

Funny you should ask...

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
December 5, 2012 --- volume 1, issue 4*

This newsletter is electronically sent to parish and school directors of administrative services, business managers and bookkeepers. If you have any suggestions for topics, please [let us know](#).

[Click here](#) to view this issue or previous issues of *Funny you should ask...* Please note that you must be logged in on the archmil.org website to access *Funny you should ask...* issues.

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Best Wishes to Doug Miller

Doug Miller, Associate Director for Parish and School Financial Services, has taken a position outside of the Central Offices of the Archdiocese of Milwaukee. His last day was November 21. We wish Doug all the best in his new endeavor.

We will let you know when a new Associate Director is appointed.

Do you have Unclaimed Property?

Recently we checked for unclaimed property and noticed a fair number of parish, school and cemetery names out there. Look in the Wisconsin Unclaimed Property on-line service to see if your organization has any listings. Check common misspellings of the name, nicknames, etc. If the word Saint is part of your name, check both "St" and "Saint" as it may be listed both ways. If you are at a parish or school formed through a merger, look for the names of the former sites (parish, school, cemetery); there are several listed on the site.

The website - <http://statetreasury.wisconsin.gov/section.asp?linkid=1381&locid=155> - offers the ability to check Wisconsin and National databases. We recommend checking both annually.

While you're there, put your own name in to see if you have any like-new money waiting to be claimed!

Update on School Assessment Payments

The September 17, 2012 issue of the newsletter provided you with check issuing guidelines (*How do I Make that Check Payable?*) for the current fiscal year. So naturally, a few weeks later, the processing procedures for one of the items – the Schools Assessment – changed.

While the School Combined Assessment items listed on the statements may be paid on the same check, DO NOT combine these on the same check with any other items. A flyer indicating this change was inserted with the invoices when they were mailed October 11.

Parish Bank Accounts and Authorized Signers

The list of authorized signers for parish bank accounts should be reviewed on a regular basis and limited to those who are in fact authorized to sign checks or withdraw funds.

Some banks may require authorized signers to provide their personal social security number. If this occurs, make sure that the authorized signers are listed as “SWL” or “Signers with Limited Access.” This should reduce the risk to the parish if:

- a bank is owed money on a personal basis by an authorized signer
- the bank searches its database using the social security number
- the bank applies a “Right of Set Off” and takes money from a parish account to satisfy an individual’s debt.

Color-coded Invoices from Archdiocese of Milwaukee

Many of you have indicated that invoices sent from the Archdiocesan finance office look similar and can be difficult to tell apart. We have begun using color to differentiate invoices. Following is an easy way to identify them.

Color	Purpose
Blue	Combined School Assessment
Buff	Parish Assessment
Gray	Participants’ Protected Self-Insurance Program
Green	Priest Pension Plan – Parish portion
Gold	Priest Pension Plan – Priest portion
White	All other invoices

The Quarter Ahead

December 2012

- 1st – Second payment due on current year assessment (50% of total is due)
- 13th - Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15th – Distribute budget information to staff and committees with budget responsibility
- 31st – Quarter End

January 2013

- 31st – Forms W-2, W-2G and 1099 for previous calendar year must be mailed to recipients no later than today
- 31st – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 12/31
- Begin budget review
- 16th – BAAM meeting (at Our Lady of Lourdes)
- Lay pension and group life reports for Oct-Dec (4Q) mailed

February 2013

- 28th – Forms W-2, W-3, W-2G, 1096 and 1099 forms must be mailed to IRS no later than today

- 14th – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 20th – Business Manager/DAS Winter Workshop (at Cousins Center)
- Clergy compensation information sent to priests for next fiscal year
- Lay pension and group life information and payment for 4Q calendar year due

March 2013

- 1st – Third payment due on current year assessment (75% of total is due)
- 31st – Participants' Protected Self-Insurance/Workers' Comp data due (the form is modified for 2013)
- 31st – Quarter End
- 20th – BAAM meeting (at Our Lady of Lourdes)

Excel Tip

Ever try to cut and paste info, only to realize after you've done the 'cut' that you haven't inserted a place for it to land? Try using "Insert Cut Cells."

After you cut (Ctrl x), click the cell below where you want to insert the information, then use **Ctrl Shift =**. This will insert the line(s) above the current cell and will also remove the blank line(s) from the source of the cut. If you have customized the ribbon in Excel and have added the icon for "Insert Cells," the icon changes to "Insert Cut Cells" after you do the 'cut.'

Have an Excel tip to share? [Let us know!](#)

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