact Dana Wood at the Church office during business hours or any of the Committee members with questions.



The Finance Committee of St. Michael the Archangel Church met 3:00 PM Friday afternoon February 19, 2021. In attendance: Bob Burns, Kathy O'Dwyer, Scott Armstrong, Bernie Palcisko, Ann Carey, Business Manager Dana Wood, and Pastor Fr. Larry Niese.



The Committee meets quarterly. As a part of the meetings, a review of the quarterly financial results is conducted including a comparison to budget. This meeting reviewed the results of the quarter ending 12/31/2020, the 2020-2021 budget and the usage of the PPP loan. The Archdiocese operates on a Fiscal Year running from July 1st through June 30th.

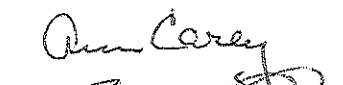

The church facilities debt was amortized and has been paid down to \$2,077,330.38. Regular monthly principal payments of \$16,463 are paid in the debt reduction. The above balance included a \$200,000 payment that was from the planned annual payment from budget surpluses at the end of each fiscal year when available. The decision to apply the funds was delayed until later in this fiscal year due to concerns of the continued impact of Covid on offertory. Future additional payments will continue to be based on budget overages at the end of the fiscal year.

Other highlights of the review and other topics covered during the meeting were:

- The offertory to date for fiscal year 2020-2021 are down approximately 9% through mid-February (\$120,043) primarily due to Covid on weekly attendance and reduced religious education classes. The downward trend has begun to turn around as online giving and increased church attendance have begun improving.
- The church has \$192,550 from the Archdiocese as part of the PPP program. These funds were moved to the capital reserve account to be utilized for salaries and other personnel expenses.
- Expense for establishing streaming capability in the Parish Hall for Christmas and Easter overflow masses was \$1,971.
- Postage is up \$1,705 due to mailing of pledge cards typically distributed at masses.
- Bank fees are up due to increases in online giving.
- Due to not having expenses from the parish picnic and no Advent retreat the budget was favorable impacted by \$6,250.
- The cash on hand at the end of the fiscal year over the \$200,000 minimum capital reserve requirement was \$564,303, which included the \$192,550 PPP funds. The balance was reduced by \$200,000 with the debt reduction payment noted above.

In the event you have questions, contact Dana Wood at the Church office during business hours or any of the Committee members with questions.


John A. Burns



Ann Carey


The Finance Committee of St. Michael the Archangel Church met 3:00 PM Friday afternoon May 14, 2021. In attendance: Bob Burns, Kathy O'Dwyer, Scott Armstrong, Bernie Palcisko, Ann Carey, Business Manager Dana Wood, and Pastor Fr. Larry Niese.

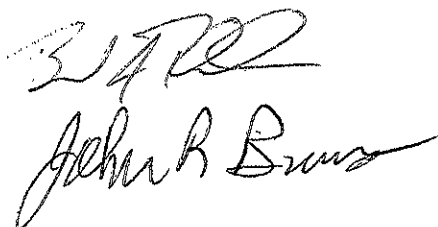
The Committee meets quarterly. As a part of the meetings, a review of the quarterly financial results is conducted including a comparison to budget. This meeting reviewed the results of the quarter ending 3/31/2021, the 2020-2021 budget and the application of the PPP loan proceeds. The Archdiocese operates on a Fiscal Year running from July 1st through June 30th.

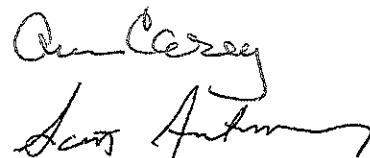
The church facilities debt was amortized and has been paid down to \$2,027,941.38. Regular monthly principal payments of \$16,463 are paid in the debt reduction. Based on the budget to actual results of year end 6/30/2021, additional budget surpluses may be available to further reduce the mortgage debt. Future additional payments will continue to be based on budget overages at the end of the fiscal year.

Other highlights of the review and other topics covered during the meeting were:

- The offertory to date for fiscal year 2020-2021 has rebounded from a high of being down 11.5% in September 2020 to being down only 2.5% in mid-May as Covid restrictions on church attendance was lifted resulting in increased church attendance.
- The church has operated well within the revised budget that reduced income and expense by \$63,800.
- Postage increased \$2,185 due to having to mail pledge cards for the upcoming year.
- The church had to make up the Annual Appeal shortfall for \$8,841 in March as pledges and actual collections were down.
- Capital improvements for the year included the addition of sun/wind shades on the sides of the church pavilion. This was mostly funded with a donation of \$22,000. Additionally, an awning was added to the side of the food pantry to allow the truck to be protected from the elements in bad weather when unloading. The cost was approximately \$19,000 and the concrete was donated.
- The projected cash on hand at the end of the fiscal year as of 3/31/2021 \$429,627 over the \$200,000 minimum capital reserve requirement. If the excess remains through the end of the fiscal year, the balance will likely be reduced by \$200,000 for debt reduction payment.

In the event you have questions, contact Dana Wood at the Church office during business hours or any of the Committee members with questions.


John R. Burns


Ann Carey