

OCS Program 80 Protocol

Office for Catholic Schools Protocol and Timeline for Level I Elementary Schools:

- End of June - early July: Principal closes school budget as the fiscal year ends. Principal aligns the school cost centers to the Program 80 School Roll-up report.
- By August 1: The School Commission or School budget team vets the Program 80 School Roll-Up report.
- August 1: Program 80 School Rollup Report is submitted to the PAA/Pastor.
Principal Signature: _____ Date: _____
- By August 15: Parish report is completed and the Principal receives an electronic copy to verify that the Program 80 School Rollup Report of the Annual Parish Report is accurately portrayed.
- The Pastor/PAA and Principal will sign off on the Parish Annual Report showing consensus of accuracy before submitting the document to Parish Financial Services, Archdiocese of Seattle.

Principal Signature: _____ Date: _____

Pastor Signature: _____ Date: _____

PAA Signature: _____ Date: _____

Indices of Vitality Financial Template

Revenues		Archdiocese of Seattle – Parish Financial Services
Indices of Vitality Budget Items	Sample (\$)	Parish Accounting System: Program 80 Account numbers
Tuition & Fees	1,941,999	41XX – Collection Revenue (seldom used) 42XX – Educational Receipts
Endowment Income	50,000	4510 – Endowment Fund Income
Fundraising	200,000	43XX – Fundraising Revenue
Donations	300,000	44XX – Donations, Gifts, and Stipends
Other Incomes	38,329	45XX – Business Revenue (except 4510) 46XX – Program Revenue 47XX – Other Revenue
Total Revenues	\$2,530,328	Total Revenues
Revenue Related Data		
Fulcrum Tuition Assistance (TAP)		4203 – Archdiocese Tuition Assistance (includes Fulcrum)
Direct Parish Subsidy		4225 – Parish Subsidy (Direct and Indirect)
Indirect Parish Subsidy		Parish Subsidies are considered subsidy for Tuition
Neighboring Parish Subsidies		4230 – Neighboring Parish Subsidy
Endowment Total Value		14XX – Investments/Fund Assets
Endowment income reinvested		4512 – Reinvested Endowment Fund Earnings

Expenses		
Indices of Vitality Budget Items	(\$)	Parish Accounting System: Program 80 Account numbers
Salaries	1,441,999	51XX – Salaries
Benefits	500,000	52XX – Benefits
Maintenance and Operations	200,000	55XX – Supplies 58XX – Operations & Maintenance 63XX – Utilities
Local Tuition Assistance	300,000	6530 – Scholarship
Fundraising Costs	38,329	618X – Fund Raiser Expense
Other Expenses	290,126	57XX – Program Expenses 59XX – Contracted Services 61XX – Business Expenses (Except 618X) 62XX – Depreciation and Bad Debts Expense 64XX – Travel 65XX – Appreciation/Thank You (except 6530) 66XX – Assessments / Contributions
Total Expenses	\$2,770,454	Total Expenses
Expense Related Data		
Instructional Supplies, Textbooks, Technology		5570 – Instructional Supplies 558X – Textbooks 5721 – Information Technology



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Section II-A: Financial
 Table 5: Summary of Operations

(Parish)

(City)

(PID#)

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	PROGRAM 10 Parish	PROGRAM 70 R.E.	PROGRAM 80 Parish School	PROGRAM 95 Cemetery	TOTAL OPERATIONS
REVENUES					
41XX Collection Revenue					-
42XX Educational Receipts					-
43XX Fundraising Revenue					-
44XX Donations, Gifts, and Stipends					-
45XX Business Revenue					-
46XX Program Revenue					-
47XX Other Revenue					-
TOTAL REVENUE *	-	-	-	-	-



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Section II-A: Financial
 Table 5: Summary of Operations

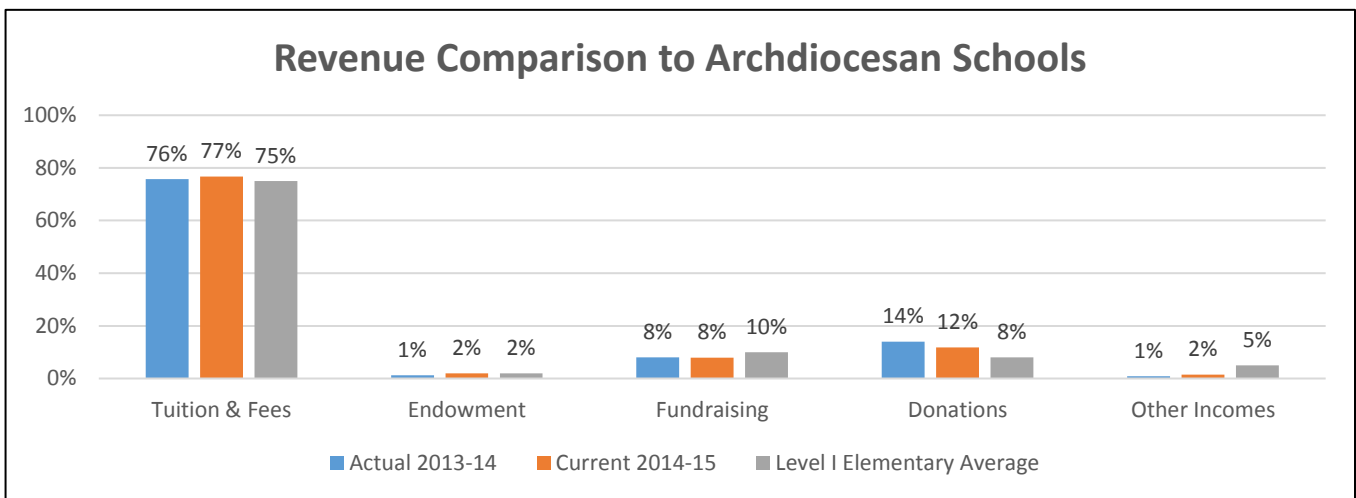
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	(Parish)	(City)	(PID#)		
	PROGRAM 10 Parish	PROGRAM 70 R.E.	PROGRAM 80 Parish School	PROGRAM 95 Cemetery	TOTAL OPERATIONS
EXPENDITURES					
51XX Salaries					-
52XX Benefits					-
55XX Supplies					-
57XX Program Expenses & Subsidies					-
58XX Operations & Maintenance					-
59XX Contracted Services					-
61XX Business Expenses					-
62XX Depreciation and Bad Debts Expense					-
63XX Utilities					-
64XX Travel					-
65XX Appreciation/Thank You					-
66XX Assessments/Contributions					-
TOTAL EXPENDITURES **	-	-	-	-	-
SURPLUS/DEFICIT	-	-	-	-	-

St. Peter Revenues

Budget items for Level I schools are audited amounts provided by Parish Financial Services, all other values are self-reported through the NCEA Fall Data Collection. Any correction edits by OCS are shown in bold.

Budget Revenues						Current Budget
Budget Items	2009-10	2010-11	2011-12	2012-13	2013-2014	2014-2015
Tuition & Fees	1,850,321	1,805,549	1,782,075	1,959,835	1,877,024	1,941,999
Endowment Income	4,309	21,649	38,758	43,263	31,448	50,000
Fundraising	200,000	200,000	200,000	200,000	200,000	200,000
Donations	278,129	247,687	288,966	294,161	346,979	300,000
Other Incomes	264,902	406,293	303,030	11,561	22,698	38,329
Total Revenue	2,597,662	2,681,178	2,612,829	2,508,819	2,478,149	2,530,328
Related data						
Tuition: Parish Child	4,250	4,500	4,730	4,870	4,975	4,965
Tuition: Non-Parish Child	4,250	4,500	4,961	5,270	5,575	7,126
Fulcrum Tuition Assistance	22,100	19,550	30,000	24,000	23,005	
Fulcrum Schools In Need			5,000			
Direct Parish Subsidy	100,000	100,000	100,000	100,000	100,000	100,000
Indirect Parish Subsidy			50,000			50,000
Endowment total value	1,108,248	1,093,968	1,100,000	1,100,000	1,183,000	



2014 Published Tuition Chart

K-8 Catholic In-Parish	Non-Parish	Non-Catholic	
1 Child	\$4,965	\$6,108	\$7,126
2 Child	\$8,828	\$10,174	\$14,251
3 Child	\$10,991	\$12,472	\$21,377
4 Child	\$12,213	\$13,938	\$28,502

Pre-K Catholic In-Parish	Non-Parish	Non-Catholic	
3 year-old	\$4,965	\$6,108	\$6,108
4 year-old	\$4,965	\$6,108	\$6,108
5 year-old	\$4,965	\$6,108	\$6,108

St. Peter Expenses

Expense data for Level I schools is audited and provided by Parish Financial Services

Expenses

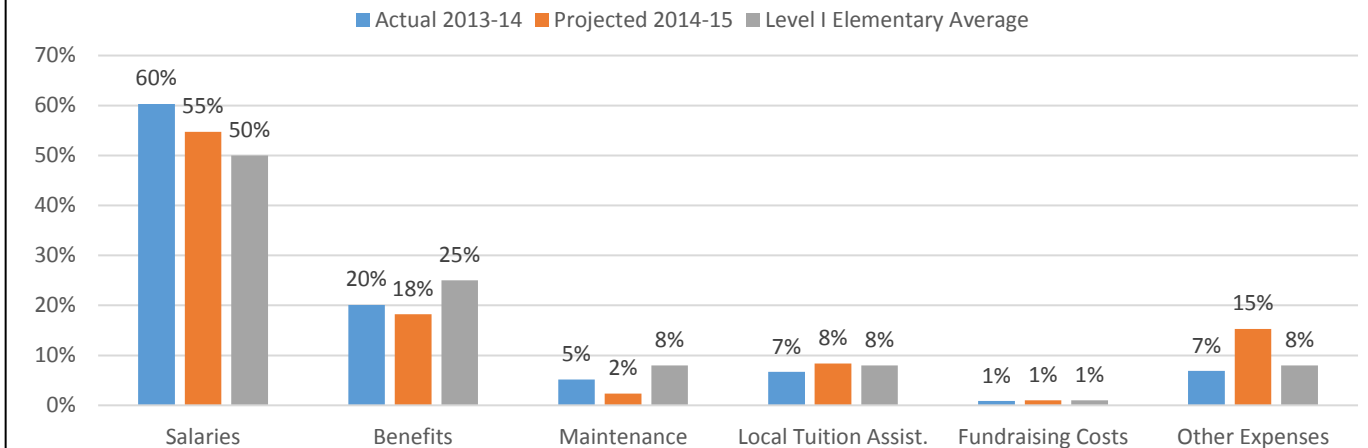
Budget Items	2009-10	2010-11	2011-12	2012-13	2013-2014	Current Budget 2014-2015
Salaries	1,414,964	1,424,646	1,566,483	1,627,706	1,596,683	1,403,616
Benefits	471,655	474,882	522,161	542,569	532,228	467,872
Maintenance and Operations	134,047	126,961	73,727	88,817	136,551	59,750
Local Tuition Assistance*	*	*	*	*	177,000	215,000
Fundraising Costs	*	*	*	*	23,000	25,000
Other Expenses	400,824	432,264	506,518	402,329	181,724	392,464
Total Expense	2,421,489	2,458,754	2,668,889	2,661,420	2,647,186	2,563,702

Related data

Overall Cost per student	6,457	6,470	6,370	6,429	6,394	6,268
Previous budget balances	176,173	222,424	(56,060)	(152,601)	(169,037)	
Instructional Supplies, Textbooks, Technology	-	-	-	-	-	74,000

* Local Tuition and fundraising cost included in Other Expenses for PFS past reporting

Expense Comparison to Archdiocesan Schools



Fiscal Year Surplus/Deficit (\$)

