

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: March 1, 2021

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

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

Re: Budgeting Instructions for Fiscal Year 2021-2022

Attached you will find the insurance, retirement and other budgeting rates schedule that the archdiocese publishes annually to help you with 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 2021-2022 budgets in the ParishSoft Accounting system, and submit your final version to Patrick Warner by Thursday, May 27. 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 (see Roof claims below).

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 storm-damaged roof claims are prorated depending upon age of the roof, before the \$5,000 deductible. Terms for coverage of significant roof damage: roofs up to 10 years old have full replacement value; 10 to 20 years old have a 25 percent depreciated value; over 20 years have a 50 percent depreciated rate.

For example, if a 24 year old roof was completely destroyed, and had an \$80,000 replacement cost, the insurance coverage would be a depreciated value of \$40,000 less the \$5,000 deductible.

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. And significant depreciable assets, such as roofs, HVAC systems, carpeting, etc., should always be included in annual budgets for their planned obsolescence.

QUESTIONS

If you have any questions, please call me at (404) 920-7411. Patrick Warner, Susan Shirley and Carolina Figueroa will coordinate budget assistance upon request for those who would like assistance remotely via computer.



ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA
Insurance, Retirement and Other Budgeting Rates
 For the period of July 1, 2021 - June 30, 2022

INSURANCE	EMPLOYEE RATE	BILLING FREQUENCY
Health, Dental, Rx, Life & Vision		
Clergy	\$19,596 per year/ per priest	Monthly 1/12 of total amount
Lay employees	\$15,667 per year/ per employee - must work 1,500 hrs. per yr.	Monthly 1/12 of total amount
Seminarians	\$3,492 per year/ per seminarian	Monthly 1/12 of total amount
Long Term Disability	\$525 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	
0913- Cafeteria Staff, cleaning Co. without WC ins.	\$230 per year / per employee	Annually in March for prior calendar year
Property and Liability	4% over last year's premium; the range is 0%-10% depending on property increases and unfavorable claims experience	Annually in July
Automobile	We recommend an increase of 5% over last year July premium	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 November
Pupil Tax (K-12 only)	\$35 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, 2021 - June 30, 2022

RETIREMENT	CONTRIBUTION AMOUNT	BILLING FREQUENCY
PRIESTS		
Diocesan Priests	\$8,491 per year / per priest	Monthly 1/12 of amount
Diocesan Priests - Age 65 + Active	\$8,491 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 Prst Only)	\$1,421 per year / per priest	Monthly 1/12 of amount
Post Retirement Medical (Arch Prst Only)	\$1,273 per year / per priest	Monthly 1/12 of amount
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	6% of eligible salary	Monthly 1/12 of amount
LAY EMPLOYEES		
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 Mileage Rate	56.0 cents per business miles driven	Effective Jan 1, 2021
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 pre-insured with Catholic Mutual	
	\$50,000 <u>uninsured</u> with Catholic Mutual	
Auto insurance (Fleet) deductible		
	\$500 per claim	