

HOLY CROSS PROVINCE
BUDGET PREPARATION WORKSHEET
FISCAL YEAR 2021 - 2022

RETREAT CENTER NAME St Paul of the Cross Retreat Center Inc

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		Actual 6/30/2018	Actual 6/30/2019	Actual 6/30/2020	Actual 8 Mos + 4 Mos Budget	Budget 2021/2022	Budget 2020/2021	Budget 2019/2020	Budget 2018/2019	Budget 2021/2022	
	DONATIONS & BEQUESTS										
4310	DONATIONS (UNRESTRICTED)	263,432	234,023	298,828	460,930	257,000	215,000	210,000	240,000	257,000	
4315	DONATIONS (RESTRICTED)	14,778	70,055	200,277	59,955	20,000	50,000	55,000	14,000	20,000	
4330	ENROLLMENTS	4,465	3,889	2,350	3,542	3,800	3,800	4,536	3,750	3,800	
4336	PRAYER LEAGUE	20,343	16,472	17,590	17,603	19,500	15,000	15,000	21,000	19,500	
4337	VOTIVES & DEVOTIONALS	-	6,939	3,402	2,718	3,500	4,000	6,000	-	3,500	
4345	CHRISTMAS APPEAL	64,207	91,350	97,410	157,319	65,000	55,000	55,000	50,000	65,000	
4350	GOLF OUTING	50,260	45,695	54,936	48,495	48,000	45,000	49,000	50,000	48,000	
4351	DIRECTORS CIRCLE	40,955	50,975	34,984	50,204	46,500	42,000	42,000	45,500	46,500	
	TOTAL DONATIONS & BEQUESTS	458,440	519,398	709,777	800,766	463,300	429,800	436,536	424,250	463,300	
	PASSIONIST PREACHED RETREATS										
4405	LAYMEN (960 @ 215)	219,988	215,222	198,474	86,630	240,000	120,400	232,200	238,650	240,000	
4335	DONATIONS - MEN'S RETREATS	64,033	78,212	58,752	24,527	-	30,800	59,400	60,000	-	
4410	LAYWOMEN (600 @ 215.00)	114,743	124,489	80,673	48,440	150,000	75,250	139,320	131,150	150,000	
4340	DONATIONS - WOMEN'S RETREAT	22,447	24,173	16,967	10,490	-	12,250	22,680	16,000	-	
	TOTAL PASSIONIST PREACHED RETREATS	421,211	442,096	354,866	170,087	390,000	238,700	453,600	445,800	390,000	
	MINISTRY PROGRAMS										
4460	MINISTRY PROGRAMS	6,574	10,194	10,680	8,375	8,000	8,000	8,000	9,500	8,000	
	HOSTED RETREATS AND PROGRAMS										
4481	PRIVATE RETREATS, LAITY	6,136	6,571	2,726	3,637	7,000	4,000	4,000	3,800	7,000	
4483	PRIVATE RETREATS RELIGIOUS / PRIEST	1,382	2,211	2,608	793	-	500	500	1,800	-	
4487	HC PROVINCE SPONSORED PROGRAMS	5,827	-	-	-	-	-	26,000	-	-	
	TOTAL RETREATS AND PROGRAMS	13,345	8,782	5,334	4,430	7,000	4,500	30,500	5,600	7,000	
	HOSTED PROGRAMS - OVERNIGHT										
4505	YOUTH	74,966	85,806	50,786	43,345	56,888	38,080	75,000	68,000	56,888	
4508	PRIESTS (November)	7,223	9,600	-	-	-	4,500	9,000	8,000	-	
4510	OTHER CATHOLIC	142,810	153,034	128,977	25,616	129,829	39,089	95,000	102,000	129,829	
4515	ECUMENICAL	106,887	186,131	60,120	55,000	110,410	109,650	120,000	75,000	110,410	
	TOTAL HOSTED PROGRAMS - OVERNIGHT	331,886	434,571	239,883	123,961	297,127	191,319	299,000	253,000	297,127	

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	HOSTED PROGRAMS - DAY												
4535	YOUTH	33,805	38,964	28,671	13,826	34,914	24,835	26,000	35,000	34,914			
4540	OTHER CATHOLIC	13,228	23,069	13,907	9,440	15,520	16,880	15,000	13,000	15,520			
4545	ECUMENICAL	8,647	10,597	3,856	4,178	7,710	8,308	8,500	6,500	7,710			
4548	OTHER MEETINGS	118	141	212		300	300	300	300	300			
4550	BUKAS-LOOP SA DIYOS	1,813	2,119	2,321	1,078	2,500	2,200	2,200	2,200	2,500			
4560	RECOVERY PROGRAMS	7,122	4,256	2,300	3,026	4,000	4,000	4,600	7,350	4,000			
	TOTAL HOSTED PROGRAMS - DAY	64,733	79,146	51,266	31,548	64,944	56,523	56,600	64,350	64,944			
	TOTAL OTHER												
4602	CLOTHING	1,876	1,001	1,073	701	800	1,500	1,200	2,000	800			
4604	GIFTSHOP GENERAL MERCHANDISE	17,948	16,128	14,154	6,476	13,500	8,000	15,000	15,000	13,500			
4605	BOOKS/AUDIO	8,481	8,572	4,381	2,183	7,500	4,000	8,500	8,200	7,500			
4621	SPECIAL EVENTS - OTHER	72		290	13,733	10,000		-	72	10,000			
4682	INSUR. PROCEEDS/LOAN FORGIVENESS	11,145	2,500		121,840			-		-			
4681	GAIN/LOSS OF SALE FIXED ASSETS	(807)	-					-		-			
4660-20	In-kind Donations		24,284	12,154	17,838	14,000	20,000	5,000		14,000			
4660-25	In-kind Donations - Golf		4,645	4,862		4,000	100	4,500		4,000			
	GRAND TOTAL - TOTAL OTHER	38,716	57,130	36,914	162,770	49,800	33,600	34,200	25,272	49,800			
	INTER-INSTITUTIONAL REVENUE												
4880	INTEREST ON RESERVE FUND	9,254	17,100	10,696	2,066	-	2,750	18,750	12,500	-			
	TOTAL INTER-INSTITUTIONAL REVENUE	9,254	17,100	10,696	2,066	-	2,750	18,750	12,500	-			
	TOTAL REVENUE	1,344,158	1,568,417	1,419,416	1,304,004	1,280,171	965,191	1,337,186	1,240,272	1,280,171	-	-	-
	TABLE												
6011	PROVISIONS	1,244	900	376	506	1,200	1,200	1,200	950	1,200			
6012	CONTRACTED FOOD SERVICES	269,753	296,561	221,186	178,913	270,745	276,422	276,422	272,000	270,745			
6014	TABLE CLOTHS & LINENS	350	271	459		400	400	400	350	400			
6015	BEVERAGES	772	424	1,010	682	900	900	900	900	900			
6025	PROVISIONS/BEVERAGES-RET.STAFF	1,110	1,099	671	837	4,200	5,000	25,537	2,100	4,200			
6030	EQUIP & SUPPLIES(PURCHASE/REPAIR)	5,481	8,391	3,043	3,178	5,500	5,500	5,500	3,700	5,500			
	TOTAL TABLE	278,710	307,646	226,745	184,116	282,945	289,422	309,959	280,000	282,945			
	ROOMS												
6055	LAUNDRY.LINENS & BEDDINGS	11,254	11,948	7,809	5,206	12,740	12,740	12,740	12,500	12,740			
6060	FURNISHING & SUPPLIES	204	4,683	1,163	1,242	3,500	3,500	3,500	3,500	3,500			
6061	CLEANING & LAUNDRY SUPPLIES	3,753	4,703	3,725	3,338	3,500	3,800	3,800	2,800	3,500			
6063	ROOM SUPPLIES - CONSUMABLES	3,091	3,298	2,719	1,604	3,100	3,200	3,200	3,100	3,100			
6065	ROOM EXPENSES-RET.STAFF	3,765	2,865	3,086	1,110	3,500	3,500	3,500	3,900	3,500			
6066	CLEANING SERVICES	4,762	2,924	3,049	2,566	4,100	4,500	4,500	5,500	4,100			
	TOTAL ROOMS	26,829	30,421	21,551	15,065	30,440	31,240	31,240	31,300	30,440			
	AUTOMOBILE EXPENSE												
6312	GAS/OIL	2,218	2,086	1,555	1,682	2,200	2,200	2,200	2,200	2,200			
6313	TIRES,MAINTENANCE & REPAIRS	2,105	1,313	1,229	1,715	2,200	2,100	2,100	2,100	2,200			
6314	INSURANCE & LICENSES	4,065	3,844	3,403	3,884	3,900	3,900	3,900	3,900	3,900			
	TOTAL AUTOMOBILE EXPENSE	8,388	7,242	6,187	7,281	8,300	8,200	8,200	8,200	8,300			
6322	TRAVEL-OFFICIAL	1,890	4,817	4,251	-	3,500	3,500	3,500	5,200	3,500			
	MAINTENANCE-INTERIOR												
6411	PLUMBING	1,320	2,800	4,262	3,362	3,000	2,500	2,500	1,900	3,000			
6412	ELECTRICAL	7,979	1,626	1,846	6,677	3,500	3,500	2,500	2,500	3,500			
6413	HEATING & BOILER	12,375	19,970	19,072	12,075	11,500	12,000	12,000	8,500	11,500			
6414	AIR CONDITIONING	845	329	1,762	1,230	2,200	500	500	800	2,200			

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6420 BUILDING INTERIORS & FURNISHINGS	1,226	2,391	146	412	1,500	1,500	500	900	1,500	
6421 MAINTENANCE SUPPLIES	1,901	1,172	1,839	2,188	1,900	1,500	1,500	1,300	1,900	
6422 REPAIR HOUSEHOLD APPLIANCES	297	140	66	150	300	300	300	300	300	
6423 REPLACEMENT OF EQUIPMENT	2,775	487	-	80	990	1,000	1,000	1,400	990	
6424 JANITORIAL SUPPLIES & EQUIPMENT			907	281	300	300	300	300	300	
6425 CONTRACTED HOUSEKEEPING SERVICES	1,530	5,223	2,045	1,142	1,600	1,600	1,600	1,300	1,600	
TOTAL MAINTENANCE-INTERIOR	30,248	34,138	31,944	27,598	26,790	24,700	22,700	19,200	26,790	
MAINTENANCE-EXTERIOR										
6431 BUILDING EXTERIORS & ROOFS	1,462	2,185	1,663	2,833	1,500	3,000	2,000	1,900	1,500	
6432 LANDSCAPING SUPPLIES	3,609	2,857	5,590	3,816	4,000	4,000	4,000	6,100	4,000	
6434 GROUND EQUIPMT. (PURCHASE/REPAIR)	1,654	1,370	1,889	726	1,500	1,500	1,500	1,900	1,500	
6435 PAVEMENTS, DRIVEWAYS, EXT. LIGHTING	4,172	1,269	39		2,700	2,700	3,200	3,800	2,700	
6436 DISPOSAL SERVICE-REFUSE	2,822	3,291	3,060	2,548	3,400	3,200	3,200	2,940	3,400	
TOTAL MAINTENANCE-EXTERIOR	13,719	10,972	12,242	9,923	13,100	14,400	13,900	16,640	13,100	
UTILITIES										
6451 ELECTRICITY	22,203	23,833	24,395	22,298	23,500	25,000	25,000	30,000	23,500	
6452 FUEL	31,381	25,905	21,594	22,034	21,500	26,000	26,000	31,000	21,500	
6453 WATER	8,922	17,367	20,667	23,152	22,500	25,673	23,844	16,500	22,500	
6454 TELEPHONE	6,083	6,111	6,848	8,208	7,500	6,000	6,000	5,500	7,500	
6460 BUILDING INSURANCE	29,550	30,330	30,954	33,825	37,582	32,332	31,507	26,700	37,582	
TOTAL UTILITIES	98,139	103,546	104,457	109,516	112,582	115,005	112,351	109,700	112,582	
SALARIES										
6610 LAY EMPLOYEES	384,601	379,185	412,957	346,620	382,604	365,166	414,667	392,990	382,604	
6621 FICA (EMPLOYERS SHARE)	29,127	29,086	31,040	26,118	29,269	27,935	31,722	30,675	29,269	
6622 WORKMAN'S COMPENSATION	2,589	2,331	2,415	2,731	3,310	2,996	3,150	2,200	3,310	
6623 HEALTH INSURANCE	70,286	69,293	71,136	67,430	67,470	77,070	71,661	71,328	67,470	
6624 DENTAL	5,481	4,800	4,128	3,879	4,200	4,800	4,800	5,760	4,200	
6625 LTD LIFE	1,551	1,606	1,782	1,613	1,675	1,621	1,767	1,700	1,675	
6626 LIFE INSURANCE	1,394	1,477	1,677	2,007	1,517	1,469	1,605	1,600	1,517	
6628 RETIREMENT	30,996	32,328	33,395	26,377	29,359	30,305	34,215	34,860	29,359	
6629 UNEMPLOYMENT TAXES	2,692	2,301	2,412	1,057	2,641	2,425	2,638	2,700	2,641	
6630 EMPLOYEE EDUCATION			-		1,000	1,000	1,000	650	1,000	
6641 SHORT TERM DISABILITY	2,149	2,234	2,492	2,280	2,342	2,267	2,472	2,300	2,342	
6645 OTHER BENEFITS	1,600	3,961	2,661	1,708	1,500	1,500	1,500		1,500	
6646 WEEKEND MINISTRY	2,870	3,180	3,800	1,270	4,000	3,000	3,000	2,400	4,000	
TOTAL SALARIES	535,336	531,782	569,894	483,089	530,887	521,554	574,197	549,163	530,887	
ADMINISTRATION										
6661 PRINTING WEEKEND RETREATS	4,537	4,157	7,519	2,823	10,500	6,350	6,350	4,500	10,500	
6662 POSTAGE	4,730	5,772	4,347	3,458	5,600	5,600	5,600	5,000	5,600	
6663 OFFICE SUPPLIES	3,000	2,911	1,745	2,117	2,850	3,900	3,900	4,000	2,850	
6664 OFFICE EQUIPMENT	2,947	3,480	4,455	1,850	3,000	3,200	3,200	3,200	3,000	
6665 MAINTENANCE CONTRACTS	869	906	983	903	900	900	900	920	900	
6666 EQUIPMENT LEASE	4,824	4,144	4,216	4,174	5,216	4,472	4,472	4,800	5,216	
6668 CONTRACTED SERVICES	10,513	1,040	778	857	1,100	1,100	1,100	1,050	1,100	
6669 PRINTING (Admin & Development)	68	4,629	3,173	1,613	2,300	1,550	1,550	850	2,300	
6670 ORGANIZATIONAL MEMBERSHIP	984	534	493	679	1,000	1,000	1,000	1,100	1,000	
6671 MEETINGS/WORKSHOPS	483	672	317		1,000	1,000	1,000	950	1,000	
6672 CONSULTANT SERVICES (INCL. LEGAL)	17,112	27,798	27,611	23,496	51,100	28,400	26,000	26,500	51,100	
6673 COMPUTER CHARGES (INCL. PPO)	24,968	24,619	29,387	26,723	20,071	26,365	25,000	24,000	20,071	
6674 BANK CHARGES	891	2,294	2,178	1,993	2,460	2,460	2,460	600	2,460	
6675 MC/VISA FEES	7,793	9,021	9,130	7,419	11,760	11,160	9,660	8,000	11,760	
6677 INTEREST & LATE FEES	5	154	384	110			-		-	
6678 AMEX DISCOUNT FEES	-	-	-	-			-		-	
6679 PRINTING FLYERS	288	766	253	60	-	-	-	500	-	
6680 OFFICIAL ENTERTAINMENT	219	-	-	-	500	200	-	400	500	

NOTE: do not tie to spreadsheet tab
after SPM hrs were modified

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6685	NEWSLETTER (ALL COSTS)	2,776	1,922	3,965		5,600	2,400	2,400	3,200	5,600	
6695	MARKETING	6,521	2,650	4,747	1,572	10,300	5,800	10,300	7,800	10,300	
	TOTAL ADMINISTRATION	93,528	97,469	105,681	79,847	135,257	105,857	104,892	97,370	135,257	
	SPECIAL EVENTS										
6720	SPECIAL EVENTS	106	1,369	-	4,997	5,000	5,000	10,000		5,000	
6865	ADVANCEMENT EXPENSES	3,976	-	-	400	800	800	800		800	
6740	GOLF OUTING	26,861	12,603	18,331	2,242	20,052	3,500	24,500	23,250	20,052	
6744	CHRISTMAS APPEAL	3,166	2,254	3,463	3,649	3,300	3,300	3,300	3,300	3,300	
6745	DIRECTOR'S CIRCLE	1,673	516	-	1,800	1,800	1,800	1,800	1,500	1,800	
6747	VOTIVES & DEVOTIONALS		1,943	1,068	540	1,050	1,200	1,800		1,200	
6748	PRAYER LEAGUE	2,390	1,981	3,170	1,861	3,608	2,250	1,140	3,250	3,608	
	TOTAL SPECIAL EVENTS	38,172	20,666	26,031	15,490	35,610	17,850	43,340	31,300	35,610	
	RELIGIOUS GOODS/ACCESSORIES	0	1	1							
6751	GIFTSHOP CLOTHING	1,193	437	1,326	255	-	1,005	574	1,100	-	
6756	GIFTSHOP BOOKS / AUDIO	5,502	5,605	4,444	348	-	2,680	6,200	8,500	-	
6757	GIFTSHOP/GENERAL MERCHANDISE	7,139	9,773	7,544	882	-	5,360	8,000		-	
6758	ENROLLMENT SUPPLIES	1,092	1,085	-	247	400	400	400	600	400	
	TOTAL RELIGIOUS GOODS/ACCESSORIES	14,926	16,900	13,315	1,732	400	9,445	15,174	10,200	400	
	OTHER										
6810	CHAPEL & LITURGICAL SUPPLIES	2,696	861	813	760	1,500	1,500	2,000	1,600	1,500	
6815	CHARITABLE DONATIONS	50		100	400	500	500	500	500	500	
6850	LIBRARY/EDUCATIONAL MATERIALS	490	550	421	490	500	500	500	600	500	
6853	MUSIC MINISTRY	2,930	3,650	2,160	3,280	4,000	3,000	3,000	3,500	4,000	
6855	VISITING LECTURERS FEES	1,563	625	825	560	1,200	1,200	1,200	1,200	1,200	
6875	Other Expense - In-Kind Donations		24,284	12,154	17,838	14,000	20,000	5,000		14,000	
6875	Other Expense - In-Kind Donations Golf		4,645	4,862		4,000	100	4,500		4,000	
6870	SPM ENROLLMENTS	67	1,411	823	1,325	1,330	1,330	1,588	1,313	1,330	
6880	OTHER		264	39	120			-		-	
	TOTAL OTHER	7,796	36,290	22,197	24,774	27,030	28,130	18,288	8,713	27,030	
	INTER-INSTITUTIONAL EXPENSES										
6910	LOCAL ASSESSMENT	70,704	72,846	61,212	60,600	61,206	60,600	61,212	60,012	61,206	
6667	Rent			27,425	22,000	36,000	22,000	15,425	12,834	36,000	
6960	INTER-FUND TRANSFER	(62,656)	(174,800)	(111,835)	(9,860)	(25,000)	(17,500)	(15,000)	(26,000)	(25,000)	
6995	PROVINCIALATE	36,887	39,663	43,703	33,416	36,000	37,000	39,900	37,350	36,000	
6996	CHAPTER ASSESSMENT							-		-	
6999	SOLIDARITY FUND ASSESSMENT	8,445	10,438	8,758	8,475	8,800	11,300	11,300	11,300	8,800	
	TOTAL INTER-INSTITUTIONAL EXPENSES	53,380	(51,853)	29,263	114,632	117,006	113,400	112,837	95,496	117,006	
	TOTAL EXPENSES	1,201,061	1,150,036	1,173,758	1,073,064	1,323,847	1,282,703	1,370,578	1,262,482	1,323,847	
	NET INCOME BEFORE DEPRECIATION	143,097	418,381	245,659	230,940	(43,677)	(317,512)	(33,392)	(22,210)	(43,677)	
6899	DEPRECIATION	192,124	147,158	122,758	121,993	125,000	114,038	114,038	138,460	125,000	
	NET INCOME AFTER DEPRECIATION	\$ (49,027)	\$ 271,223	\$ 122,901	\$ 108,947	\$ (168,677)	\$ (431,550)	\$ (147,430)	\$ (160,670)	\$ (168,677)	