

**Roman Catholic Diocese of Sacramento  
Administrative Office  
Financial Statements  
For the Year Ended June 30, 2016**



**CHAVEZ/SILVA & CO**  
CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

## **Independent Auditors' Report**

Most Reverend Jaime Soto  
Roman Catholic Bishop of Sacramento

We have audited the accompanying financial statements of the Roman Catholic Diocese of Sacramento, Administrative Office (a not-for-profit corporation) which comprise the statement of financial position as of June 30, 2016, and the related statements of activity and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Roman Catholic Diocese of Sacramento, Administrative Office, as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Chavez, Silva and Company*

**CHAVEZ, SILVA & COMPANY**  
Certified Public Accountants

November 1, 2016

Roman Catholic Diocese of Sacramento  
Administrative Office  
Statement of Financial Position  
June 30, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<b>Assets</b>				
Cash and cash equivalents	\$ 9,313,879	\$ 6,387,484	\$ 311,779	\$ 16,013,142
Marketable securities	8,300,242	9,124,838	10,901,397	28,326,477
Accounts receivable, net	3,786,198	2,927,432	14,720	6,728,350
Interest receivable	37,173	-	-	37,173
Prepaid expenses	122,248	-	-	122,248
Notes receivable, net	8,686,732	-	-	8,686,732
Equipment, net	210,416	-	-	210,416
Real estate, net	56,021,009	488,273	-	56,509,282
<b>Total Assets</b>	<b><u>\$ 86,477,897</u></b>	<b><u>\$ 18,928,027</u></b>	<b><u>\$ 11,227,896</u></b>	<b><u>\$ 116,633,820</u></b>
<b>Liabilities and Net Assets</b>				
Accounts payable	\$ 684,709	\$ 2,227,417	\$ 107,473	\$ 3,019,599
Self insurance losses payable	-	4,682,324	-	4,682,324
Other liabilities	1,919,502	91,685	-	2,011,187
Notes payable	7,878,997	-	-	7,878,997
Interfund (receivable) payable	(1,449,289)	(417,192)	1,866,481	-
<b>Total Liabilities</b>	<b>9,033,919</b>	<b>6,584,234</b>	<b>1,973,954</b>	<b>17,592,107</b>
<b>Net Assets</b>	<b><u>77,443,978</u></b>	<b><u>12,343,793</u></b>	<b><u>9,253,942</u></b>	<b><u>99,041,713</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 86,477,897</u></b>	<b><u>\$ 18,928,027</u></b>	<b><u>\$ 11,227,896</u></b>	<b><u>\$ 116,633,820</u></b>

See accompanying notes to financial statements

Roman Catholic Diocese of Sacramento  
Administrative Office  
Statement of Activity  
For the Year Ended June 30, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Revenues, Gains and Other Support</b>				
Parish assessments / service fees	\$ 7,371,423	\$ -	\$ -	\$ 7,371,423
School assessments / service fees	460,816	-	-	460,816
Self-insurance Premiums - Prop, Liab, Work Comp	-	6,621,010	-	6,621,010
Self-insurance Premiums - Employee Health Benefits	-	10,527,528	-	10,527,528
<b>Investment income</b>				
Interest and dividends	166,589	612,959	227,140	1,006,688
Gains and (losses)	18,023	32,925	(437,455)	(386,507)
Interest on loans	411,482	-	-	411,482
Rental operations, net	944,289	-	-	944,289
Donations and bequests	405,738	79,689	-	485,427
Donations - Annual Catholic Appeal	-	3,490,248	-	3,490,248
Donations - ONE Campaign	1,050,000	-	-	1,050,000
Donations - CFCS, Inc.	350,000	-	-	350,000
Donations - Special Collections, net	-	1,556,779	-	1,556,779
Donations - Endowments	-	-	100	100
Program support - endowment earnings distributions	1,071,605	-	-	1,071,605
<b>Net assets released from restrictions</b>				
Satisfaction of program requirements	30,038,471	(30,248,786)	210,315	-
<b>Total Revenues, Gains and Other Support</b>	<b>42,288,436</b>	<b>(7,327,648)</b>	<b>100</b>	<b>34,960,888</b>
<b>Expenses</b>				
Parochial services	1,979,961	-	-	1,979,961
Social services	2,623,232	-	-	2,623,232
Educational services	3,005,719	-	-	3,005,719
Ministerial services	3,224,420	-	-	3,224,420
Administrative services	1,576,543	-	-	1,576,543
Interest on loans	412,632	-	-	412,632
Depreciation on improved real estate	1,173,100	-	-	1,173,100
Self-insurance program - Prop, Liab, Work Comp	12,001,251	-	-	12,001,251
Self-insurance program - Employee Health Benefits	11,695,955	-	-	11,695,955
Distributions - Special Collections	1,554,579	-	-	1,554,579
Distributions - Endowments	703,383	-	-	703,383
Distributions - ACA operations	510,037	-	-	510,037
Provision for uncollectible amounts	74,500	-	-	74,500
<b>Total Expenses</b>	<b>40,535,312</b>	<b>-</b>	<b>-</b>	<b>40,535,312</b>
<b>Change in Net Assets</b>	<b>1,753,124</b>	<b>(7,327,648)</b>	<b>100</b>	<b>(5,574,424)</b>
<b>Net Assets at beginning of year</b>	<b>75,690,854</b>	<b>19,671,441</b>	<b>9,253,842</b>	<b>104,616,137</b>
<b>Net Assets at end of year</b>	<b>\$ 77,443,978</b>	<b>\$ 12,343,793</b>	<b>\$ 9,253,942</b>	<b>\$ 99,041,713</b>

See accompanying notes to financial statements

Roman Catholic Diocese of Sacramento  
Administrative Office  
Statement of Cash Flows  
For the Year Ended June 30, 2016

Cash flows from operating activities	
Change in net assets	<u>\$ (5,574,424)</u>
Adjustments to reconcile change in net assets to net cash used in operating activities	
Depreciation	1,225,903
Loss on investments	386,507
(Increase) Decrease in	
Accounts receivable	(1,359,386)
Interest receivable	20
Prepaid expenses	(17,129)
Increase (Decrease) in	
Accounts payable	1,519,792
Self insurance losses payable	(3,848,840)
Other liabilities	311,151
Total adjustments	<u>(1,781,982)</u>
Net cash used in operating activities	<u>(7,356,406)</u>
Cash flows from investing activities	
Change in marketable securities	11,667,626
Purchases of real estate	(1,457,647)
Purchase of equipment	(97,575)
Receipts received on notes receivable	567,455
Net cash provided by investing activities	<u>10,679,859</u>
Cash flows from financing activities	
Payments on notes payable	<u>(908,056)</u>
Net cash used in financing activities	<u>(908,056)</u>
Net increase in cash and cash equivalents	2,415,397
Cash and cash equivalents, beginning of year	<u>13,597,745</u>
Cash and cash equivalents, end of year	<u><u>\$ 16,013,142</u></u>

See accompanying notes to financial statements

Roman Catholic Diocese of Sacramento  
Administrative Office  
Notes to Financial Statements  
June 30, 2016

Note 1 - Reporting Entity

The Administrative Office of the Roman Catholic Diocese of Sacramento (the Organization) provides parochial, social, educational, ministerial, and administrative services. These services are provided throughout the twenty counties which comprise the Roman Catholic Diocese of Sacramento.

Included in these financial statements are all accounts maintained by and directly under the administration of the Administrative Office of the Roman Catholic Diocese of Sacramento. The accounts of parishes, schools, and other affiliated organizations are not included in these financial statements except to the extent that financial transactions between the Organization and these entities have occurred.

Note 2 - Summary of Significant Accounting Policies

The following items set forth the significant accounting policies that are followed in preparing and presenting the financial statements, and are not disclosed elsewhere in the notes to the financial statements.

a. Standards of reporting

The accompanying financial statements have been prepared substantially in accordance with the standards adopted by the United States Conference of Catholic Bishops in concert with standards provided by the Financial Accounting Standards Board. The financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The Organization classifies its assets and liabilities as unrestricted, temporarily restricted, or permanently restricted.

Unrestricted net assets generally result from revenues earned for providing services, the receipt of unrestricted contributions and assessments/service fees, earned interest, dividends, and gains from the sale of income producing assets, less expenses incurred in providing services, programs, and administrative functions.

Roman Catholic Diocese of Sacramento  
Administrative Office  
Notes to Financial Statements  
June 30, 2016

Note 2 - Summary of Significant Accounting Policies (continued)

Unrestricted net assets, though not donor restricted, do include net assets which have been designated by the Roman Catholic Bishop of Sacramento for specific pastoral purposes. Temporarily restricted net assets are resources that may be used in a later period or after a specified date (time restrictions) or resources that must be used for a specific purpose (program restrictions) or both. Permanently restricted net assets are resources donated with stipulations that they be preserved or invested to provide a permanent source of income.

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or program restrictions.

b. Fund accounting

The accounts of the Organization are maintained in accordance with the principles of fund accounting. Under fund accounting, resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds with similar characteristics have been combined into fund groups.

c. Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. These assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

d. Interfund receivables and payables

These amounts result from funds loaned or advanced by one net asset group to another. Interest is paid on interfund balances when the fund is either a temporarily or permanently restricted fund. The interfund balances result from cash management activities and are paid currently or on demand.



Roman Catholic Diocese of Sacramento  
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Notes to Financial Statements  
June 30, 2016

Note 2 - Summary of Significant Accounting Policies (continued)

e. Fair values of financial instruments

The Organization's financial instruments, none of which are held for trading purposes, include cash, investments, and notes receivable. The Organization estimates that the fair value of all financial instruments at June 30, 2016, does not differ materially from the aggregate carrying values of those instruments as reported in the accompanying Statement of Financial Position. The estimated fair value amounts have been determined by the Organization using available market information and appropriate valuation methodologies. Considerable judgment is necessarily required in interpreting market data to develop the estimates of fair value, and accordingly, the estimates are not necessarily indicative of the amounts that the Organization could realize in a current market exchange.

f. Cash equivalents

Cash equivalents consist of securities with original terms of maturity of less than three months and are recorded at cost which approximates market value.

g. Accounts receivable and notes receivable

The accounts receivable and notes receivable balances are net of allowances for doubtful accounts of \$1,223,256 and \$1,319,618 respectively. The allowances are based on prior years' experience and management's analysis of possible uncollectible accounts. Accounts and notes receivable are charged against the allowance for doubtful accounts when management believes the collectability is unlikely.

h. Real Estate and Equipment

Real estate and equipment are stated at cost or at fair value at the date of donation. Acquisitions of real estate and equipment in excess of \$15,000 and all expenditures for repairs, maintenance, and betterments that materially prolong the useful lives of the assets are capitalized. The Organization's policy is to provide for depreciation using the straight-line method over the estimated useful lives of the assets, which range from 3 to 50 years. Real estate and equipment are net of accumulated depreciation of \$14,652,338 and \$329,254, respectively. Depreciation expense was \$1,173,100 and \$52,803 on real estate and equipment respectively for the year ended June 30, 2016.

Roman Catholic Diocese of Sacramento  
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June 30, 2016

Note 2 - Summary of Significant Accounting Policies (continued)

i. Other matters

All gains and losses arising from the sale, collection, or other disposition of investments and other noncash assets are accounted for in the fund which owned the asset. Ordinary income from investments and receivables is accounted for in the fund owning the assets.

j. Income taxes

Under Internal Revenue Code Section 501(c)(3), the Roman Catholic Diocese of Sacramento, Administrative Office, has been determined to be exempt from federal and California state income taxes.

k. Significant concentrations of credit risk

The Organization maintains cash balances at several financial institutions including investment brokerage houses. Accounts at some of these institutions are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2016, the Organization's uninsured balances totaled \$8,267,690. To date, the Organization has not experienced any losses on these accounts.

l. Subsequent events

Subsequent events have been evaluated through November 1, 2016, which is the date the financial statements were available to be issued.

Roman Catholic Diocese of Sacramento  
Administrative Office  
Notes to Financial Statements  
June 30, 2016

Note 3 - Marketable Securities

Marketable securities are recorded at fair market value. The Organization's policy is to invest in non-speculative issues providing safety of capital, current income, and sustained growth. Investments consist principally of stocks, corporate bonds, and U.S. Treasury obligations.

A summary of marketable securities follows:

U.S. Treasury obligations	\$	27,414,319
Corporate bonds		750,066
Equities		162,092
		162,092
	\$	28,326,477

Note 4 - Notes Receivable, net

Notes receivable includes two loans to The Parochial Fund, Inc., which were used to fund construction projects at St. Joseph Parish, Lincoln and St. Clare Parish, Roseville (see Note 9); and various unsecured notes, as follows:

Note receivable in monthly installments of \$38,120, including a fixed interest rate at 5.07%, due July 1, 2027.		\$ 3,850,836
Note receivable in monthly installments of \$35,915, including a fixed interest rate at 5.07%, due September 1, 2026.		3,418,237
Various unsecured notes receivable, with monthly and yearly payments at various interest rates that range from 0.0% to 6.25%, and various maturity dates, net of allowances for doubtful accounts.		1,417,659
Subtotal		8,686,732
Current portion		642,500
Long-term notes	\$	8,044,232

Roman Catholic Diocese of Sacramento  
Administrative Office  
Notes to Financial Statements  
June 30, 2016

Note 5 - Real Estate, net

Real estate consists of the following:

Depreciable real estate	\$ 56,039,186
Non-depreciable real estate	15,122,434
Total	<u>71,161,620</u>
Less: accumulated depreciation	<u>14,652,338</u>
Net real estate	<u>\$ 56,509,282</u>

Note 6 - Self-Insurance - Property, Liability, Workers Compensation, and Unemployment

The Organization manages the Property, Liability, Workers Compensation, and Unemployment insurance programs for the administrative offices and participating parishes, schools, and other affiliated organizations within the Diocese of Sacramento.

Self-insured liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported.

Since self-insured claims depend on such complex factors as inflation, changes in legal doctrines, and damage awards, the process used in computing claims liability does not necessarily result in an exact amount. These liabilities are evaluated on a case-by-case basis and are re-evaluated periodically to take into consideration historical experience of the more recently settled claims, the frequency of claims, and other economic and social factors.

Note 7 - Self-Insurance - Employee Health Benefits

The Organization manages a self-insured Employee Health Benefits program that provides medical, prescription, dental, and vision care benefits to eligible employees of the administrative offices and participating parishes, schools, and other affiliated organizations within the Diocese of Sacramento. The organization contracts with independent insurance companies to provide service provider networks, claims processing and adjudication, quality control programs, and cost containment services.

Roman Catholic Diocese of Sacramento  
Administrative Office  
Notes to Financial Statements  
June 30, 2016

Note 7 - Self-Insurance - Employee Health Benefits (continued)

The Organization self-insures losses and purchases specific excess stop-loss coverage. A third-party vendor is used to bill and collect premiums from participating employers. The self-insured medical and prescription benefits plans conform with the Ethical and Religious Directives published by the United States Conference of Catholic Bishops.

Note 8 - Endowment Fund

The Endowment Fund includes donor restricted monies received by the Organization under the condition that the funds be held and invested in perpetuity. As required by GAAP, net assets associated with endowment funds are classified and reported based on the existence of donor-imposed restrictions. Earnings are released when spent in accordance with the donor's purpose.

The Organization's policy is to invest in nonspeculative issues providing safety of capital, current income, and sustained growth; while complying with the United States Conference of Catholic Bishops' policies regarding socially responsible investing.

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ -	\$ 2,780,179	\$ 9,253,842	\$ 12,034,021
Investment income	-	(210,315)	-	(210,315)
Contributions	-	-	100	100
Distributions	-	(703,383)	-	(703,383)
Endowment net assets, end of year	<u>\$ -</u>	<u>\$ 1,866,481</u>	<u>\$ 9,253,942</u>	<u>\$ 11,120,423</u>

Roman Catholic Diocese of Sacramento  
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Notes to Financial Statements  
June 30, 2016

Note 8 - Endowment Fund (continued)

The endowments' corpus are permanently restricted for the following purposes:

Schools / scholarships	\$	8,056,660
Seminarians / vocations		1,165,446
Other		31,836
Total endowment corpus	\$	9,253,942

Note 9 - Long-Term Notes Payable

The Organization has three notes payable that are secured by real property as follows:

Knights of Columbus, note for St. Joseph Parish - Lincoln construction project, original amount of \$5,600,000. This loan is payable in monthly installments of \$38,120, including a fixed interest rate at 5.07%, due July 1, 2027.		\$ 3,850,836
Knights of Columbus, note for St. Clare Parish - Roseville construction project, original amount of \$5,270,000. This loan is payable in monthly installments of \$35,915, including a fixed interest rate at 5.07%, due September 1, 2026.		3,418,237
Garaventa purchase money note, original amount \$2,128,181, is payable in yearly installments of \$442,662, including a fixed interest rate at 4.0%, due October 1, 2017.		609,924
Subtotal		7,878,997
Current portion		950,395
Long-term debt	\$	6,928,602

Roman Catholic Diocese of Sacramento  
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Notes to Financial Statements  
June 30, 2016

Note 9 - Long-Term Notes Payable (continued)

The aggregate maturities of the long-term debt for the five years subsequent to June 30, 2016 and thereafter are as follows:

2017		\$ 950,395
2018		751,405
2019		588,792
2020		619,348
2021		651,490
Thereafter		4,317,567
		\$ 7,878,997

Note 10 - Defined Benefit Pension Plan for Lay Employees

The Organization sponsors a qualified, diocesan-wide, non-contributory, multi-employer, defined benefit pension plan (a cash balance plan) covering substantially all lay employees of participating employers in the Diocese of Sacramento. The contribution percentage paid by participating employers, including the Organization, is 6.5% of gross wages. The total contributions made by the Organization during the year ended June 30, 2016 was \$261,314. The portion of the plan's funding status as it relates directly to the Administrative Office has not been determined. The Organization believes that any over or under funding of the plan as it relates to the Organization's share is not material to these financial statements.

Note 11 - Defined Benefit Pension Plan for Priests

The Organization sponsors a qualified, diocesan-wide, non-contributory, multi-employer, defined benefit pension plan covering all priests who are ordained or incardinated in the Diocese of Sacramento and hold an assignment in the diocese. The Plan benefit is based upon a priest's years of service in the Diocese of Sacramento. The Plan is funded via contributions made by all participating employers on an annual premium per priest basis. The premium paid per priest during 2015/2016 by participating employers, including the Organization, was \$8,776 per priest. The total contributions made by the Organization during the year ended June 30, 2016 was \$124,141. For the year ended June 30, 2016, the portion of the multi-employer plan's funding status as it relates directly to the Administrative Office has not been determined. The Organization believes that any over or under funding of the plan as it relates to the Organization's share is not material to these financial statements.

The Qualified Plan described above provides a basic benefit for all eligible priests. A non-qualified Supplemental Plan provides additional miscellaneous benefits.

Roman Catholic Diocese of Sacramento  
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Note 12 - Related Party Transactions

The Organization, pursuant to formal contracts, provides day to day financial and administrative services to its supporting organizations, including The Parochial Fund, Inc. and The Catholic Foundation of the Diocese of Sacramento, Inc. For these services, the supporting organizations each pay the Organization a monthly reimbursement for services provided. During the year, the Organization received reimbursement of \$592,082 for these services.

Note 13 - Fair Value Measurements

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described as follows:

- Level 1     Inputs to the valuation methodology are unadjusted quoted market prices for identical assets or liabilities in active markets.
  
- Level 2     Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; or inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.
  
- Level 3     Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Within the fair value hierarchy, the Organization has marketable securities included on the statement of financial position that are comprised of U.S. treasury obligations and pooled investments funds of \$17,986,258 which are a Level 1 input and \$10,340,219 which are a Level 2 input as of June 30, 2016.



Roman Catholic Diocese of Sacramento  
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Note 14 - Contingencies - Lawsuits

The Roman Catholic Diocese of Sacramento is the defendant in several pending and threatened lawsuits and claims covering a broad range of areas. While the Organization cannot predict the results of these actions, it believes that it has strong defenses and that the liability in excess of recorded reserves, if any, resulting from certain suits, to the extent not covered by insurance, will not be material to the financial position of the Organization.

Note 15 - Guarantee

On July 31, 2013 St. Francis Catholic High School of the Diocese of Sacramento, Inc. accomplished a \$10,000,000 tax-exempt bond financing. The entire issue was purchased by US Bank. The bond proceeds were used to retire debt and to provide additional project financing for the school. The Organization has executed a formal guarantee of the debt in favor of US Bank.

On July 31, 2014, the Organization committed to be a Guarantor of a \$6,500,000 loan made by River City Bank to Sacramento Catholic Family Insurance Services, Inc., a California corporation, for the purpose of establishing a funeral center at St. Mary Cemetery in Sacramento. The Organization believes that Sacramento Catholic Family Insurance Services, Inc. has the ability to repay the loan according to its terms. The loan is also guaranteed by Catholic Funeral and Cemetery Services of the Diocese of Sacramento, Inc., which owns Sacramento Catholic Family Insurance Services, Inc.