



Memo

Date: February 5, 2018
To: Pastors, Principals, Parish Administrators and Business Managers
From: Michael Warren, Controller, Office of Finance
Re: Budget Instructions for Fiscal Year 2018-2019

Please see the attached insurance, retirement and other budgeting rates schedule the Archdiocese of Atlanta publishes annually to help you with your budget preparation for the next fiscal year.

The remuneration policy with priest salaries, SECA and 403b maximum match will be sent separately this year, after approval by the Priests Council.

Please create your 2018-2019 budgets in the ConnectNow Accounting system and submit your final version to Patrick Warner by May 31, 2018. Please send the information electronically to pwarner@archatl.com.

To recap, the parish/school deductibles are \$2,500 per claim for property claims, \$50,000 per claim for events where special events coverage was not obtained, and \$500 for auto claims for vehicles insured through the fleet insurance policy.

The archdiocese continues to have a combined \$150,000 deductible for property and liability claims.

If you have any questions, please call 404-920-7411. Patrick Warner, Susan Shirley and Sherri Dahlheim will coordinate budget workshops in March and April at the Chancery as requested, and will schedule an online session for those who would like to participate remotely.

Thank you.



ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

Insurance, Retirement and Other Budgeting Rates

For the period of July 1, 2018 - June 30, 2019

INSURANCE	EMPLOYEE RATE	BILLING FREQUENCY
Health, Dental, Rx, Life & Vision		
Clergy	\$19,076 per year/ per priest	Monthly 1/12 of total amount
Lay employees	\$14,339 per year/ per employee - must work 1,500 hrs. per yr.	Monthly 1/12 of total amount
Seminarians	\$3,192 per year/ per seminarian	Monthly 1/12 of total amount
Long Term Disability		
	\$495 per year/ per FT employee	Annually in October
The first 90 days of coverage is to be paid by the parish, school or office at 60% of the emp.salary.		
Assistance Fund for Employee, Priest and Deacon		
	\$50 per year/ per Priest, Deacon & FT employee	Annually in October
Workers' Compensation by Job Category		
8868 - Teachers, Clergy Admin., Religious, managers, staff, speakers, coordinators, religious Ed., musicians and paid Choir Staff		
	\$1.50 per \$100 of payroll	
8829 - Nurses (RN, LPM)		
	\$3.90 per \$100 of payroll	
7383 - Bus Drivers		
	\$5.49 per \$100 of payroll	
9101-Janitorial, maintenance, dishwashers and Yard staff		
	\$7.50 per \$100 of payroll	
9101- Cafeteria Staff, cleaning Co. without WC ins.		
	\$230 per year / per employee	Annually in March for prior calendar year
4% over last year's premium; the range is 0%-10% depending on property increases and unfavorable claims experience		
Property and Liability		
	We recommend an increase of 5% over last year July premium	Annually in July
Automobile		
		Annually in July
Student & Sport Accident*		
Parish Preschool		
	\$10 per year / per child	
Elementary Schools (PK-8)		
	\$13 per year / per student	
High Schools		
	\$26 per year / per student	Annually in October
Pupil Tax (K-12 only)		
	\$34 per year / per student	Annually in October
Form to Catholic Mutual required per event		
Special Event Insurance		
	\$95 per event	

*Students participating in either Parish-based or School-based sports programs are included in the Student & Sports Accident coverage, whether they attend a preschool, elementary or high school.
There is no charge for Religious Education students.



ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

Insurance, Retirement and Other Budgeting Rates

For the period of July 1, 2018 - June 30, 2019

RETIREMENT	CONTRIBUTION AMOUNT	BILLING FREQUENCY
Priests		
Diocesan Priests	\$7,560 per year / per priest	Monthly 1/12 of amount
Diocesan Priests - Age 65 + Active	\$7,560 per year / per priest	Monthly 1/12 of amount Monthly 1/12 of amount (Paid to the Order Only)
Religious Order Clergy	\$5,000 per year / per priest	Monthly 1/12 of amount
Extern Priests	\$5,000 per year / per priest	Monthly 1/12 of amount
Long Term Care (Priests Only)	\$1,308 per year / per priest	Monthly 1/12 of amount
Lay Employees		
	6% of eligible salary	Monthly 1/12 of amount
Must work 1,500 to enter the plan and upon entry must complete 1,000 hours annually to be eligible		

OTHER MISCELLANEOUS	AMOUNT	BILLING FREQUENCY
Software Fees		
ParishSoft	5% increase over last year's amount	Annually in July
ConnectNow	\$75 increase over last year's amount	Annually in July
AUTO Mileate Rate	54.5 cents per mile	Effective Jan 1, 2018
CLAIM Deductible		
Property deductible		
Parish	\$2,500 per claim	
Archdiocese	\$147,500 per claim	
Liability deductible		
Parish- contributory negligence	\$2,500 per claim	
Archdiocese	\$147,500 per claim	
Special event deductible		
	\$0 when form filed with Catholic Mutual	
	\$50,000 <u>without</u> form filed with Catholic Mutual	
Auto insurance (Fleet) deductible	\$500 per claim	Settled thru Catholic Mutual