

Funny you should ask...

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
June 5, 2013 --- volume 2, issue 2*

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](#).

This issue of *Funny you should ask...* is being sent to parish and school secretaries in addition to the regular group listed above. We are doing this to remind you to keep your contact information current on the archmil.org website. If your DAS, Business Manager or Bookkeeper does not receive this email, please have your web administrator update their contact information (see article below).

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

In this issue:

Update Parish and School Contact Information

Family Medical Leave Act (FMLA)

New I-9 forms

Faith in Our Future Banking Issues

The Quarter Ahead

Excel Tip

Contact Us

Update Parish and School Contact Information

We hear from some parish and school staff that they are not receiving emails sent using the archmil.org broadcast system. Upon further investigation, most of these people are not set up with the proper tags and roles. Please take a moment to update your location's data on archmil.org for parish and school staffs and parish council members.

Video tutorials are available on the archmil.org website, viewable after you login, that outline the process of maintaining the contact information. Once you login, select "Video Tutorials: How to use this site." Then launch the video called "Editing Names on archmil.org." Video topics include, finding names in archmil.org, editing, deleting, and adding names.

If you prefer a PDF document, [click here](#).

Family Medical Leave Act (FMLA)

If a parish/school has 50 or more employees, they are required to inform an employee that they may qualify for FMLA, when the parish/school discovers that the employee, their spouse, their parent, child under the age of 18, or an adult child, who is disabled as defined by the Americans with Disabilities Act Amendments Act may have a serious health condition and need to take time away from work.

A FMLA form should be given to the employee to determine if they are eligible for Family Medical Leave. Please contact Jane Budney budneyj@archmil.org for this form. This form provides helpful information to the employer about the serious health condition, the potential duration the employee may be unable to work, and if any restrictions will be given when the employee returns.

Once the form is completed, the Family Medical Leave time can be counted even if the employee is using sick, personal, vacation time or receiving short term disability payments.

New I-9 forms

All parishes/schools should be using the revised Form I-9 for all employees hired on or after May 7, 2013. The new Form I-9 is available for download at www.uscis.gov/files/form/i-9.pdf.

Faith in Our Future Banking Issues

All parishes have gone through the formal pledge cessation process for the Faith in Our Future campaign. As a result, all parishes have also moved to a quarterly disbursement schedule. Exceptions will be made for large gifts, in which case the disbursement will happen at the appropriate month end.

You may now close your Faith in Our Future bank account and shift the deposits to your general operating account. Accounting for the FIOF funds must remain the same; the funds are restricted for use as indicated in your Parish Case Statement.

Please contact Kim Kasten at kim.kasten@trust.faithinourfuture.org for a new FIOF Direct Deposit Form if you chose to close your FIOF bank account. The next scheduled disbursement of funds will be in July for the quarter ended June 30, 2013.

The Quarter Ahead

June 2013

- 10th – Deadline to sign up for St. Raphael Health Plan direct debit to receive \$50 credit on your July 2013 invoice. Contact [Kim Kasten](mailto:kim.kasten@trust.faithinourfuture.org) for the direct debit form (414-769-3326)
- 13th – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](mailto:linda.king@trust.faithinourfuture.org) (414-769-3340)
- 15th – Priest compensation form due to employer
- 15th – Submit balanced budgets to Archdiocese for review
- 30th – Final fiscal year 2013 payments for assessment, Participants' Protected Self-Insurance Program, priest pension due today
- 30th – Fiscal Year Ends

July 2013

- 1st - Fiscal year begins
- 1st - Confidential Financial Statement forms available [click here](#)
- 31st - Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 6/30
- Lay pension reports for April-June (2nd quarter) mailed
- Continuing Formation for Clergy bills mailed

August 2013

- 22nd - Building Commission meets. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- New pastor training (August 13, 14, 20, 21)
- Lay pension and group life information and payment for 2Q calendar year due

September 2013

- 1st - First payment due on current year assessment based on Confidential Financial Statement
- 15th - Confidential Financial Statements due
- 18th - BAAM meeting
- Priest pension bills for both priest and parish portions mailed
- 30th - Quarter Ends
- Check unclaimed property site
<http://www.statetreasury.wisconsin.gov/section.asp?linkid=1381&locid=155>

Excel Tip

Ever hide column A, then can't figure out how to unhide it without selecting the entire worksheet? Keep a steady hand on the mouse and hover over the intersection of column B and the gray blank just to the left of it. When you see the double headed arrow (left arrow, two vertical lines, right arrow), right click and choose 'unhide' from the drop down. This will work anywhere you have hidden columns or rows.

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

Contact Us

Jay Frymark, Director
Parish and School Financial Services
frymarkj@archmil.org
414-769-3336

Katie Esterle, Associate Director
Parish and School Financial Services
esterlek@archmil.org
414-769-3377

John Marek, Treasurer & CFO
Office for Financial Services
marekj@archmil.org
414-769-3334

Kim Kasten
Financial Services Support Coordinator
kastenk@archmil.org
414-769-3326

Bridget Fischer
Lay Pension & Life Insurance Coordinator
fischerb@archmil.org
414-769-3317

Barb Kissh
Priest Pension Billing
kisshb@archmil.org
414-769-3318

Jane Budney, Director
Parish and School Personnel Services
budneyj@archmil.org
414-769-3370