



# Memo

**Date:** June 28, 2021  
**To:** Pastors, principals and business managers  
**From:** Brad Wilson, Chief Financial Officer, Office of Finance  
**Re:** Priests' payroll PPP Loan forgiveness

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The PPP loans for the parishes and schools were based on the payroll costs processed by each location. The payroll for diocesan priests is processed centrally and a separate PPP loan application was made for this entity. Early this month, we received forgiveness of this loan and are now sending the funds to each location staffed by archdiocesan priests as additional PPP Loan forgiveness income.

A portion of the priests' payroll PPP Loan included the priests that work at the Chancery or are associated with it. Archbishop Hartmayer accepted the recommendation that this portion of the priests' payroll PPP Loan, along with additional funds, be redirected as subsidy to the parishes which are staffed by religious order priests and whose payroll costs were not included in their parish's PPP Loan. This decision ensures fair and consistent treatment of all parishes.

Instructions for recording the funds received are included on page two.



**Instructions for recording the priests' PPP Loan funds  
from the archdiocese**

The priest PPP Loan funds received by the parish/mission/campus ministry must be recorded as revenue. Do not record the funds as an offset to priest payroll or any other parish expense. The revenue account you use will depend on the priests that staff the parish – either archdiocesan priests, religious order priests or a combination of both.

Below are three possible entries, for ParishSOFT, to record the deposit of the priests' PPP Loan funds. Please use the entry that matches the priest staffing at the parish.

1) Staffed by archdiocesan priests

In the Deposit **Comment** section, please add:  
*Priest PPP Loan Funds from the Archdiocese*

For the Deposit **Account**, please use:  
*GL# 4750.000.00.33.00P - PPP Loan Forgiveness Income*

From the **Project** list, please select *PPP: PPP Loan*

2) Staffed by religious order priests

In the Deposit **Comment** section, please add:  
*Priest Subsidy from the Archdiocese In Lieu of PPP Loan*

For the Deposit **Account**, please use:  
*GL# 4420.000.00.33.00P – Archdiocesan Subsidy*

From the **Project** list, please select *PPP: PPP Loan*

3) Staffed by a combination of archdiocesan **and** religious order priests

In the Deposit **Comment** section, please add:  
*Priest PPP Loan Funds and Priest Subsidy from the Archdiocese*

For the Deposit **Account**, please use two GL accounts:

For the Archdiocesan priest portion use:  
*GL# 4750.000.00.33.00P - PPP Loan Forgiveness Income*  
Add the comment: *Priest PPP Loan Funds from the Archdiocese*

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For the Religious Order priest portion use:

*GL# 4420.000.00.33.00P – Archdiocesan Subsidy*

*Add the comment: Priest Subsidy from Archdiocese In Lieu of PPP*

*Loan*

From the **Project** list, please select *PPP: PPP Loan*

Please contact Patrick Warner with any questions at [pwarner@archatl.com](mailto:pwarner@archatl.com).