

## **Funny you should ask...**

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee  
September 17, 2012 --- volume 1, issue 3*

*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](#).*

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### ***Funny you should ask... is now online***

[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 previous *Funny you should ask...* issues.

### **Priest Pension Plan – Parish Contribution**

The Archdiocese of Milwaukee Priests' Pension Plan ("Plan") is a qualified **defined benefit plan**. The amount of the parish contribution is arrived at using a "formula" based on the years of service of the priest(s) assigned at the parish on July 1 of each year. The parish portion contribution benefits the Plan as a whole and not a particular individual. For example, if Fr. Smith is at the parish on July 1 and retires in August, the amount due for that year for the parish contribution will not change based on the new pastor's years of ordination.

### **Special Events Insurance Coverage**

Often when a private party/outside group wishes to host a special event at a parish, the outside group incorrectly presumes that their individual homeowner's or umbrella policy will provide the liability coverage necessary for the event. The best response to any person suggesting that they do not need to purchase the special events coverage is to have their homeowner's insurance agent contact Catholic Mutual Group at 262-255-6906. The individual's insurer must be willing to name the host parish as "an additional insured." Including the host parish as a "certificate holder," does not meet the criteria for special events liability coverage. The cost of special event coverage is \$95.00. Our friends at Catholic Mutual Group are happy to answer any questions about special events coverage and adequately protecting your parish. Please call them directly at 262-255-6906.

## How Should I Make Out That Check?

We know that over the course of the year every parish prepares checks to pay bills unique to Catholic parishes and to forward donations received in response to specific appeals and purposes. It may seem convenient to combine payments and issue a single check. However, except as noted below, payments should be made on separate checks. As we go forward, if payments are not on separate checks, we will return the check to you with a request that you issue the required individual checks. Please remember to include any necessary documents with each check, and **clearly indicate on the check the purpose of the check**. If checks have the same mailing address, you may mail them all in one envelope and they will be distributed appropriately upon arrival.

Payments we are referring to include:

- a) Parish and school assessments, and any invoices from the Archdiocese of Milwaukee. These payments may be made on a single check as long as you note what payments are being made. Workshop and/or event registrations should follow the directions on the enrollment/registration form. It is imperative that you include the enrollment or registration form with the payment.
- b) Payments to trust funds or donor-restricted gifts to specific appeals. These are administered by the Archdiocese, but the funds are not property of the Archdiocese.
- c) Payments to separate Catholic entities with a presence in the Archdiocese.

<b>CHECK ISSUING GUIDELINES FOR THE 2012/2013 FISCAL YEAR</b>	
<b>a) The following items may be issued separately or on the same check</b>	
Purpose	Payable to and Mail to:
<ul style="list-style-type: none"> <li>• Parish Assessment</li> <li>• School Assessment</li> <li>• Invoice from the Archdiocese of Milwaukee</li> <li>• Workshop or event registrations for Archdiocesan-sponsored events for which you pay the Archdiocese, not another entity.</li> </ul>	Archdiocese of Milwaukee PO Box 070912 Milwaukee, WI 53207-0912
<b>b) The following items must not be combined with any other payments</b>	
Purpose	Payable to and Mail to:
Bination/Trination	Archdiocese of Milwaukee ATTN: Linda King PO Box 070912 Milwaukee, WI 53207-0912
Catholic Stewardship Appeal (2012 appeal) Please note that this mailing address changes each appeal year.	Catholic Stewardship Appeal 2012 PO Box 78197 Milwaukee, WI 53278-0197
Combined Collections Program	Combined Collections Program PO Box 070912 Milwaukee, WI 53207-0912
Holy Land Collection (Good Friday)	Archdiocese of Milwaukee ATTN: Kim Kasten PO Box 070912 Milwaukee, WI 53207-0912

Lay Employee Pension Plan contributions	Archdiocese of Milwaukee Lay Employee Pension Plan PO Box 070912 Milwaukee, WI 53207-0912
Mass Stipends	Archdiocese of Milwaukee ATTN: Linda King PO Box 070912 Milwaukee, WI 53207-0912
Operation Rice Bowl	Archdiocese of Milwaukee ATTN: Social Justice Ministry PO Box 070912 Milwaukee, WI 53207-0912
Priest Pension Plan – priest share and parish contributions (may be combined on same check if properly identified)	Archdiocese of Milwaukee Priests’ Pension Plan PO Box 070912 Milwaukee, WI 53207-0912
<b>c) The following items must be sent directly to the applicable entity</b>	
<b>Purpose</b>	<b>Payable to and Mail to:</b>
Catholic Charities	Catholic Charities PO Box 070912 Milwaukee, WI 53207-0912
Catholic Relief Services	Catholic Relief Services PO Box 17090 Baltimore, MD 21203-7090
Faith In Our Future	Faith In Our Future PO Box 070504 Milwaukee, WI 53207-0504
Foundation for Religious Retirement	Foundation for Religious Retirement, Inc. 3221 S. Lake Drive St. Francis, WI 53235
Participants’ Protected Self Insurance Program	Catholic Mutual Group PO Box 178 Menomonee Falls, WI 53052-0178
Saint Francis de Sales Seminary	Saint Francis de Sales Seminary 3257 S. Lake Drive St. Francis, WI 53235
Society for the Propagation of the Faith	Society for the Propagation of the Faith PO Box 070912 Milwaukee, WI 53207-0912
World Mission Ministries or Office for World Missions	Office for World Missions PO Box 070912 Milwaukee, WI 53207-0912

## The Quarter Ahead

### September 2012

- 1<sup>st</sup> - First payment due on current year assessment based on Confidential Financial Statement
- 15<sup>th</sup> – Confidential Financial Statements due
- 19<sup>th</sup> – BAAM meeting
- Priest pension bills for both priest and parish portions mailed
- 30<sup>th</sup> - Quarter Ends 30<sup>th</sup> - Quarter Ends

### October 2012

- 18<sup>th</sup> – Building Commission Meeting. Attendance by appointment only. Questions – contact [Linda King](#) (414-769-3340)
- 31<sup>st</sup> – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 9/30
- Protected Self-Insurance bills for current fiscal year mailed
- Assessment bills for current fiscal year mailed
- Lay pension and group life reports for July-Sept (3Q) mailed

### November 2012

- 14<sup>th</sup> - BAAM meeting
- Lay pension and group life information and payment for 3Q calendar year due

### December 2012

- 1<sup>st</sup> – Second payment due on current year assessment
- 13<sup>th</sup> - Building Commission Meeting. Attendance by appointment only. Questions – contact [Linda King](#) (414-769-3340)
- 15<sup>th</sup> – Distribute budget information to staff and committees with budget responsibility
- 31<sup>st</sup> – Quarter End

## Excel Tip

Need to have several workbooks open, but they are cluttering the tray?

**View > Hide** - to hide an open workbook. This will leave the workbook(s) open, but hidden from view.

**View > Unhide** - to view a hidden open workbook. If you don't unhide the file before you close Excel, it will be hidden the next time you open it.

You can save changes to a hidden file. You may hide and unhide files at any time.

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

## Contact Us

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