



Memo

Date: February 9, 2026

To: All pastors, principals, parish administrators and business managers

From: Holly Orsagh, director of financial services
Patrick Warner, parish accounting manager
Mark Beno, CENGI accounting manager

Re: Budget rates and instructions for fiscal year 2026-2027

[Here](#), you will find the insurance, retirement and other budgeting rates schedule that the archdiocese publishes annually to help you with your budget preparation for the next fiscal year.

The worker's compensation rate for priests will be \$828 per archdiocesan priest for fiscal year 2026-2027. This increase is noted on the attached rate schedule.

Please create your 2026-2027 budgets in the ParishSOFT Accounting system, and complete this [Budget Creation Notification form](#) by Friday, May 29.

The archdiocese continues to have a \$150,000 per occurrence deductible (or "self-insured retention") for each property and liability claim. The parish/school deductibles and roof claim deductible are as follows:

PROPERTY CLAIM DEDUCTIBLE: \$7,500 per claim.

SPECIAL EVENTS DEDUCTIBLE: \$50,000 per claim for events where special events coverage was not obtained but should have been. If the special events coverage is purchased ahead of the event, there is no deductible.

AUTO DEDUCTIBLE: Effective May 1, 2026, the deductible will be \$900 for an auto physical damage claim for vehicles insured through our archdiocese fleet insurance policy.

ROOF CLAIMS: Roof coverage is based on Actual Cash Value (replacement cost less depreciation). Most roofs are guaranteed for 25-30 years.

RCAA

ADMINISTRATIVE SERVICES, INC.

Roof Claim Replacement Example:

Age of Roof: 16 years
Type of Roof: 30-Year Laminate
Depreciation for 30-Year Laminate: 4% per year
Roof Replacement Cost: \$100,000
Less Depreciation of 4% per year: \$64,000
Less Deductible: \$7,500
Claim Payment: \$28,500

Roof Claim Repair Example:

Age of Roof: 16 years
Type of Roof: 30-Year Laminate
Depreciation for 30-Year Laminate: 4% per year
Roof Repair Estimate: \$50,000
Less Depreciation of 4% per year: \$32,000
Less Deductible: \$7,500
Claim Payment: \$10,500

QUESTIONS

If you have questions about the budget instructions, please contact either:

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