



Memo

Date: January 27, 2020

To: All pastors, principals, parish administrators and business managers

From: Michael Warren, Director of Financial Services, Office of Finance

Re: Budget Instructions for Fiscal Year 2020-2021

Attached you will find the insurance, retirement and other budgeting rates schedule that the archdiocese 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.

Please create your 2020-2021 budgets in the ParishSoft Accounting system, and submit your final version to Patrick Warner by Thursday, May 31. We prefer you send the information electronically to pwarner@archatl.com.

The archdiocese continues to have a combined \$150,000 deductible (or "loss retention") for each and every property and liability claim. The parish/school deductibles and roof claim deductible are as follows:

PROPERTY CLAIM DEDUCTIBLE: \$5,000 per claim.

SPECIAL EVENTS DEDUCTIBLE: \$50,000 per claim for events where special events coverage was not obtained, but should have been; otherwise is \$5,000.

AUTO DEDUCTIBLE: \$500 for auto claims for vehicles insured through the fleet insurance policy.

ROOF CLAIMS: Coverage for roof claims is prorated depending upon the age of the roof. Most roofs are guaranteed for 25-30 years. For example, if a 30-year roof was installed in 1990 and sustains significant storm damage in 2020 (30

years old), then that roof is fully depreciated, and only a minimal amount of insurance coverage would be provided.

Similarly, if a 30-year roof sustained damage at 15 years (so 50 percent depreciated), then the parish/school deductible would be valued at half of the replacement value and the other half would be paid out of the insurance fund. It is important for each location to know the installation date on the roofs of each building, as they are not likely all installed in the same year.

QUESTIONS

If you have any questions, please call me at 404-920-7411. Patrick Warner, Susan Shirley and Carolina Figueroa will coordinate, as requested, budget workshops in March and April at the chancery and will also schedule an online session for those who would like to request and participate remotely via computer.

Thanks.



ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

Insurance, Retirement and Other Budgeting Rates

For the period of July 1, 2020 - June 30, 2021

INSURANCE	EMPLOYEE RATE	BILLING FREQUENCY
Health, Dental, Rx, Life & Vision		
Clergy	\$19,212 per year/per priest	Monthly 1/12 of total amount
Lay employees	\$15,360 per year/per employee - must work 1,500 hrs. per yr.	Monthly 1/12 of total amount
Seminarians	\$3,424 per year/ per seminarian	Monthly 1/12 of total amount
Long Term Disability		
	\$515 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 percent 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	
0913- 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		
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 November
Pupil Tax (K-12 only)		
	\$34 per year / per student	Annually in October
Special Event Insurance		
	\$95 per event	Form to Catholic Mutual required 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, 2020 - June 30, 2021

RETIREMENT	CONTRIBUTION AMOUNT	BILLING FREQUENCY
PRIESTS		
Diocesan priests	\$8,244 per year / per priest	Monthly 1/12 of amount
Diocesan priests - Age 65 + Active	\$8,244 per year / per priest	Monthly 1/12 of amount
Religious order clergy	\$5,000 per year / per priest	Monthly 1/12 of amount (Paid to the order only)
Extern priests	\$5,000 per year / per priest	Monthly 1/12 of amount
Long term care (Arch. priests only)	\$1,380 per year / per priest	Monthly 1/12 of amount
Post retirement medical (Arch. priests only)	\$1,236 per year / per priest	Monthly 1/12 of amount
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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
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AUTO Mileage Rate	57.5 cents per business miles driven	Effective Jan 1, 2020
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CLAIM Deductible		
Property deductible		
Parish	\$5,000 per claim	
Archdiocese	\$150,000 per claim	
Roof Claims	Deductible is prorated based upon the age of the roof	
Liability deductible		
Parish- contributory negligence	\$5,000 per claim	
Archdiocese	\$150,000 per claim	
Special event deductible		
	\$0 when form filed with Catholic Mutual	
	\$50,000 <u>without</u> form filed with Catholic Mutual Settled thru Catholic Mutual	