

# Understanding Your Parish Financial Report

## Revenue

- **Collections** include all offertory envelopes, online giving and loose collections, including for holidays, Holy Days and any special collection (flowers) envelopes.
- **Faith Formation Fees** include all registration and program fees for both faith formation and adult programs.
- **Fundraising/Development** includes any gifts or donations that are not regular parish offertory, bequests and memorials, parish activities (dinners, picnics, bingo, lottery, etc.), donations from parish societies and any parish rebate from the Diocesan Annual Appeal (75% over goal is refunded to the parish).
- **Other Income** includes rental of facilities, insurance refunds, interest income, sale of assets, funeral/wedding perquisites or any other income.
- **Designated Income/Grants/PPP Loan** includes donations or grants specifically earmarked for a designated purpose, reimbursements from linked parishes to help cover expenses and any Paycheck Protection Plan grant income.
- **Transfers Savings Account/Other** includes transfers from bank accounts that are excluded from operating income or have already been reported as operating income.
- **Diocesan Special Collections** are special collections (Care & Education of Priests or Emergency collections following a natural disaster) which get remitted back to the Diocese.

## Expenses

- **Administration** includes clergy salary and benefits, office staff salary and benefits, administrative expenses, telephone, computer services, postage, printing, envelopes and the Cathedralricum (9.5% parish assessment to the Diocese) and Clergy Care and Wellness Assessment.
- **Rectory** expenses include the costs to run and maintain the rectory, as well as household expenses for the pastor(s).
- **Liturgy** includes salaries and benefits for musicians and liturgical staff including directors, musicians and sacristans. This also includes all liturgical equipment and supplies (printed materials, candles, flowers, decorations, etc.)
- **Faith Formation** includes salaries and benefits of faith formation director and staff, including family and/or youth director. This also includes the cost of all textbooks and supplies, retreats, etc.
- **Social Justice** includes all social justice salaries and benefits, as well as the cost of all social justice expenses.
- **Operation & Maintenance of Plant** includes salaries and benefits of all maintenance staff. This also includes the occupancy costs of the parish buildings, including electricity, heat, water, cleaning, janitorial, repairs and maintenance, and any plant and maintenance supplies.
- **Fixed Expense** includes insurance premiums from the Diocesan self-insured program for property, liability and workers compensation, real estate taxes (if any) and rental of facilities.
- **Debt Service** includes the interest and principal payments paid on outstanding parish debt.
- **Capital Outlays** includes any major repairs on the parish building or site or any new construction costs.
- **Designated Expenses/Transfers Out** includes all expenses designated for a specific purpose (i.e., food pantry) or transfers out to savings/building fund.
- **Catholic School Assessments** paid are included here. These represent the parish's portion allocated for the support of the Diocese of Scranton Catholic School System which are 14.5% for a parish with a Catholic School in its county and 8% if there is no school in its county.
- **Diocesan Special Collections Remittance** are the remittals of the Diocesan collections above.

## Parish Surplus/(Deficit) - CASH Basis

- This line represents the increase or decrease in parish cash balances from the beginning of the year to the end of the year on a **CASH BASIS** based on actual expenses paid.

## (Increase)/Decrease in Unpaid Diocesan Obligations

- This amount represents the change in the parish's **unpaid obligations** over the year. If there is an increase in unpaid obligations, this number will be **negative**. If the parish **reduced** its unpaid obligations, this will be a **positive** number.

## Actual Parish Net Surplus/(Deficit)

- This value is the sum of the Parish Surplus/(Deficit) and the (Increase)/decrease of Unpaid Diocesan Obligations. The cash balance represents the net effect of operating activity on a cash basis. If a parish is current on all of its obligation, there would be no difference between the Cash and ACTUAL Parish Net Surplus/(Deficit). However, if a parish is unable to stay current on its obligations, the increase of unpaid obligations will reduce their CASH Basis Net Surplus/(Deficit) by the amount of the increase in unpaid Diocesan obligations.

**This Actual Parish Net Surplus/(Deficit) reflects a parish's true ability to pay its current obligations.**

## Outstanding Diocesan Obligations

- This section highlights the change in a parish's unpaid Diocesan obligations over each fiscal year. If a parish has an increase in unpaid obligations for the year, this will result in a lower Actual Parish Net Surplus/(Deficit) as these are an annual obligation of the parish that was not paid in the current year.

## Diocesan Loan/Debt

- This is the amount of outstanding loans of the parish.

**Parish Financial Report**  
**St. Elizabeth Ann Seton - Swoyersville**  
**TREND ANALYSIS**

		Fiscal Year July 1 - June 30				
		2025	2024	2023	2022	2021
<b>Revenue</b>						
Collections		689,929	694,192	668,081	607,754	567,869
Faith Formation Fees		3,745	2,150	2,373	4,149	1,035
Fundraising/Development		152,204	143,771	193,744	8,781	96,102
Other Income		34,069	46,238	65,270	43,097	44,778
Designated Income/Grants/PPP Loan	25,785	27,708	-	-	-	13,939
Transfers Savings Account/Other		-	-	-	-	89,664
Diocesan Special Collections		-	2,382	479	69,964	16,195
<b>Total Revenue</b>		<b>907,655</b>	<b>888,733</b>	<b>929,947</b>	<b>733,745</b>	<b>829,582</b>
<b>Expenses</b>						
Administration		302,179	273,425	241,988	306,525	301,842
Rectory		48,256	62,449	41,961	39,173	34,165
Liturgy		97,015	98,299	110,089	77,412	75,728
Faith Formation		34,824	36,749	36,147	12,248	33,932
Social Justice		27,592	26,873	29,025	22,095	29,558
Operation & Maintenance of Plant		222,760	188,402	208,952	150,106	155,132
Fixed Expense		62,349	49,994	1,435	45,194	43,607
Debt Service		-	-	-	-	-
Capital Outlays		26,544	19,813	104,247	-	-
Designated Expenses /Transfers Out		2,753	-	-	2,138	-
Catholic School Assessment	173,604	127,104	106,668	101,952	113,640	113,776
Diocesan Special Collections Remittance		-	-	1,109	21,767	16,195
<b>Total Expense</b>		<b>951,375</b>	<b>862,671</b>	<b>876,905</b>	<b>790,298</b>	<b>803,937</b>
	(64,435)					
<b>Parish Surplus/(Deficit) - CASH Basis</b>	46,500	<b>(43,720)</b>	<b>26,062</b>	<b>53,041</b>	<b>(56,553)</b>	<b>25,645</b>
	(20,715)					
<b>(Increase)/Decrease in Unpaid Diocesan Obligations</b>	<b>**(SEE NOTE)**</b>	<b>(26,042)</b>	<b>(321)</b>	<b>(821)</b>	<b>(1,950)</b>	<b>1,954</b>
<b>Actual Parish Net Surplus/(Deficit)</b>		<b>(69,762)</b>	<b>25,741</b>	<b>52,220</b>	<b>(58,503)</b>	<b>27,599</b>
<b>**NOTE**</b>						
Outstanding Diocesan Obligations could include: Diocesan assessments, School assessments, health insurance, self-insurance, pension and other expenses.						
End of Year Unpaid Diocesan Obligations		27,184	1,142	821	-	(1,950)
Beginning of Year Unpaid Diocesan Obligations		1,142	821	-	(1,950)	4
<b>(Increase)/Decrease in Unpaid Diocesan Obligations</b>		<b>(26,042)</b>	<b>(321)</b>	<b>(821)</b>	<b>(1,950)</b>	<b>1,954</b>
<b>Diocesan Loan/Debt</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>