Annual Report to Parishioners
for the Fiscal Year ended June 30, 2018
Dear Members and Friends of Holy Family Parish,

I am pleased to join with the members of the Parish Finance Council and Christine McCarthy, our Business Manager, to present the parish’s Annual Report (AR) for FY18 (7/1/2017-6/30/2018). The AR provides you with an overview of parish and cemetery finances by presenting the Statement of Operating Activity for FY18, and the budget for FY19 (7/1/2018-6/30/2019). The AR demonstrates what your generosity has made possible by providing a glimpse into the parish’s mission and ministries.

FY18 was the second year of implementation of our local pastoral plan. The Faith Formation Team continued to phase in a family-centered faith formation (religious education) program, which will be fully implemented during the current year. The Vocations Team encouraged prayer for all vocations, especially the diocesan priesthood, raised awareness about vocations, and invited people to give active consideration to God’s plan for their lives by bringing one young man to a St. Andrew Dinner and three young women to the first-ever Sts. Mary and Martha Dinner, and celebrating National Vocation Awareness Week and the World Day of Prayer for Vocations. The Service and Justice Team promoted community engagement through a variety of local and global outreach ministries including serving monthly at the Cor Unum Meal Center, using our parish garden to donate fresh produce to local food pantries, supporting those in active military duty, making plans to work on the Merrimack Valley Habitat for Humanity Salisbury project, raising awareness about fair trade and Catholic Relief Services, and taking steps to become a sister parish to Saint Louis of France Parish in Chateau, Haiti (Fr. Ixon’s home town). The Hospitality Ministry continues providing greeters for sacramental celebrations, at Christmas Masses, and during Holy Week liturgies.

Summer 2017 was filled with faith-based opportunities for children and young people. These included Vacation Bible School, Just5Days, Steubenville East, and C.A.M.P.S. During the summer we welcomed Meredith Smith as our Director of Lifelong Faith Formation. During the year, Meredith led the introduction of Making Music Praying Twice Little Angels (a music-based group for parents/grandparents with their children/grandchildren) and ChristLife (Discovering, Following, and Sharing Christ) in the parish. Toward the end of FY18, we learned that Father Chris Wallace had been appointed pastor at All Saints Parish in Haverhill. We also learned that we would become a two-parish collaborative with only one priest assigned to the parishes. This news brought the challenge of a new Mass schedule. I know it means sacrifices for all of us. I am grateful for the manner in which you received the new Mass schedule. This news also brings the opportunity to call forth and form lay leaders for parish ministries.

The year ahead is the final implementation year of our current local pastoral plan. I look forward to hearing your ideas for our pastoral priorities for 2019-2022. I also look forward to working with the pastoral plan teams, Pastoral Council, PFC, staff, and each of you to invite each person we encounter to discover, follow, and share Christ, and to accompany them along the way.

Your brother in Christ,
Fr. Scott

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Financial Highlights

As shown on the Statement of Operating Activity for the Fiscal Year ended June 30, 2018, Holy Family Parish’s total income (operating & non-operating) was $862,867 and total expenses were $662,561. As a result, Holy Family Parish saw a net operating loss of -$5,995 and a net non-operating income of $206,301. The non-operating income is comprised of interest income ($851) and income from the sale of property ($205,450).

When comparing Budget vs. Actual figures, we saw savings in the areas of Compensation and Benefits, Household, and Utilities & Maintenance. We saw actual figures that were significantly higher than budgeted figures in line items related to Office Expenses & Related, and Other Expenses.

- **Office Expenses & Related-- Actual: $34,376; Budget: $22,503**
  - Printing & Postage: During FY’18 we had several mailings in addition to our typical mailings that weren’t anticipated at the time the budget was created, such as the increased offertory campaign, the new Mass schedule, and letters to Catholic Appeal LYBUNTS and donors.
  - IT Related: In an effort to modernize our facilities, we purchased Ubiquiti range extenders for the Parish Center and the Rectory to improve our wireless internet coverage. We also installed a wireless bridge from the Parish Center to the Parish Hall to establish wireless internet in the Hall for use during Parish programming and other events.

- **Other Expenses-- Actual: $122,636; Budget: $96,132**
  The Other Expenses category includes Property Insurance and Liability, Real Estate Taxes, the Central Ministry Tithe, expenses that can be capitalized, and other Miscellaneous expenses. For FY ’18, in addition to typical expenses, we installed brass railings ($4,200), repaired the rectory roof and downspouts ($6,800), and replaced one of the VFD’s for the Parish Center Heating System ($3,795). Additionally, through the acquisition of property we incurred real estate taxes of $4,844. Lastly, we did not receive a tithe abatement for FY ’18. The total central ministry tithe was $47,843.

Looking ahead, for FY’19 we have a balanced budget and we will continue to minimize our expenses. We have also committed proceeds from the sale of property in FY ’18 to repairing the Church entry steps and to fund the ChristLife series for one year. Additionally, we have received quotes to replace the roof on the Parish Hall and are exploring ways to fund this much needed repair.
Holy Family Parish
Statement of Operating Activity
July 1, 2017 - June 30, 2018

Income
Actual | Budget | Variance
--- | --- | ---
Offertory | 408,396 | 410,000 | (1,604)
Offertory Monthly | 25,872 | 25,000 | 872
Grand Annual | 42,670 | 28,000 | 14,670
Shrines, Candles, & Flowers | 8,153 | 8,500 | (347)
Sacramental Offerings | 25,505 | 17,000 | 8,505
Catholic Appeal Rebate | 12,150 | 8,000 | 4,150
Gifts and Bequests | 13,600 | 19,500 | (5,900)
Pamphlets | 49 | 800 | (751)
Religious Ed. Gross Tuition | 18,315 | 20,500 | (2,185)
Donations-Other | 31,267 | 38,650 | (7,383)
Rental Income | 7,850 | 7,800 | 50
Capital Campaign Donations | 0 | 0 | 0
Fundraising Activities | 35,639 | 30,000 | 5,639
Funeral Collations | 13,450 | 20,000 | (6,550)
RCAB Support | 13,650 | 0 | 13,650
Total Income | $656,566 | $633,750 | $22,816

Expense
Compensation & Benefits | 335,872 | 352,720 | (16,848)
Professional Services | 6,276 | 3,150 | 3,126
Office Expenses & Related | 34,376 | 22,503 | 11,873
Household | 2,805 | 6,950 | (4,145)
Utilities & Maintenance | 113,568 | 123,800 | (10,232)
Vehicles & Related | 7,168 | 3,500 | 3,668
Pastoral | 29,491 | 24,216 | 5,275
Professional Development | 10,096 | 13,750 | (3,654)
Fundraising | 35,639 | 30,000 | 5,639
Other Expenses | 122,636 | 96,132 | 26,504
Total Expense | $662,561 | $646,921 | $15,640

Net Operating Income
($5,995) ($13,171) $7,176

Non-Operating Income
$206,301 $2,300 $204,001

Net Income
$200,306 ($10,871) $211,177

Holy Family Parish
Budget
July 1, 2017 - June 30, 2018

Income
Offertory 410,000
Offertory Monthly 30,000
Grand Annual 35,000
Shrines, Candles, & Flowers 8,500
Sacramental Offerings 25,000
Catholic Appeal Rebate 11,000
Gifts and Bequests 12,000
Pamphlets 150
Religious Ed. Gross Tuition 19,500
Donations-Other 34,750
Rental Income 7,000
Capital Campaign Donations 0
Fundraising Activities 45,500
Funeral Collations 13,000
RCAB Support 13,860
Total Income $665,260

Expense
Compensation & Benefits 358,382
Professional Services 4,070
Office Expenses & Related 38,017
Household 2,951
Utilities & Maintenance 126,865
Vehicles & Related 325
Pastoral 26,381
Professional Development 9,175
Fundraising 7,000
Other Expenses 92,326
Total Expense $665,492

Net Operating Income $(232)

Holy Family Parish Account Balances
July 1, 2017 - June 30, 2018

The Provident Bank: RCAB:
Operating Account Loan
Beginning Balance: $32,708.90 Beginning Balance: $553,068.51
Ending Balance: $19,928.14 Ending Balance: $523,068.51
Insurance Account
Beginning Balance: $12,215.90 Beginning Balance: $3,189.05
Ending Balance: $17.21 Ending Balance: $3,189.05
Building Fund
Beginning Balance: $9,720.36 Beginning Balance: $9,720.36
Ending Balance: $3,189.05 Ending Balance: $3,189.05
Savings
Beginning Balance: $33,754.96 Loan Collections: $24,166.45
Ending Balance: $23,022.20 Ending Balance: $3,189.05

RCAB:
Savings
Beginning Balance: $21,461.49
Ending Balance: $23,022.20

Scholarship Assistance
Beginning Balance: $3,606.58
Ending Balance: $3,629.98

Holy Family Parish
Statement of Operating Activity
July 1, 2018 - June 30, 2019

Income
Offertory 410,000
Offertory Monthly 30,000
Grand Annual 35,000
Shrines, Candles, & Flowers 8,500
Sacramental Offerings 25,000
Catholic Appeal Rebate 11,000
Gifts and Bequests 12,000
Pamphlets 150
Religious Ed. Gross Tuition 19,500
Donations-Other 34,750
Rental Income 7,000
Capital Campaign Donations 0
Fundraising Activities 45,500
Funeral Collations 13,000
RCAB Support 13,860
Total Income $665,260

Expense
Compensation & Benefits 358,382
Professional Services 4,070
Office Expenses & Related 38,017
Household 2,951
Utilities & Maintenance 126,865
Vehicles & Related 325
Pastoral 26,381
Professional Development 9,175
Fundraising 7,000
Other Expenses 92,326
Total Expense $665,492

Net Operating Income $(232)

Non-Operating Income $600

Net Income $368
**Holy Family Parish Statistics**

- We have 1,611 registered Parishioner Households
- Our Combined Average Weekly Offertory Collection total (In-pew & Online) was $8,007.76
- We raised $35,639 through our various fundraising efforts
- We have more than 20 different Parish Ministries and Groups
- From July 1, 2017 thru June 30, 2018 we celebrated:
  - 48 Baptisms
  - 53 First Reconciliations
  - 53 First Holy Communions
  - 37 Confirmations
  - 4 RCIA
  - 2 Marriages
  - 28 Funeral Masses
  - 16 Funeral Services
- Additionally, we had 155 students enrolled in our Religious Education program for Grades K-8 and 59 students enrolled for Grades 9 & 10.

**St. Joseph Cemetery**

**Comparative Statement of Operating Activity**

<table>
<thead>
<tr>
<th>July 1, 2017 - June 30, 2018</th>
<th>Income</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF Sale of Lots</td>
<td>5,025.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>CF Openings</td>
<td>38,500.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>CF Foundations</td>
<td>2,413.67</td>
<td>4,000.00</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>$45,938.67</strong></td>
<td><strong>$45,000.00</strong></td>
</tr>
<tr>
<td>Expense</td>
<td></td>
<td></td>
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<tr>
<td>PROFESSIONAL SERVICES</td>
<td>16,708.70</td>
<td>100.00</td>
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<tr>
<td>FACILITIES</td>
<td>1,382.22</td>
<td>2,900.00</td>
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<tr>
<td>OPERATING EXPENSES</td>
<td>66,513.00</td>
<td>60,000.00</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td><strong>84,603.92</strong></td>
<td><strong>63,000.00</strong></td>
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<tr>
<td>Non-Operating Income</td>
<td>16,173.96</td>
<td>8,100.00</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>-22,491.29</strong></td>
<td><strong>-9,900.00</strong></td>
</tr>
</tbody>
</table>

**St. Joseph Cemetery Budget**

<table>
<thead>
<tr>
<th>July 1, 2018 - June 30, 2019</th>
<th>Income</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF Sale of Lots</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td>CF Openings</td>
<td>35,000.00</td>
<td></td>
</tr>
<tr>
<td>CF Foundations</td>
<td>3,700.00</td>
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</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$44,700.00</strong></td>
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<tr>
<td>Expense</td>
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<td></td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>FACILITIES</td>
<td>1,675.00</td>
<td></td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>60,000.00</td>
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</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>63,175.00</strong></td>
<td></td>
</tr>
<tr>
<td>Non-Operating Income</td>
<td>16,722.50</td>
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</tr>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>-1,752.50</strong></td>
<td></td>
</tr>
</tbody>
</table>

**The Provident Bank:**

- **Checking**
  - Beginning Balance: $1,535.18
  - Ending Balance: $7,208.81
- **RCAB:**
  - Common Investment Fund
    - Beginning Balance: $172,398.39
    - Ending Balance: $178,855.17

**St. Joseph Cemetery Account Balances**

- **Checking**
  - Beginning Balance: $5,125.73
  - Ending Balance: $1,535.18
- **RCAB:**
  - Common Investment Fund
    - Beginning Balance: $157,845.66
    - Ending Balance: $172,398.39

**Holy Family Parish Finance Council Members**

- Kevin Ferreri - Chair (Officer)
- John Massaua - Secretary (Officer)
- Rick Fournier, CPA - Accounting Operations & Compliance
- Alan LaBranche - Buildings & Grounds
- Steve Deorocki - Stewardship & Development

__________________________ - Cemetery