

Financial Report

Administrative Office Funds of the Roman Catholic Diocese of San Diego

June 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Cardinal Robert W. McElroy
Bishop of the Roman Catholic Diocese of San Diego
Administrative Office Funds of
the Roman Catholic Diocese of San Diego
San Diego, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Administrative Office Funds of the Roman Catholic Diocese of San Diego (the Administrative Office), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Administrative Office Funds of the Roman Catholic Diocese of San Diego as of June 30, 2022, 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.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Administrative Office Funds of the Roman Catholic Diocese of San Diego, and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Administrative Office's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Administrative Office's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Administrative Office's ability to continue as a going concern for a reasonable period of time.

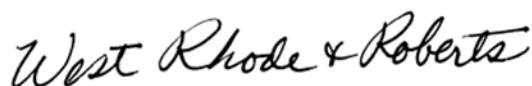
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Emphasis-of-Matter Regarding Legal Status

We draw attention to Note 1 to the financial statements, which describes the legal structure of the Administrative Office Funds of the Roman Catholic Diocese of San Diego within the Roman Catholic Diocese of San Diego.

Report on Summarized Comparative Information

We have previously audited the Administrative Office Funds of the Roman Catholic Diocese of San Diego's 2021 financial statements, and our report dated November 22, 2021, expressed an unmodified audit opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.



WEST RHODE & ROBERTS

San Diego, California
November 29, 2022

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO**

**STATEMENT OF FINANCIAL POSITION
June 30, 2022
(With Summarized Financial Information for June 30, 2021)**

	2022	2021 (Note 18)
ASSETS		
General funds		
Cash and cash equivalents	\$ 18,884,530	\$ 20,005,560
Accounts receivable:		
Parishes and schools, net	197,423	462,986
ACA pledges receivable, net	767,147	691,170
Prepaid expenses and other assets	276,686	933,027
Property and equipment, net	12,559,359	12,404,447
	<u>32,685,145</u>	<u>34,497,190</u>
Restricted funds		
Funds on deposit with Catholic Community Foundation of San Diego	11,010,814	12,514,210
Cash and cash equivalents	6,020,522	6,393,069
Long-term investments	-	13,090,007
	<u>17,031,336</u>	<u>31,997,286</u>
Designated insurance and claim reserves		
Cash and cash equivalents	23,451,643	15,090,562
Total assets	<u>\$ 73,168,124</u>	<u>\$ 81,585,038</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
General liabilities		
Accounts payable and accrued liabilities	\$ 2,055,979	\$ 1,579,761
Refundable advance	-	1,750,046
Self-insurance claims incurred but not received	6,500,000	6,600,000
Loan due Catholic Account for Parishes and Schools, Incorporated	11,569,807	12,162,936
	<u>20,125,786</u>	<u>22,092,743</u>
Diocesan entities funds on deposit	3,575,829	17,383,354
Total liabilities	<u>23,701,615</u>	<u>39,476,097</u>
Commitments (Note 13)		
Net assets:		
Without donor restriction		
Expended for property and equipment	12,559,359	12,404,447
Designated insurance and claim reserves	23,451,643	15,090,562
Total net assets without donor restriction	<u>36,011,002</u>	<u>27,495,009</u>
With donor restriction	<u>13,455,507</u>	<u>14,613,932</u>
Total net assets	<u>49,466,509</u>	<u>42,108,941</u>
Total liabilities and net assets	<u>\$ 73,168,124</u>	<u>\$ 81,585,038</u>

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO**

**STATEMENT OF ACTIVITIES
Year Ended June 30, 2022
(With Summarized Financial Information for the Year Ended June 30, 2021)**

	Without Donor Restrictions	With Donor Restriction	Total	2021 (Note 18)
<u>Operating Activities</u>				
REVENUES AND SUPPORT				
Parish assessments	\$ 7,957,427	\$ -	\$ 7,957,427	\$ 7,853,184
Management and administrative fees	1,483,973	-	1,483,973	1,197,127
Self-insurance revenue	30,522,077	-	30,522,077	27,728,637
Contributions and bequests	2,630,618	7,033,700	9,664,318	7,241,270
Departmental revenues	794,284	-	794,284	601,715
Parish insurance agency funds, net	837,959	-	837,959	114,943
Rental and other income	535,806	-	535,806	222,451
Net assets released from restrictions:				
Satisfaction of program restrictions	1,646,899	(1,646,899)	-	-
Satisfaction of time restrictions	5,275,901	(5,275,901)	-	-
Total revenues and support	<u>51,684,944</u>	<u>110,900</u>	<u>51,795,844</u>	<u>44,959,327</u>
EXPENSES				
Program services				
Self-insurance	26,585,254	-	26,585,254	28,017,660
Clergy and religious	3,199,918	-	3,199,918	4,274,791
Pastoral ministry	4,507,504	-	4,507,504	3,774,256
Catholic Schools	1,180,437	-	1,180,437	1,130,487
Total program services	<u>35,473,113</u>	<u>-</u>	<u>35,473,113</u>	<u>37,197,194</u>
Supporting services:				
Administration and general	7,214,859	-	7,214,859	6,845,428
Fundraising	405,619	-	405,619	371,376
Total program and supporting services	<u>7,620,478</u>	<u>-</u>	<u>7,620,478</u>	<u>7,216,804</u>
Total expenses	<u>43,093,591</u>	<u>-</u>	<u>43,093,591</u>	<u>44,413,998</u>
Operating support and revenues in excess of expenses	<u>8,591,353</u>	<u>110,900</u>	<u>8,702,253</u>	<u>545,329</u>
<u>Non-Operating Activities</u>				
Investment income	(75,360)	(1,269,325)	(1,344,685)	2,333,562
Total non-operating activities	<u>(75,360)</u>	<u>(1,269,325)</u>	<u>(1,344,685)</u>	<u>2,333,562</u>
Change in net assets	8,515,993	(1,158,425)	7,357,568	2,878,891
NET ASSETS AT BEGINNING OF YEAR	27,495,009	14,613,932	42,108,941	39,230,050
NET ASSETS AT END OF YEAR	<u>\$ 36,011,002</u>	<u>\$ 13,455,507</u>	<u>\$ 49,466,509</u>	<u>\$ 42,108,941</u>

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO**

STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2022
(With Summarized Financial Information for the Year Ended June 30, 2021)

	Program Services					Supporting Services		2022 Total	2021 (Note 18)
	<u>Self-Insurance</u>	<u>Clergy and Religious</u>	<u>Pastoral Ministry</u>	<u>Catholic Schools</u>	<u>Program Services</u>	<u>Administration and General</u>	<u>Fundraising</u>		
EXPENSES									
Salaries	\$ -	\$ 546,963	\$ 1,151,161	\$ 507,767	\$ 2,205,891	\$ 2,641,329	\$ 144,805	\$ 4,992,025	\$ 4,785,366
Payroll taxes & employee benefits	-	463,027	421,140	218,538	1,102,705	959,215	74,068	2,135,988	2,210,662
	-	1,009,990	1,572,301	726,305	3,308,596	3,600,544	218,873	7,128,013	6,996,028
Self-insurance expenditures	26,505,145	-	-	-	26,505,145	-	-	26,505,145	27,185,334
Distributions of restricted donations	-	-	1,701,687	-	1,701,687	-	-	1,701,687	1,250,702
Operating expenses	-	15,464	673,121	146,256	834,841	493,006	115,588	1,443,435	1,540,539
Conferences and staff development	-	184,605	195,058	83,120	462,783	595,487	4,786	1,063,056	699,063
Professional services	-	174,227	18,624	83,257	276,108	748,745	51,165	1,076,018	969,022
Workshop and training	-	65,956	264,977	19,148	350,081	244,583	-	594,664	182,196
Assessments	-	-	-	-	-	463,998	-	463,998	454,920
Depreciation	-	57,866	66,132	28,933	152,931	247,911	12,486	413,328	397,731
Grants and subsidies	-	-	-	79,883	79,883	244,283	-	324,166	490,550
Building maintenance & utilities	-	-	-	7,186	7,186	300,587	-	307,773	268,499
Interest expense	-	-	-	-	-	207,829	-	207,829	222,269
Insurance	-	12,698	14,512	6,349	33,559	54,421	2,721	90,701	82,456
Independent compensation program	80,109	-	-	-	80,109	-	-	80,109	832,326
Other expenses	-	-	1,092	-	1,092	13,465	-	14,557	28,691
Seminarian support	-	-	-	-	-	-	-	-	1,500,000
Parish ACA Rebates	-	1,679,112	-	-	1,679,112	-	-	1,679,112	1,313,672
Total expenses	<u>\$ 26,585,254</u>	<u>\$ 3,199,918</u>	<u>\$ 4,507,504</u>	<u>\$ 1,180,437</u>	<u>\$ 35,473,113</u>	<u>\$ 7,214,859</u>	<u>\$ 405,619</u>	<u>\$ 43,093,591</u>	<u>\$ 44,413,998</u>

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO**

STATEMENT OF CASH FLOWS
Year Ended June 30, 2022
(With Summarized Financial Information for the Year Ended June 30, 2021)

	<u>2022</u>	<u>2021</u> (Note 18)
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 7,357,568	\$ 2,878,891
Adjustments to reconcile change in net assets to net cash from operating activities:		
Net loss (gains) on funds on deposit with Catholic Community Foundation of San Diego	1,269,325	(1,924,645)
Depreciation	413,328	397,731
Change in allowance for doubtful accounts	50,000	-
Changes in operating assets and liabilities:		
Receivables	139,586	14,461
Prepaid expenses and other assets	656,341	(351,476)
Accounts payable and accrued liabilities	476,218	(195,618)
Refundable advance	(1,750,046)	-
Self-insurance reserve for claims incurred but not received	(100,000)	2,200,000
Independent compensation program	-	(3,600,000)
Net cash provided by (used in) operating activities	<u>8,512,320</u>	<u>(580,656)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Net proceeds from long-term investments	-	7,945,236
Net change in funds on deposit with Catholic Community Foundation of San Diego	234,071	(1,332,943)
Net change in diocesan entities funds on deposit	(817,081)	3,000,111
Purchase of property and equipment	(568,240)	(72,164)
Net cash (used in) provided by investing activities	<u>(1,151,250)</u>	<u>9,540,240</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on loan due to Catholic Account for Parishes and Schools, Incorporated	(593,129)	(582,848)
Net cash used in financing activities	<u>(593,129)</u>	<u>(582,848)</u>
Change in cash and cash equivalents	6,767,941	8,376,736
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	41,588,754	33,212,018
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 48,356,695</u>	<u>\$ 41,588,754</u>
CASH AND CASH EQUIVALENTS CONSIST OF:		
Cash and cash equivalents	\$ 18,884,530	\$ 20,005,560
Restricted cash and cash equivalents	6,020,522	6,393,069
Designated cash and cash equivalents	23,451,643	15,090,562
Cash and cash equivalents included in investments	-	99,563
	<u>\$ 48,356,695</u>	<u>\$ 41,588,754</u>
SUPPLEMENTAL CASH FLOW INFORMATION		
Cash paid for interest	<u>\$ 207,828</u>	<u>\$ 222,269</u>

*ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO
NOTES TO FINANCIAL STATEMENTS*

Note 1. Organization and Significant Accounting Policies

Organization and Activities

The Administrative Office Funds of the Roman Catholic Diocese of San Diego (the Administrative Office) coordinates educational, religious, community, and human development programs for the Diocese of San Diego. In addition, the Administrative Office provides administrative and management services within the diocese.

The Administrative Office has no separate legal status or existence. It is part of the Roman Catholic Diocese of San Diego, which is incorporated as the Roman Catholic Bishop of San Diego (the Diocese), a corporation sole.

The accompanying financial statements present the Administrative Office activities only and exclude the assets, liabilities, and operations of other diocesan entities (i.e., Holy Cross Catholic Cemetery, Vincent Memorial Catholic High School) as well as parishes, schools, and other separately incorporated catholic organizations and programs in San Diego and Imperial Counties.

Significant Accounting Policies

Method of Accounting – The financial statements of the Administrative Office have been prepared on the accrual basis of accounting.

Basis of Presentation – The financial statements of the Administrative Office have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the Administrative Office to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Administrative Office's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Administrative Office or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of Operations – The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Administrative Office's ongoing programs. Nonoperating activities are limited to resources that generate return from long-term investments and other activities considered to be of a more unusual or nonrecurring nature.

Revenue Recognition

Contributions – Contributions are recognized as revenue when they are unconditionally pledged or when all conditions have been met.

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO
NOTES TO FINANCIAL STATEMENTS**

The Administrative Office reports contributions as restricted if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restriction revenues are reclassified to net assets without donor restrictions revenues and reported in the statement of activities as revenues released from restrictions. Contributions with donor restrictions requiring the principal gift to be held in perpetuity are reported as net assets with donor restrictions. The income earned from such assets is generally restricted to the purpose designated by the donor. Gifts not designated for a specific purpose are reported as increases in net assets without donor restrictions. This recognition is in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification 958, Not-for-Profit Entities, Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made.

Parish Assessments – Diocesan parishes are assessed 10.4% of their annual estimated net income for the service provided by the Administrative Office. Revenue is recognized as earned each month.

Management and Administrative Fees – Agreements for management and administrative services are recognized as earned each month.

Self-insurance Revenue – The Administrative Office provides insurance for Diocesan parishes, schools, other Catholic entities and the Administrative Office. The Administrative Office treats multi-peril and earthquake insurance that is provided by a third-party vendor as an agency transaction and records the net amount of funds received and premiums paid on behalf of the various parishes and schools.

The Administrative Office provides insurance in the form of self-insurance plans for workers' compensation, unemployment benefits and a portion of health insurance. The Administrative Office reports these premiums received at the gross amounts and records expense for actual claims and an estimate of claims incurred but not received.

Cash and Cash Equivalents – The Administrative Office considers all highly liquid investments with an original maturity of less than three months to be cash equivalents.

Funds on Deposit with Catholic Community Foundation of San Diego (CCFSD) – The Administrative Office has funds on deposit with CCFSD. The CCFSD's investments follow the Socially Responsible Investment Guidelines adopted by the United States Conference of Catholic Bishops. The funds are reported at fair value and changes in the value of the fund are reported as gains or losses, which are included in investment income in the statement of activities.

Accounts Receivable – All accounts receivables from parishes and schools and annual catholic appeal (ACA) pledge receivables are reviewed for collectability and reserves for uncollectible amounts are recorded based on previous experience and history with the entity. Accounts are written off against the allowance for doubtful accounts when deemed uncollectible. For the year ended June 30, 2022, management has determined that an allowance of \$10,000 for accounts receivable from parishes and schools and \$40,000 for ACA pledge receivables is needed.

Property and Equipment – Property and equipment is recorded at cost or, if donated, at fair market value on the date of donation. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. Buildings are depreciated over forty years, furniture and fixtures over ten years, and computers over five years. Property and equipment is depreciated on a straight-line basis as follows:

Buildings and improvements	40 years
Furniture and equipment	5 to 10 years
Technology	5 years

Depreciation expense totaled \$413,328 for the year ended June 30, 2022.

ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO
NOTES TO FINANCIAL STATEMENTS

Agency Transactions – At times the Administrative Office receives funds that are for other organizations. These funds are recorded as increases in assets and liabilities.

Refundable Advance – The Administrative Office received \$1,750,046 under the Paycheck Protection Program (PPP). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The Administrative Office qualified for and was approved PPP loan forgiveness and has elected to account for the loan under FASB ASC 958-605. Under this model, the amount has been recorded as contributions on the statement of activities.

Diocesan Entities Funds on Deposit – The Administrative Office holds funds for several diocesan organizations. The funds received are invested in The Administrative Office's cash and investment accounts with an offsetting liability for the obligation to the diocesan entity.

Income Taxes – The Administrative Office is part of the Roman Catholic Bishop of San Diego which has received notice from the Internal Revenue Service and the California Franchise Tax Board that, as an agency of the Roman Catholic Church, it is exempt from income taxes. It qualifies for exemption under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Franchise Tax Code. It is also exempt from federal unemployment tax and certain property taxes. The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 740-10, *Accounting for Uncertainties in Income Tax*, sets a minimum threshold for financial statement recognition of the benefit of a tax position taken or expected to be taken in a tax return. The Administrative Office has reviewed its position for all open tax years and has determined that it has no uncertain tax positions requiring accrual or disclosure.

Functional Allocation of Expenses – The statement of functional expenses presents expense by function and natural classification. Expenses directly attributable to a specific functional area of the Administrative Office are reported as expenses of those functional areas. A portion of costs that benefit multiple functional areas (indirect costs) have been allocated across programs and supporting services based on the full-time employee equivalents of a programs or supporting service.

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 that affect the amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. The primary estimates included in the financial statements are depreciation, allowances for uncollectable receivables and self-insurance claims incurred but not received.

Subsequent Events – Subsequent events are events or transactions that occur after the statement of financial position date but before financial statements are available to be issued. The Administrative Office recognizes in the financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at that date, including the estimates inherent in the process of preparing financial statements. The Administrative Office's financial statements do not recognize subsequent events that provide evidence about conditions that did not exist at the date of the statement of financial position, but arose after that date and before the financial statements are available to be issued.

The Administrative Office has evaluated subsequent events through November 29, 2022, which is the date the financial statements are available for issuance and concluded that there are no events that need to be disclosed.

*ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO
NOTES TO FINANCIAL STATEMENTS*

Note 2. Liquidity and Availability of Resources

The Administrative Office's financial assets available for general expenditure, that is without donor restrictions limiting their use within one year of the statement of position date, are as follows:

Financial Assets	
Cash and cash equivalents	\$ 48,356,695
Accounts receivable	964,570
Funds on deposit with Catholic Community Foundation of San Diego	<u>11,010,814</u>
Total financial assets available within one year	<u>60,332,079</u>
Less restricted funds unavailable for general expenditures:	
Diocesan entities funds on deposit	(3,575,829)
Restricted by donors with purpose restrictions	(6,193,585)
Restricted by donors in perpetuity	<u>(7,261,922)</u>
Total restricted funds unavailable for general expenditures within one year	<u>(17,031,336)</u>
Less amounts designated for insurance and claim reserve	<u>(23,451,643)</u>
Total financial assets available to management for general expenditure within one year	<u>\$ 19,849,100</u>

The Administrative Office maintains policies of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

Note 3. Investments and Fair Value Measurements

Fair value is defined as the price that would be received from selling an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Administrative Office uses a fair value hierarchy that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that observable inputs be used when available.

The hierarchy for fair value measurement is described as follows:

Level 1 - quoted prices for identical assets or liabilities in active markets as of the reporting date. Active markets are those in which transactions for the asset or liability occur in sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 - observable market-based inputs or unobservable inputs that are corroborated by market data. May include quoted prices in a market that is not active.

Level 3 - unobservable inputs that cannot be corroborated by market data. These inputs reflect management's best estimate of fair value using its own assumptions about the assumptions a market participant would use in pricing the asset or liability.

The following are descriptions of the valuation inputs and techniques that the Administrative Office utilizes to determine fair value for each major category of assets and liabilities.

Due to the short-term nature of cash equivalents, other assets, accounts payable and accrued expenses, carrying value approximates fair value.

Corporate securities and fixed income funds are classified within Level 1 when they are traded on an active exchange and valued using quoted market prices.

**ADMINISTRATIVE OFFICE FUNDS OF
THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO
NOTES TO FINANCIAL STATEMENTS**

The fair value of a financial instrument is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is best determined based upon quoted market prices. All of the Administrative Office's investments are based upon the quoted market prices at June 30, 2022.

The following table summarizes the Administrative Office's investments by type, including placement in the fair value hierarchy of assets and liabilities that are measured at fair value on a recurring basis.

	Fair Value Measurements at June 30, 2022, Using:			
	Total	(Level 1)	(Level 2)	(Level 3)
Assets:				
Funds on deposit with Catholic				
Community Foundation of San Diego	11,010,814	-	11,010,814	-
Total assets	<u>\$ 11,010,814</u>	<u>\$ -</u>	<u>\$ 11,010,814</u>	<u>\$ -</u>

Investment income is made up of realized and unrealized losses of \$1,609,861, interest income of \$275,364 and investment fees of \$10,188.

The management of the Administrative Office is responsible for making the fair value measurements and disclosures in the financial statements. As part of fulfilling this responsibility, the management of the Administrative Office has established an accounting and financial reporting process for determining the fair value measurements and disclosures, which identifies and adequately supports the valuation methods and assumptions used and ensures that the presentation of the fair value measurement is in accordance with U.S. GAAP.

Note 4. Annual Catholic Appeal (ACA) Pledge Receivables

The Annual Catholic Appeal (ACA) is a Diocesan-wide fundraising campaign in which each parish is assessed an amount based on its financial capabilities. Amounts raised in excess of the assessed amount are rebated back to the parish.

The ACA campaign runs from February to December each year. The funds received from the 2021 campaign were designated for use by the Diocese during the year ending June 30, 2022. Similarly, pledges made and donations received during the 2022 campaign are reported as net assets with donor restrictions and will be used in fiscal year 2023. Pledges receivable included in the accompanying statement of financial position represent amounts pledged for the 2022 campaign to be received in fiscal year 2023. All pledges are due within one year.

Note 5. Property and Equipment

Property and equipment consist of the following at June 30, 2022:

Buildings	\$ 13,074,282
Land	4,725,584
Furniture, fixtures and equipment	<u>5,604,500</u>
	23,404,366
Less accumulated depreciation	<u>(10,845,007)</u>
	<u>\$ 12,559,359</u>

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Note 6. Loan Due to The San Diego Catholic Account for Parishes and Schools, Incorporated

The San Diego Catholic Account for Parishes and Schools, Incorporated (CAPS, Inc.) is a separately incorporated California nonprofit public benefit corporation established to finance the construction and renovation of parish and school facilities and to provide a safe investment for excess parish and school funds. The Administrative Office has borrowed from CAPS, Inc. which is recorded as a liability on the accompanying financial statements. The amount due to CAPS, Inc. is \$11,569,807 at June 30, 2022. Interest accrues at 1.75 percent annually. Monthly payments of principal and interest are \$66,707. The loan matures in March 2039. The following table sets forth The Administrative Office's principal payments:

2023	\$ 602,048
2024	612,670
2025	623,478
2026	634,477
2027	645,669
Thereafter	8,451,465
	<u>\$ 11,569,807</u>

Note 7. Net Assets without Donor Restrictions

The Administrative Office's net assets without donor restrictions is comprised of undesignated and Financial Council designated amounts for the following purposes at June 30, 2022:

Expended for property and equipment	\$ 12,559,359
Designated insurance and claim reserves	<u>23,451,643</u>
	<u>\$ 36,011,002</u>

Designated insurance and claim reserves include funds related to the various self-insured programs including health, dental, vision, pharmacy, worker's compensation, unemployment, automobile and a portion of the property and casualty insurance for all parishes and schools within the Diocese of San Diego. As part of the administration of the various programs in order to ensure there is stability in the rates being charged to the locations reserves have been set aside to assist in the administration of these programs.

Note 8. Net Assets with Donor Restrictions

Net assets with donor restrictions represent contributions and other inflows received by the Administrative Office, which are limited in their use by the donor-imposed stipulations. Net assets with donor restrictions at June 30, 2022 are available for the following purposes or periods:

Subject to expenditure for specified purpose	
Annual Catholic Appeal - rebates payable and donations to be used in fiscal year 2023	\$ 4,705,129
Donahue Trust	288,371
UCSD Sustaining Ministries	251,005
Bishop Flores Memorial Fund	138,471
Other restricted deposits	<u>810,609</u>
	<u>\$ 6,193,585</u>

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Donor restricted endowments subject to spending policy and appropriation, to support the following purposes at June 30, 2022:

St. Francis Endowment Fund - income used for the operating expenses of St. Francis Center	\$ 3,985,273
Seminary quasi endowment	2,551,334
Sacred Heart - James E. Spain Family Fund - advised fund for projects within the Diocese of San Diego	725,315
	<u>\$ 7,261,922</u>

Total net assets with donor restrictions at June 30, 2022 is \$13,455,507.

Note 9. Net Assets Released from Restriction

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors.

Net assets released from restriction consist of the following at June 30, 2022:

Satisfaction of time restrictions:	
Annual Catholic Appeal - rebates payable and donations to be used in fiscal year 2022	\$ 5,275,901
Satisfaction of program restrictions:	
Society for the Propagation of Faith	394,196
Blessing our future	169,727
Bishop Flores Memorial Fund	79,883
Endowment Distributions	10,000
Other restricted deposits	993,093
	<u>1,646,899</u>
	<u>\$ 6,922,800</u>

Note 10. Endowment

The Administrative Office follows the standards codified in FASB ASC 958-205-65, *Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act*, and *Enhanced Disclosures for All Endowment Funds*, which provides guidance on the net asset classification of donor-restricted endowment funds for a not-for-profit organization that is subject to an enacted version of the 2006 Uniform Prudent Management of Institutional Funds Act (UPMIFA). The Administrative Office's donor restricted endowment consists of three perpetually restricted funds. The Administrative Office also has one donor restricted quasi endowment that follows the donor restricted endowment's funding policy. The funds primarily benefit the seminary.

Interpretation of Relevant Law – The Administrative Office has interpreted the UPMIFA as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Administrative Office classifies as net assets with donor restrictions (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

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Endowment Investment and Spending Policies – The Administrative Office has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Administrative Office must hold in perpetuity. The Administrative Office expects its endowment funds, over time, to provide an average rate of return of approximately 6 percent annually. Actual returns in any given year may vary from this amount. The funds have been deposited in the Catholic Community Foundation of San Diego.

To satisfy its long-term rate-of-return objectives, the Administrative Office relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Administrative Office targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

The Administrative Office's donor-restricted endowment has a policy of appropriating for distribution each year 2-4 percent of its endowment fund's average value over the prior fiscal year. In establishing this policy, the Administrative Office considered the long-term expected return on its endowment. Accordingly, over the long term, the Administrative Office expects the current spending policy to allow its endowment to grow at an average of 1-2 percent annually. This is consistent with the Administrative Office's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

The Administrative Office's donor-restricted quasi-endowment fund's spending policy is determined annually. Donor-restricted endowment net asset with donor restrictions composition as of June 30, 2022, is as follows:

Donor-restricted endowments	
Seminary endowment	\$ 3,985,273
Sacred Heart - Spain endowment	725,315
	<u>4,710,588</u>
Donor-restricted quasi-endowments	
Seminary quasi-endowment	2,551,334
	<u>\$ 7,261,922</u>

Changes in donor-restricted endowment funds with donor restriction during the year ended June 30, 2022, are summarized in the following table:

Endowment net assets, beginning of year	\$ 8,327,076
Investment return	(1,134,073)
Contributions	78,919
Appropriation of assets for expenditure	(10,000)
Endowment net assets, end of year	<u>\$ 7,261,922</u>

Note 11. Commitment

Power Purchase Agreement – The Administrative Office entered into a power purchase agreement with SolarCity Corporation in January 2017, whereby SolarCity installed their solar electricity generating equipment on Administrative Office's parking lot in late 2017. The system size is 200.88 DC kW. The Administrative Office has committed to purchase all of the energy generated by the solar system from SolarCity. Under the terms of the agreement, the Administrative Office will pay SolarCity for use of the generated power for a period of 20 years with an option for up to three additional terms of five years each. However, at the end of the 6th and 10th contract years, and at the end of the initial term and each additional 5 year term, the Administrative Office has an option to purchase the solar electricity generating equipment at its then fair market value. Payments for energy will be included in the Administrative Office's utility expenses account and consolidated in operating expenses in the financial statements.

Note 12. Lay Employee Multiple Employer Pension Plan

The Administrative Office participates in the Diocese of San Diego Restated Pension Plan for Lay Employees (the Lay Plan), which is a multi-employer defined benefit retirement plan that provides retirement benefits for lay employees. Besides the Administrative Office, the Lay Plan includes lay employees of the parishes, schools, and other Catholic entities operating within the Dioceses of San Diego.

All lay employees (excluding temps) participating prior to July 1, 2017 and working a minimum of 20 hours per week are eligible to participate in the Diocese of San Diego Restated Pension Plan for Lay Employees, which is a multi-employer defined benefit retirement plan. The benefits are based on years of participation and the Employees' compensation. The Administrative Office contributes 12% of the participant's salaries. Participants are fully vested after five years. The contributions percentages change periodically as needed.

Lay employees (excluding temps) whose date of participation is on or after July 1, 2017, or who terminated and were rehired after 3 years or more, and are scheduled to work a minimum of 20 hours per week are eligible to participate in the Diocese of San Diego Pension Plan for Lay Employees under the cash balance benefit. The Administrative Office contributes 11% of the participant's salaries to the plan and an additional 1% into an individual participant's 403(b) account. Through the Diocese of San Diego Pension Plan for Lay Employees, the participant receives a cash balance benefit determined by a contribution credit of 6% of eligible compensation earning a 5% fixed annual interest with a vesting period of 3 years. The 403(b) plan has no vesting period.

The Administrative Office has involvement in the plan's administration and each employer in the plan has a proportional responsibility for unfunded amounts in the multi-employer plan. At June 30, 2022 the Lay Plan was underfunded by approximately \$112,460,000 of which the Administrative Office's share of the unfunded amount is approximately \$6,700,000. Contributions to the plan were \$557,704 to the plan in the year ending June 30, 2022.

Note 13. Priest Defined Benefit Plans and Charitable Trust

The Administrative Office participates in The Pension Plan and Pension Trust for the Priests of the Diocese of San Diego (the Priest Plan) which is a defined benefit retirement plan for priests and a plan that provides post-retirement benefits for priests. The Priest Plan provides for retirement benefits to priests working in the Dioceses of San Diego, after ten years of participation in the Priest Plan the employee is 100 percent vested. Besides the Administrative Office, the Priest Plan includes priests of the parishes, schools, and other Catholic entities operating within the Dioceses of San Diego.

The Administrative Office has involvement in the Priest Plan's administration and each employer in the plan has a proportional responsibility for unfunded amounts in the multi-employer plan. The Administrative Office contributed \$167,707 to the plan in the year ending June 30, 2022.

Note 14. Self-insurance and Loss Reserves

The Administrative Office provides the following self-insurance products to the parishes, schools, and other Catholic entities operating within the Dioceses of San Diego:

Workers' Compensation – The Administrative Office maintains a self-insured workers' compensation program for the Diocese, parishes, schools and other Catholic entities in San Diego and Imperial Counties. The Administrative Office bills each entity a premium based on salaries and job classifications. A third-party administrator reviews and processes the workers' compensation claims. The amount collected by the Administrative Office is used to purchase excess liability insurance and to pay claims, fees, and administrative costs. The Administrative Office has established a liability for claims incurred but not yet paid of \$1,700,000. This estimate is based on information provided by the third-party administrator.

Unemployment Benefits – The Administrative Office maintains a self-insured unemployment insurance program for the Diocese, parishes, schools, and other Catholic entities in San Diego and Imperial Counties. The Administrative Office bills each entity a premium based on salaries and job classifications. The Administrative Office has established a liability for estimated unemployment claims of \$800,000.

Health and Other Personal Insurance – The Administrative Office provides self-insurance for a portion of health and dental. The Diocese is reinsured for catastrophic claims. This insurance is provided for the parishes, schools and other Catholic entities within the Diocese of San Diego. Premiums are based on the coverage provided. The Administrative Office has established a liability for estimated claims incurred but not reported in the amount of \$4,000,000. This estimate was based on information provided by the plan administrator.

Note 15. Legal Matters

There are routine claims and suits that are pending against the Diocese which are being defended by the Diocese's insurance company. The Diocese believes the insurance coverage should be adequate to pay any prospective judgment or settlement. There are no known judgments or settlements at June 30, 2022, and no amounts have been accrued in the financial statements.

In October 2019, California enacted Assembly Bill 218, which opened a three-year window for filing claims of sexual abuse of minors, effective January 1, 2020. In April 2020, in response to the temporary closing of the courts due to Covid-19, the California courts adopted an emergency rule tolling all statutes of limitations for six months. The legal effect of this rule on the three-year window has not been litigated, but the rule may extend the statute of limitations for another six months, to June 30, 2023. As of November 1, 2022, more than 300 claimants have filed lawsuits or proofs of claim, the latter being a pre-lawsuit form of notice indicating an intention to file a lawsuit before the close of the window. It is expected that additional lawsuits will be filed before the window closes. These cases are/have been defended under a program of self-insurance and shared risk management through Catholic Mutual Group and many have some amount of indemnity coverage available also through Catholic Mutual Group. Substantial efforts toward reaching a global resolution of all claims are underway and the Diocese is reviewing all possibilities, which may include the filing of a petition for reorganization under Chapter 11 of the Bankruptcy Code.

In addition to clergy abuse cases, two claims for personal injury suffered at Holy Cross Cemetery have been asserted against the Diocese since July 1, 2021. Both claims are being defended and indemnified under liability insurance coverage with Catholic Mutual Group.

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Note 16. Related Party Transactions

Management and Administrative Fees - The San Diego Catholic Account for Parishes and School, Incorporated (CAPS, Inc.), The Roman Catholic Services Corporation for Parishes and Schools of San Diego and Imperial Counties, Inc. (Services Corporation), The Roman Catholic Seminary of San Diego, Inc. (Seminary Corporation) and Diocesan high schools have agreements with the Administrative Office to provide financial services, legal services and human resource support.

The total amount of contracted services was \$65,345 for CAPS, Inc., \$1,223,051 for Services Corporation, \$51,716 for Seminary Corporation and \$143,861 for the high schools for the year ended June 30, 2022.

Note 17. Risks and Uncertainties

Concentration of Credit Risk- the Administrative Office maintains its cash in bank deposit accounts, which at times, exceed federally insured deposit limits. The Administrative Office adheres to a policy by which cash balances in excess of short-term needs are diversified amongst short-term, low risk investment vehicles. The Administrative Office has not experienced any losses in such accounts.

In addition, the Administrative Office invests in various investments, including mutual funds. Investment securities, in general, are subject to various risks, such as interest rate, credit, and overall market volatility. Due to the level of risk associated with certain investments, it is reasonably possible that changes in the values of investments could occur in the near term and that such change could materially affect amounts reported on the financial statements.

COVID-19 Risk - In 2020, the COVID-19 virus was declared a global pandemic. Business continuity, including supply chains and consumer demand across a broad range of industries and countries could be severely impacted for months or beyond as governments and their citizens take significant and unprecedented measures to mitigate the consequences of the pandemic. The ultimate disruption which may be caused by the pandemic is uncertain; however, it may result in a material adverse impact on the Administrative Office's financial position, operations, and cash flows. Possible effects may include but are not limited to disruptions or restrictions on the employees' ability to work, decline in value of assets held, including property and equipment and marketable securities and changes to the current regulatory environment. Management is working to mitigate the impact of these and other unforeseen potential disruptions to operations.

Note 18. June 30, 2021, Financial Information

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such prior year information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Administrative Office's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Certain reclassifications have been made to the summarized June 30, 2021 financial information to conform to the classifications adopted for the June 30, 2022 financial statements. These reclassifications had no effect on the change in net assets.