



Financial Statements  
October 31, 2015

# Catholic Charities of the Archdiocese of Dubuque, Iowa

Catholic Charities of the Archdiocese of Dubuque, Iowa

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October 31, 2015

(With Comparative Totals for 2014)

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## **Independent Auditor's Report**

To the Audit Committee  
Catholic Charities of the Archdiocese of Dubuque, Iowa

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Catholic Charities of the Archdiocese of Dubuque, Iowa, which comprise the statement of financial position as of October 31, 2015, and the related statements of activities, functional expenses of unrestricted net assets, 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 qualified audit opinion.

**Basis for Qualified Opinion**

As more fully described in Note 1 to the financial statements, Catholic Charities is the owner of two housing projects and has elected not to consolidate the financial statements at this time. In our opinion, accounting principles generally accepted in the United States of America require that the statements of these entities should be presented in a consolidated format to make them more meaningful. Quantification of the effects of this departure from generally accepted accounting principles on the financial position, results of operations, and cash flows of Catholic Charities is not practicable.

**Qualified Opinion**

In our opinion, except for the effect of the departure as explained in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Catholic Charities of the Archdiocese of Dubuque, Iowa as of October 31, 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Catholic Charities of the Archdiocese of Dubuque, Iowa's 2014 financial statements, and our report dated March 18, 2015, expressed a qualified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended October 31, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Dubuque, Iowa  
July 28, 2016

Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Financial Position  
October 31, 2015  
(With Comparative Totals for 2014)

	2015	2014
<b>Assets</b>		
Cash and cash equivalents		
Checking	\$ 4,683	\$ 27,372
Deposits in Archdiocese of Dubuque		
Deposit and Loan Fund	149,657	148,172
Total cash and cash equivalents	154,340	175,544
Accounts receivable, net of estimated uncollectibles of \$9,000 in 2015 and \$10,000 in 2014	104,627	71,077
Accounts receivable, housing	16,840	17,039
Interest receivable	1,419	869
Prepaid expense	-	5,792
Equipment (less accumulated depreciation of \$62,689 in 2015 and \$56,930 in 2014)	23,205	16,597
Restricted Deposits in Archdiocese of Dubuque		
Deposit and Loan Fund	109,518	109,518
Interest in net assets of Catholic Charities Foundation	7,878,237	7,858,672
Total assets	\$ 8,288,186	\$ 8,255,108
<b>Liabilities and Net Assets</b>		
Accounts payable	\$ 17,269	\$ 14,772
Accrued payroll and payroll taxes	62,165	56,020
Accrued paid time off	11,814	20,993
Deferred revenue	52,882	66,104
Total liabilities	144,130	157,889
<b>Net Assets</b>		
Unrestricted		
Undesignated	7,833,775	7,869,761
Board-designated	52,987	53,822
	7,886,762	7,923,583
Temporarily restricted	257,294	173,636
Total net assets	8,144,056	8,097,219
Total liabilities and net assets	\$ 8,288,186	\$ 8,255,108

Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Activities  
Year ended October 31, 2015  
(With Comparative Totals for 2014)

	October 31, 2015			October 31, 2014
	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total Net Assets	Total Net Assets
<b>Revenue, Support, and Gains</b>				
Annual appeal campaign	\$ 373,033	\$ -	\$ 373,033	\$ 425,085
United Way campaign	145,092	-	145,092	147,029
Grants/contracts	196,246	-	196,246	179,723
Contributions				
General	225,117	109,129	334,246	125,058
Disaster and emergency assistance	-	21,277	21,277	20,250
Program service income - fees	273,776	-	273,776	276,591
Management fees	62,383	-	62,383	78,778
Investment income	1,106	1,485	2,591	2,609
Other	31,329	-	31,329	5,289
Change in value of interest in net assets of Catholic Charities Foundation	19,565	-	19,565	523,653
Distributions from Catholic Charities Foundation	210,000	-	210,000	239,500
Net assets released from restrictions	48,233	(48,233)	-	-
Total revenue, support and gains	<u>1,585,880</u>	<u>83,658</u>	<u>1,669,538</u>	<u>2,023,565</u>
<b>Expenses</b>				
Program services expense				
Counseling	622,225	-	622,225	632,286
Post-adoption	29,666	-	29,666	37,725
Refugee resettlement	198,525	-	198,525	167,217
Immigration	116,104	-	116,104	112,782
Education and advocacy	160,573	-	160,573	160,136
Disaster services	26,101	-	26,101	37,134
Jail/prison ministry	173,714	-	173,714	119,624
Pathway partners	80,733	-	80,733	75,495
Emergency assistance - Operation Help	16,921	-	16,921	29,623
Total program expenses	<u>1,424,562</u>	<u>-</u>	<u>1,424,562</u>	<u>1,372,022</u>

Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Activities  
Year Ended October 31, 2015  
(With Comparative Totals for 2014)

	October 31, 2015			October 31, 2014
	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total Net Assets	Total Net Assets
Supporting services expense				
Administration and general	\$ 138,396	\$ -	\$ 138,396	\$ 84,797
Fund raising and development	59,743	-	59,743	27,649
Total supporting services expenses	198,139	-	198,139	112,446
 Total expenses	 1,622,701	 -	 1,622,701	 1,484,468
Change in Net Assets	(36,821)	83,658	46,837	539,097
Net Assets, Beginning of Year	7,923,583	173,636	8,097,219	7,558,122
Net Assets, End of Year	<u>\$ 7,886,762</u>	<u>\$ 257,294</u>	<u>\$ 8,144,056</u>	<u>\$ 8,097,219</u>

	Program Services			
	Counseling	Post-adoption	Refugee Resettlement	Immigration
Salaries - Administration	\$ -	\$ -	\$ -	\$ -
Salaries - Professional	403,283	15,929	63,436	62,320
Salaries - Other	37,724	6,165	7,346	6,684
Employee Health and Retirement Benefits	34,020	1,279	4,830	2,624
Payroll Taxes	31,507	1,694	5,173	4,862
<b>Total salaries and related expenses</b>	<b>506,534</b>	<b>25,067</b>	<b>80,785</b>	<b>76,490</b>
Professional Fees	45,042	2,580	5,160	10,072
Advertising	1,315	-	-	-
Supplies	7,595	29	666	541
Telephone	5,369	164	2,020	1,463
Postage and Shipping	1,169	155	203	1,155
Occupancy	31,592	1,412	1,853	1,874
Printing	1,708	101	97	106
Transportation	13,294	65	9,895	5,310
Staff Development	5,270	44	200	2,079
Subscriptions	1,045	-	32	461
Equipment Repair and Minor Equipment	68	-	68	-
Dues	1,389	49	98	894
Public Relations	50	-	-	-
Emergency Assistance	-	-	95,037	94
Other	785	-	2,411	15,565
<b>Total expenses before depreciation</b>	<b>622,225</b>	<b>29,666</b>	<b>198,525</b>	<b>116,104</b>
Depreciation	-	-	-	-
<b>Total program services</b>	<b>\$ 622,225</b>	<b>\$ 29,666</b>	<b>\$ 198,525</b>	<b>\$ 116,104</b>

See Notes to Financial Statements



Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Functional Expenses of Unrestricted Net Assets  
Year Ended October 31, 2015  
(With Comparative Totals for 2014)

Program Services					
Education and Advocacy	Disaster Services	Jail/Prison Ministry	Pathway Partners	Operation Help	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89,917	11,106	117,668	52,092	-	815,751
1,597	4,177	5,790	6,566	-	76,049
7,783	1,305	8,792	6,066	-	66,699
6,879	1,137	8,911	4,242	-	64,405
106,176	17,725	141,161	68,966	-	1,022,904
10,320	3,109	9,658	3,969	-	89,910
554	-	100	-	-	1,969
446	163	651	323	-	10,414
520	1,001	2,914	897	-	14,348
2,831	26	149	29	-	5,717
1,939	2,456	3,103	1,853	-	46,082
9,461	203	422	49	-	12,147
5,745	1,154	7,279	3,476	-	46,218
15,240	90	632	100	-	23,655
200	16	945	32	-	2,731
86	64	-	68	-	354
364	49	162	65	-	3,070
-	-	-	-	-	50
-	-	5,670	835	15,885	117,521
6,691	45	868	71	1,036	27,472
160,573	26,101	173,714	80,733	16,921	1,424,562
-	-	-	-	-	-
<u>\$ 160,573</u>	<u>\$ 26,101</u>	<u>\$ 173,714</u>	<u>\$ 80,733</u>	<u>\$ 16,921</u>	<u>\$ 1,424,562</u>

	2015	
	Program Services	Supporting Services
	Total	Admin. and General
Salaries - Administration	\$ -	\$ 66,743
Salaries - Professional	815,751	-
Salaries - Other	76,049	21,519
Employee Health and Retirement Benefits	66,699	4,616
Payroll Taxes	64,405	6,505
Total salaries and related expenses	1,022,904	99,383
Professional Fees	89,910	16,980
Advertising	1,969	1,528
Supplies	10,414	920
Telephone	14,348	1,527
Postage and Shipping	5,717	1,291
Occupancy	46,082	3,784
Printing	12,147	108
Transportation	46,218	1,916
Staff Development	23,655	2,642
Subscriptions	2,731	326
Equipment Repair and Minor Equipment	354	-
Dues	3,070	130
Public Relations	50	-
Emergency Assistance	117,521	-
Other	27,472	2,102
Total expenses before depreciation	1,424,562	132,637
Depreciation	-	5,759
Total Expenses	<u>\$ 1,424,562</u>	<u>\$ 138,396</u>

See Notes to Financial Statements

Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Functional Expenses of Unrestricted Net Assets  
Year Ended October 31, 2015  
(With Comparative Totals for 2014)

2015			
Supporting Services		Total Expenses	
Fund Raising and Development	Total	2015	2014
\$ 15,071	\$ 81,814	\$ 81,814	\$ 32,069
-	-	815,751	784,301
2,726	24,245	100,294	113,765
657	5,273	71,972	67,245
1,217	7,722	72,127	65,208
19,671	119,054	1,141,958	1,062,588
1,720	18,700	108,610	105,683
-	1,528	3,497	9,415
21	941	11,355	9,269
164	1,691	16,039	14,075
18,599	19,890	25,607	10,403
1,412	5,196	51,278	63,738
10,297	10,405	22,552	10,584
543	2,459	48,677	39,879
-	2,642	26,297	17,578
16	342	3,073	2,721
-	-	354	1,635
69	199	3,269	2,024
6,546	6,546	6,596	210
-	-	117,521	120,606
685	2,787	30,259	8,823
59,743	192,380	1,616,942	1,479,231
-	5,759	5,759	5,237
<u>\$ 59,743</u>	<u>\$ 198,139</u>	<u>\$ 1,622,701</u>	<u>\$ 1,484,468</u>

Catholic Charities of the Archdiocese of Dubuque, Iowa  
Statement of Cash Flows  
Year Ended October 31, 2015  
(With Comparative Totals for 2014)

	2015	2014
Operating Activities		
Change in net assets	\$ 46,837	\$ 539,097
Adjustments to reconcile change in net assets to net cash used for operating activities		
Depreciation	5,759	5,237
Change in value of interest in net assets of Catholic Charities Foundation	(19,565)	(523,653)
Distributions from Catholic Charities Foundation	(210,000)	(239,500)
Changes in assets and liabilities		
Accounts receivable	(33,550)	(6,832)
Accounts receivable, housing	199	6,155
Interest receivable	(550)	476
Prepaid expense	5,792	21,278
Accounts payable	2,497	(48,681)
Accrued payroll and payroll taxes	6,145	10,664
Accrued paid time off	(9,179)	1,996
Deferred revenue	(13,222)	10,104
Funds held for others	-	(33,750)
	(218,837)	(257,409)
Net Cash used for Operating Activities		
Investing Activities		
Distributions from Catholic Charities Foundation	210,000	239,500
Deposits to Archdiocese of Dubuque Deposit and Loan Fund	(1,096)	(1,641)
Withdrawals from Archdiocese of Dubuque Deposit and Loan Fund	1,096	1,641
Purchase of equipment	(12,367)	(2,658)
	197,633	236,842
Net Cash from Investing Activities		
Change in Cash and Cash Equivalents	(21,204)	(20,567)
Cash and Cash Equivalents at Beginning of Year	175,544	196,111
Cash and Cash Equivalents at End of Year	\$ 154,340	\$ 175,544

## **Note 1 - Organization and Summary of Significant Accounting Policies**

### **Organization**

The primary mission of Catholic Charities is to respond to persons in need and work to achieve justice in our society.

Support for Catholic Charities comes from charitable contributions, program fees and grants.

The activities of Alabar Plaza and Carter Plaza are reported on a calendar year and are not included in these financial statements. These entities are housing projects owned by Catholic Charities. At December 31, 2014, Alabar Plaza and Carter Plaza had net assets (audited) totaling \$88,920 and \$82,289, respectively.

### **Comparative Financial Information**

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the Catholic Charities' audited financial statements for the year ended October 31, 2014 from which the summarized information was derived.

### **Cash and Cash Equivalents**

Catholic Charities considers all cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to capital expenditures, permanent endowment, or other long-term purposes of Catholic Charities are excluded from this definition.

### **Receivables and Credit Policies**

Accounts receivable consist primarily of uncollateralized individual obligations. Management determines the allowance for uncollectable accounts receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

### **Equipment**

Equipment additions over \$500 are capitalized and recorded at cost, or if donated, at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the asset ranging from three to ten years. When assets are sold or otherwise disposed of, the cost and related depreciation are removed from the accounts, and any remaining gain or loss is included in the statement of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

Catholic Charities reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indications of asset impairment during the years ended October 31, 2015 and 2014.

### **Interest in Net Assets of Catholic Charities Foundation**

The sole purpose of Catholic Charities Foundation is to receive, manage, and distribute funds to Catholic Charities. The Foundation is authorized by Catholic Charities to solicit contributions on its behalf. The unrestricted resources of Catholic Charities Foundation are distributed to Catholic Charities in amounts and in periods determined by the Board of Directors of Catholic Charities Foundation. Catholic Charities interest in the net assets of Catholic Charities Foundation is reported at fair value in the statement of financial position, with distributions and changes in fair value recognized in the statement of activities.

### **Net Assets**

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Unrestricted Net Assets* – Net assets available for use in general operations. Unrestricted board-designated net assets consist of net assets designated by the Board of Directors for housing project expenses.

*Temporarily Restricted Net Assets* – Net assets subject to donor restrictions that may or will be met by expenditures or actions of Catholic Charities and/or the passage of time, and certain income earned on permanently restricted net assets that has not yet been appropriated for expenditure by Catholic Charities' Board of Directors.

Catholic Charities reports contributions restricted by donors as increases in unrestricted net assets if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions.

*Permanently Restricted Net Assets* - Net assets whose use is limited by donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed by action of Catholic Charities. The restrictions stipulate that resources be maintained permanently but permit Catholic Charities to expend the income generated in accordance with the provisions of the agreements.

At October 31, 2015 and 2014, Catholic Charities did not have any permanently restricted net assets.

### **Revenue and Revenue Recognition**

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Deferred revenue consists of grant funds and fees which have been received, but have not yet been disbursed for their intended purpose. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

### **Donated Services and In-Kind Contributions**

Volunteers contribute significant amounts of time to Catholic Charities' program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. Catholic Charities records donated professional services at the respective fair values of the services rendered. No significant contributions of such goods or services were received during the years ended October 31, 2015 and 2014, respectively.

### **Advertising Expense**

Advertising costs are expensed as incurred, and approximated \$3,000 and \$9,000 for the years ended October 31, 2015 and 2014, respectively.

### **Functional Allocation of Expenses**

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### **Income Taxes**

Catholic Charities is organized as an Iowa non-profit corporation and has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3), qualifies for the charitable contribution deduction under Section 170(b)(1)(A)(vi) and (viii), and has been determined not to be a private foundation under Sections (509(a)(1) and (3), respectively. Catholic Charities is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, Catholic Charities is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. Catholic Charities has determined it is not subject to unrelated business income tax and has not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Catholic Charities believes that it has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. Catholic Charities would recognize future accrued interest and penalties related to unrecognized tax benefits and liabilities in income tax expense if such interest and penalties are incurred.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of 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 and those differences could be material.

**Financial Instruments and Credit Risk**

Catholic Charities manages deposit concentration risk by placing cash accounts with financial institutions believed by management to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, Catholic Charities has not experienced losses in any of these accounts. Credit risk associated with accounts receivable is considered to be limited due to high historical collection rates

**Subsequent Events**

Catholic Charities has evaluated subsequent events through July 28, 2016, the date which the financial statements were issued.

**Note 2 - Interest in Net Assets of Catholic Charities Foundation**

A summary of Catholic Charities Foundation's assets, liabilities, and net assets; and changes in net assets follows.

	<u>2015</u>	<u>2014</u>
Assets	\$ 7,878,237	\$ 7,858,672
Liabilities	<u>-</u>	<u>-</u>
Unrestricted Net Assets	<u>\$ 7,878,237</u>	<u>\$ 7,858,672</u>
Revenues	\$ 245,085	\$ 778,179
Expenditures	<u>15,520</u>	<u>15,025</u>
Revenues in Excess of Expenditures	229,565	763,154
Net Transfers to Catholic Charities	<u>(210,000)</u>	<u>(239,500)</u>
Changes in Net Assets	19,565	523,654
Net Assets, Beginning of Year	<u>7,858,672</u>	<u>7,335,018</u>
Net Assets, End of Year	<u>\$ 7,878,237</u>	<u>\$ 7,858,672</u>



**Note 3 - Deposits in Archdiocese of Dubuque Deposit and Loan Fund**

Some Catholic Charities funds are deposited in the Archdiocese of Dubuque Deposit and Loan Fund. These deposits can be withdrawn on demand and earn interest at the rate of 1.0% per annum at both October 31, 2015 and 2014, respectively.

**Note 4 - Funds Held for Others**

Funds held for others include funds held by Catholic Charities on behalf of another agency to which the balance is to be disbursed.

**Note 5 - United Way Allocations**

Allocations from the United Way campaign represent amounts received from the following United Way agencies:

	2015	2014
Dubuque United Way	\$ 136,793	\$ 136,537
Other	8,299	10,492
	\$ 145,092	\$ 147,029

**Note 6 - Temporarily Restricted Net Assets**

Temporarily restricted net assets at October 31, 2015 and 2014:

	2015	2014
Emergency Assistance - Purpose Restriction	\$ 21,277	\$ 21,023
Deposits in Archdiocese of Dubuque Deposit and Loan Fund - Time Restriction	109,518	109,518
Disaster Relief - Purpose Restriction	17,370	15,885
Jail Ministry - Purpose Restriction	-	27,210
Immigration Attorney - Purpose Restriction	109,129	-
	\$ 257,294	\$ 173,636

Net assets were released from restrictions as follows during the years ended October 31, 2015 and 2014:

	2015	2014
Satisfaction of Purpose Restrictions		
Jail ministry	\$ 27,210	\$ -
Disaster relief	21,023	10,392
	\$ 48,233	\$ 10,392

**Note 7 - Retirement Program**

Catholic Charities has a defined contribution contributory pension plan under code Section 401(k) which covers employees who have worked for Catholic Charities for at least one year. Catholic Charities contributes 3% of the employee's gross salary into the plan. In addition, Catholic Charities will match 50% of an employee's personal contribution up to an additional 2% for a total agency contribution of 5% of their salary. The expenses for years ended October 31, 2015 and 2014 were \$ 42,170 and \$45,675, respectively.

**Note 8 - Related Party Transactions**

Related party transactions include the following:

1. Net transfers from Catholic Charities Foundation, as reported in Other Changes in Net Assets in the Statement of Activities, are \$210,000 and \$239,500 for the years ended October 31, 2015 and 2014, respectively.
2. Included in expenses are rent, health insurance, printing, postage, and phone costs approximating \$180,000 and \$175,000 for the years ended October 31, 2015 and 2014, respectively, paid to the Archdiocese of Dubuque.