

IMMACULATE CONCEPTION – ST. MARY PARISH



# ANNUAL REPORT FY 2019-2020

**Rev. Daniel J. Schuster - Administrator**

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# TO OUR PARISHIONERS

## DEFINING THE MISSION

During this past year, our various councils undertook a prayer-filled process to write a parish mission statement. National statistics on church involvement and sacramental participation show a very disturbing downward trend. To work against this cultural riptide, we—Catholic Christians—need to define who we are, where we are going, and why we are going in that direction. Maintaining the status quo is the surest way of watching the next generation get swept away. Salvation and eternal happiness are at stake. I believe the mission statement that we created from the seeds of our former mission statement offers an exciting vision for the future. We are no longer mere members of a parish; we are disciples at a school of prayer. We are not self-serving; we are an unselfish, supportive family. St. Paul reminds us in Romans 15:3 that, “Jesus did not come to please himself.” Philipians 2:5 says, “Have then the attitude of Christ.” More than ever before, we desire to be utterly focused on Jesus Christ when we are at Mass, *and* when we are out in the world. The Holy Spirit will tell us how to proceed. Please read this inspiring statement and pray for our parish!

***Strengthened by the Holy Mass and filled with devotion  
to the Blessed Mother, we are a parish of faithful Catholic disciples.  
Our supportive family desires to bring people to the beauty of knowing,  
loving, and serving Jesus Christ our Lord!***

## Parish Data

During the 2019-2020 fiscal year, our parish witnessed:

- 488 Registered Units
- 405 Financially Contributing Units 100\$+ per annum
- Average Family Contribution (AFC) \$970.60
  - The average family income of our demographic area is \$74,000 per year.  
A 5.0% tithing commitment from each family would increase AFC to \$3,700.
- 18 Infant Baptisms
- 5 Marriages
- 2 Adults who were initiated into the Catholic Faith
- 36 First Communions
- 3 Confirmations
- 19 Funerals and/or Burials
- We maintain 1 seminarian studying for the Holy Priesthood
- 14 New Families

# FINANCIAL SUMMARY

	Total Revenue	Total Expense	Net Surplus (Deficit)
Parish Life & Administration	\$573,947	\$204,471	\$369,476
School	\$439,809	\$736,163	\$(296,354)
Religious & Adult Education	\$14,419	\$12,715	\$1,704
<b>Total 2020</b>	<b>\$1,028,175</b>	<b>\$953,349</b>	<b>\$74,826</b>
<b>Total Previous Year:</b>	<b>\$927,214</b>	<b>\$871,732</b>	<b>\$55,482</b>

The above financial summary includes only the main parish operations. The other parish departments or groups have included a summary of their finances as an addendum to this report. There are other accounts to be aware of that do not provide an annual report in this document:

Mass Stipend Hold Account Balance as of 6/30/2020: \$1,371.47

HUG Technology Fund Beginning Balance 7/1/2020: \$12,091.55

HUG Technology Fund Ending Balance 6/30/2020: \$8,727.78

Christoff School CD Maturing July 2020: \$23,680.73

## Payroll Protection Program (PPP)

Not included here in our financial statements is fact that during the COVID-19 crisis, we received a government loan in the amount of \$140,700. The purpose of this loan is to help with payroll and utilities expenses. The loan is completely forgivable under certain conditions. The loan works best when the business keeps its employees working. We did our best to creatively keep our people working so that they could have livelihood for their families. We believe our loan will be completely forgiven according to the rules of the Small Business Administration. It is the intention of our parish to seek forgiveness prior to the end of December 2020. Our parishioners continued their faith-giving even in the darkness of the shutdown. Due to this incredible act of faith and generosity, we actually netted a better financial position than we could have anticipated. However, we are not fully through the current crisis yet, and we need to have plans in place for any further financial troubles caused by COVID-19 and its effects. "We walk by faith, and not by sight" (2 Cor 5:7).

# FINANCIAL STATEMENTS

## Income Statement

### Revenues

<b>Parish Activities</b>	<b>2019</b>	<b>2020</b>
Parish Envelopes/Special Envelopes	\$365,626	\$400,748
Parish Loose Offertory	\$45,158	\$31,800
Mass Stipends, Stole Fees	\$7,668	\$7,278
Special Projects/Needs	\$20,075	\$18,511
Net Fundraising Activities <sup>1</sup>	\$27,850	\$26,024
Unrestricted <sup>2</sup>	\$19,960	\$53,075
Other Revenue <sup>3</sup>	\$22,209	\$21,513
Religious Education	\$12,845	\$14,419
Restricted	\$2,408	\$14,997
<b>School Activities</b>		
Tuition	\$196,380	\$164,407
SMASH	\$12,856	\$11,780
School Choice / Special Needs Scholarship	\$58,155	\$101,883
Fees	\$3,300	\$1,750
Fundraisers, SCRIP, & Lumen Christi	\$8,143	\$5,676
Refunding Programs & Outside Parishes	\$6,379	\$4,726
Unrestricted	-	\$5,035
Restricted Grants & Donations (with bonus)	\$66,549	\$72,904
Other Revenue <sup>4</sup>	\$2,120	\$41,748
Home & School Donations	\$47,198	\$29,901
<b>Total Revenues</b>	<b>\$927,214</b>	<b>\$1,028,175</b>

### Expenses

<b>Parish Activities</b>	<b>2019</b>	<b>2020</b>
All Clergy Wages & Benefits, Deacon, LEO	\$62,965	\$84,560
Other Wages, Benefits, Taxes	\$44,994	\$39,850
Insurances	\$10,376	\$9,472
Liturgical Supplies <sup>5</sup>	\$13,399	\$12,709
Admin Supplies & Services <sup>6</sup>	\$23,274	\$18,271
Buildings & Grounds <sup>7</sup>	\$10,628	\$16,208
Diocesan Assessments	\$22,447	\$23,402
Religious Education Expenses	\$6,429	\$12,715
<b>School Activities</b>		
Wages, Benefits, Taxes	\$563,506	\$620,753
Insurances	\$26,302	\$17,993
Professional Services <sup>8</sup>	\$16,060	\$23,579
Teaching Supplies, Activities, and Services <sup>9</sup>	\$25,991	\$24,982
Buildings & Grounds	\$34,930	\$36,096
Office Supplies, Communications, Staff PD	\$10,498	\$11,172
Bad Debt	-	\$1,588
<b>Total Expenses</b>	<b>\$871,732</b>	<b>\$953,349</b>
<b>Net Income</b>	<b>\$55,482</b>	<b>\$75,826</b>

## Footnotes to Income Statement:

<sup>1</sup>COF Breakfast, Christian Mothers Fall Dinner, SCRIP

<sup>2</sup>Memorials, Stock Donations, In-Kind Work, Other

<sup>3</sup>Votives, Hall Rent, Priest Wages from Holy Trinity, Interest, Flower Donations

<sup>4</sup>Hall Rent, Interest, Investments, Principal Wages from Holy Trinity, Cook's Wages from Kitchen

<sup>5</sup>Wine/Hosts, Missalettes, Candles, and Décor

<sup>6</sup>Printing, Postage, Phone/Internet/Website, Bookkeeping

<sup>7</sup>Insurance, Utilities, Snow Removal, Supplies

<sup>8</sup>Accounting, Audit, background checks

<sup>9</sup>Textbooks, Computers, Transportation, Other

## Christmas Bonus from an Anonymous Donor

A Christmas bonus was offered to all employees who relate directly to St. Mary School. This one-time bonus came completely from an outside source, and not from a parishioner. The donor is passionate about giving gifts without strings attached just as Jesus Christ gives us grace from the cross. The donor also believes in Catholic education and recognizes the impact that teachers can make in small rural settings. It was a complete surprise to our staff (and to the Holy Trinity staff as well). We recognize that employees make sacrifices by choosing to work for the Church; we thank them for their missionary hearts. This bonus is a way of honoring those sacrifices. The amount of the bonus for St. Mary School was \$52,812.

## School Subsidy

If you divide the school's operating deficit by parish-life income, you discover that the school is subsidized at a rate of 52% of parish income. Another useful measure would be to divide the school deficit only by the dollars placed in the collection by parishioners. This calculation yields 69% and reveals that 69 cents of every dollar collected is headed towards the school. These numbers reflect your great commitment to Catholic education. How can we lower these numbers while costs are increasing every year? 1) Achieve a 5% of income tithe in the parish. 2) Increase school enrollment and retain families. 3) Continue to utilize the School Choice and Special Needs Scholarship at a higher level. 4) Enact modest yearly raises in tuition or re-imagine tuition completely. 5) Increase school and parish fundraising.

According to our auditors at Hawkins Ash, it costed us nearly \$9,000 to educate each student in 2019-2020. *The good news is that all three of the indicators listed in this paragraph went down over the previous year.* We are moving in a healthier direction.

# BALANCE SHEET 6/30/20

\*There were no receivables at the end of the fiscal year. All tuition was collected by that time.

## Assets

	6/30/2019	6/30/2020
<b>Current Assets</b>		
Parish Checking & Cash	\$40,895	\$186,820
School Related Accounts	\$15,976	\$17,189
School Investment Account	\$23,148	\$23,681
Home & School Accounts	\$47,932	\$36,024
Cemetery Checking	\$20,988	\$22,392
Scrip Inventory	\$12,117	\$9,624
Prepaid Expenses	\$3,680	\$3,482
<b>Fixed Assets</b>		
Land & Improvements - Parish	\$75,312	\$75,312
Land & Improvements - Cemetery	\$25,871	\$25,871
Building & Improvements - Parish	\$108,815	\$108,815
Building & Improvements - School	\$123,899	\$123,899
Furniture & Equipment - Parish	\$56,698	\$56,697
Furniture & Equipment - School	\$124,915	\$124,915
<b>Other Assets</b>		
Perpetual Care Funds - Cemetery	\$70,739	\$74,389
<b>Total Assets</b>	<b>\$715,365</b>	<b>\$889,116</b>

## Liabilities & Equity

	6/30/2019	6/30/2020
<b>Current Liabilities</b>		
Accounts Payable	\$2,242	\$3,841
Accrued Salaries, Taxes	\$53,219	\$61,176
Deferred Revenue & Restricted Contributions	\$37,372	\$36,995
Perpetual Care - Cemetery	\$7,145	\$5,608
<b>Equity</b>		
Retained Earnings	\$545,771	\$666,791
Net Income, General Fund Balance	\$69,616	\$114,705
<b>Total Liabilities &amp; Equity</b>	<b>\$715,365</b>	<b>\$889,116</b>

*O Jesus, I surrender myself to you, take care of everything!*



# St. Mary Parish Holy Trinity Parish

ROMAN CATHOLIC PARISHES OF THE DIOCESE OF GREEN BAY

## PARISH INFORMATION

### ST MARY CONTACTS

#### Trustees:

Dan Bouche | 639-2489

John Paider | 845-2226

#### Finance Council President:

Paul Sinkula | 845-2041

#### School Board:

Desiree Haen | 737-0858

#### Parish Council President:

Rod Mleziva | 536-0142

#### Holy Name Society:

Dan Stahl | 845-2770

#### Christian Mothers:

Ann Paider | 845-2226

#### Cemetery Committee:

Gerald Bertrand | 845-2972

#### Home & School President:

Harmony Ducat | 680-4412

REV. DANIEL J. SCHUSTER, ADMINISTRATOR

fatherschuster@stmarysluxemburg.org

REV. MILTON M. SUESS, PASTOR EMERITUS

DCN. ROBERT MILLER, DEACON

## ST. MARY

### MASS TIMES:

Saturday: 4:00 pm | Sunday: 7:30 & 10:30 am

Mon, Tues, Thurs: 8:00 am

Fri During School: 8:00 am

First Fridays: 8:00 am

Saturday Morning: 8:00 am \*See bulletin\*

Confessions: Saturdays 3:00 pm

### PARISH STAFF

Ms. Cathy Ullman, Secretary

parishoffice@stmarysluxemburg.org

facebook.com/stmarysluxemburg

## ST. MARY SCHOOL

1406 Main St, Luxemburg, WI 54217

Office: 920.845.2224

**Mission:** Since 1883, St. Mary School has been a welcoming community that inspires all to live, learn, and serve as Christ taught us. In partnership with parents and parish community, we provide a quality, Catholic education that is focused on faith, academics, and personal growth.

Principal 2019-2020: Mr. Marc Vandenhouten

Principal 2020-2021: Mrs. Melissa Wojcik

smsprincipal@stmarysluxemburg.org

### BELONGING

We welcome new disciples to our parish communities. If you live within our parish boundaries, which is our mission field, then you are already a member. It is still important that you register at the Parish Office or during registration weekends so we can communicate with you throughout the year. We are here to help you meet Jesus Christ, grow in holiness, and fully participate in a life of prayer.

Please call or stop at either parish office, or speak with Fr. Schuster. We are disciples together!

ANNUAL REPORT 2019-2020

COMBINED ENTITIES:  
ST. MARY CEMETERY, LUXEMBURG  
SACRED HEART CEMETERY, SCARBORO  
ST. AMAND CEMETERY, WALHAIN

Check Book Balance on 7/1/19: \$20,988.47

INCOME

Sales of Graves: \$6,250.00

Receivables Collected \$100.00

Scarboro Cemetery Interest \$11.95

Scarboro Cemetery CD Cashed \$1000.03

Land Rent \$150.00

Interest \$15.06

**Total Income: \$7,527.04**

EXPENSES

Perpetual Care Payments \$1,962.50  
(6/15/2019 – 06/30/2020)

Scarboro Perpetual Care Deposit \$1,000.03 Principal Deposit

Scarboro Perpetual Care Deposit \$5.97 Proceeds Deposit

Dirt \$79.23

Veteran's Memorial Light Bill \$344.82

Lawn Care \$2,730.75

**Total Expenses: \$6,123.30**

Checkbook Balance on 6/30/19 \$22,392.21

**Net Gain/Loss +\$1,403.74**

OTHER INFORMATION

Sacred Heart Cemetery CD Balance: \$0.00 \*Combined with Raymond James in 2019-2020

Raymond James Balance 6/30/20: \$74,388.63  
Perpetual Care Fund

Perpetual Care Principal (Untouchable): \$69,985.53

Available Perpetual Care Funds: \$4,403.10 \*Change in Value Since 6/30/19 = +\$1,687.19

Payables 6/30/20 \$0.00

Receivable 6/30/20 \$400 Uncollected Grave Sales



## St. Mary School Home & School Annual Report Summary

- Beginning Balance (7/1/2019): \$44,310.95; Ending Balance (6/30/2020): \$36,024.34
  - Difference of -\$8,286.61
  
- Notes of Interest:
  - A \$20,000 advance payment was made to St. Mary School in April 2020 to reflect future Spring Fling proceeds and to assist in the COVID-19 crisis
  - Despite the annual Spring Fling Fundraiser being postponed due to Covid-19 to the following fiscal year; the balances do reflect donations that were made on behalf of the Spring Fling up until June 30, 2020
  - The fundraiser for Uncle Mike's Kringle cards will continue throughout the 2020/2021 school year and will be profitable once all cards are sold
  - Savings Account Balance 6/30/2020: \$2,100.11
  
- Income Summary:

Income/Fundraisers	Total Profit
Donations	\$2,780.00
Script (2018-2019 Year)	\$2,476.85
Amazon SMILE	\$80.56
QualiT - School Apparel	\$92.46
Fundraiser Buyout (5 families)	\$1,000.00
Fall Bake Sale	\$1,107.00
Red Barn (Ag Heritage Days)	\$72.00
Papa Murphy's Cards	\$70.00
Uncle Mike's Bakery	(\$676.00)
Family Pics – Doodlebean	\$1,300.00
Salt Sale	\$570.00
CSW Bake Sale	\$1,026.00
Cake Walk	\$802.91
Computers for Education	\$285.50
Fruit Sale	\$1,301.20
Seroogy's (Easter Sale)	\$1,772.35
SMS Flock-In	\$420.00
Spring Fling/Auction	\$9,396.36
Interest (Savings & Checking)	\$9.93
	<b>\$23,887.12</b>

- Expense Summary:

General Expenses:	Total Expenses:
Curriculum	\$3,463.98
Donations	\$248.46
Field Trips	\$2,386.84
Hot Lunch Start-Up	\$2,000.00
Other	\$415.50
Recognition	\$60.00
School Events	\$781.87
Start-Up/Discretionary Funds	\$917.85
Teacher Retreat	\$55.80
St. Mary's School Payment	\$20,000.00
<b>Grand Total</b>	<b>\$30,330.30</b>

## St. Mary's Hot Lunch Report

July 1, 2019- June 30, 2020

<b>Beginning Balance 7/1/2019</b>	<b>\$2,567.74</b>
<b>RECEIPTS:</b>	
Lunch Sales	\$22,029.76
Government Aid- Federal	6,053.93
State Aid	534.82
Ala Carte, 4-K, Kindergarten Milk	1,234.45
Adult Lunches	1,186.30
Other-Interest, Christian Mother supplies	634.12
School Choice Payments	101,883.00
Money from Home School	2,000.00
Payroll Protection Plan Payments	<u>4,142.06</u>
<b>Total Receipts:</b>	<b>\$142,266.18</b>
<b>EXPENSES:</b>	
Reimbursed to Holy Trinity-Lunch with Bishop Ricken	\$311.00
Wages	25,223.84
Food	10,222.65
Purchased Services	530.17
Equipment	600.00
Supplies	1,215.78
Christian Mother Supplies, other	705.96
Lunch refunds	607.09
School Choice Payments reimbursed to School	<u>101,883.00</u>
<b>Total Expenses:</b>	<b>\$141,299.49</b>
Checkbook Balance 6/30/2020	\$966.69

St Mary's  
 Holy Name Society  
 Financial Report  
July 1, 2019 through June 30, 2020

Beginning balance in checkbook (7-1-2019)	-	\$1,313.54
Mulch for church	Check # 720 -	(\$ 78.00)
Mulch for church	Check # 721 -	( 38.00)
Mass Stipend Leroy Simonar	Check # 722 -	( 10.00)
Mass Stipend L/D members, Holy Name	Check # 723 -	( 10.00)
Chili expenses	Check # 724 -	( 367.83)
Chili Sales		1,595.00
Dues collected		50.00
Mass Stipend Irvin Stahl	Check # 725 -	( 10.00)
Gilly Tuition	Check # 726 -	( 500.00)
Mulch for church	Check # 727 -	( 58.55)
Mulch for church	Check # 728 -	( 72.00)
Interest earned on checking	-	<u>3.33</u>
Ending balance in checking account (6-30-2020)	-	<u><u>\$1,817.49</u></u>

<u>Current Membership</u>	
paid to date and forward	-67
in arrears	-26

## 2019-2020 SCRIP Report

Bank Balance 7/1/2019	\$	1,287.21
Uncashed Cash	\$	(97.00)
Sale of Goods	\$	213,731.70
Cost of Goods Sold	\$	(200,874.23)
Interest Income	\$	-
Bank Fees	\$	(32.00)
Kwik Trip & Online Rebates	\$	833.48
Profits Paid Out: School Tuition	\$	(1,392.76)
Profits Paid Out: Parish & Other	\$	(3,529.91)
Home & School Profit	\$	(2,476.85)
<hr/>		
<i>*Profits Paid in 2019-2020</i>	\$	7,399.52
Reconciliation Discrepancy	\$	31.50
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Ending Bank Balance 6/30/2020	\$	7,481.14
<i>*Held as payables to the various causes</i>		
Inventory On Hand 6/30/2020	\$	10,180.00
Cost of Goods On Hand 6/30/2020	\$	9,624.28
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Profit On Hand 6/30/2020	\$	555.72