

In an effort to keep as much financial stability across the Archdiocese the following has been developed to help in decision making at parishes, schools and organizations

Prioritizing Payments

1. Payroll in order to maintain stability in staffing (at least through month of April is the short-term goal) is still the number one priority.
2. Insurance invoices are the second priority, but be mindful of the areas we are not asking you to pay.
 - a. As part of the Financial Relief Package, any retirement related payments for the months of January, February and March have been sent back to each location. These checks were mailed on Saturday 3/28/20 so they should be received in your office the week of 3/30/20.
 - b. The April invoice is due for all forms of benefits and insurance.
 - c. When May is billed, locations will not have to pay the health portion of the Health & Benefit invoice. The other items on the bill are still due. Please note that we incur on average over \$300k in insurance claims per day. If we do not continue to receive payments on Health & Benefits and Risk Invoices, the results will significantly harm our Archdiocesan insurance programs.
3. Cathedraticum – We respectfully ask if you can pay at least 50% of your normal quarterly payment at this time please do so, it would be greatly appreciated. Whatever is not paid will be deferred until operating budgets return to more normal conditions. Knowing that all parishes' financial conditions have been impacted by the pandemic, it is recommended that you complete your third quarter report since the resulting cathedraticum will reflect the lower income that you have experienced at end of February and March. With that said, if your parish's financial situation allows full quarterly payment it would be greatly appreciated.
4. IPLF Debt Payment should be made as normal. If you cannot make the scheduled payment please contact the Fiscal Division and discuss payment options.

Steps You Must Take Before you Act on Personnel Decisions

Before you act on personnel decisions, please make sure you are aware of all appropriate support. The Regional Controllers are there to support you. They will perform the following:

1. Help with cash flow forecast –The Regional Controller will help make sure the financial relief package which puts over \$ 7 million back to parishes and schools will be used for payroll and necessary costs.
2. Review and discuss if a low-interest only loan from the Knights of Columbus is appropriate.
3. Review and discuss the applicability of CARES Act and other financial relief packages from state and federal governments.
4. Determine if other forms of assistance are possible such as advances from the Annual Appeal parish share or possible assistance from other parishes within a formed pastorate.

Finally if personnel decisions are necessary, then contacting appropriate Human Resource personnel should be made to help with terms and messaging.