Funny you should ask…

Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
September 5, 2013 --- volume 2, 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.

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:

Scrip

Many parishes and schools are utilizing Scrip as a fundraising activity. Lately, we've been answering a lot of questions regarding Scrip guidelines and record-keeping. Below are a few key points to remember when administering Scrip.

- Scrip certificates must be kept in a locked safe on the parish or school premises. Under no circumstance may Scrip certificates and cards be taken off the premises.
- In order to qualify as a fundraiser under IRS rules and to avoid possible incurring of unrelated business income tax liability, uncompensated volunteer hours must make up at least 85% of the total number of hours it takes to run the Scrip program. It is advisable to have logs or diaries maintained by volunteers and paid staff to track the time spent on the program.
- All Scrip transactions must be recorded on the parish or school general ledger. This includes: sales, purchases and inventory.
- When a parish or school receives an order of Scrip, serial numbers should be recorded. In the event that Scrip would be lost or stolen, the prior recording of the serial numbers would allow the parish or school to quickly identify which Scrip was missing.

For the complete Archdiocesan Guidelines and Catholic Mutual Policies and Procedures, click here. Please contact Katie Esterle or Molly Hatfield with any questions.

Avoid the Communication Gap

Good communication is essential to having a successful parish/school. It helps to build rapport with employees, co-workers, and administrator, promotes mutual understanding and enables employees to contribute positively to the parish/school.

When you communicate to employees, co-workers, or an administrator, be honest, professional and most importantly, respectful. Your goal should be to strengthen the employment relationship. Strive to be transparent and straightforward about the challenges the parish/school face.

Successful communication involves being a good listener. Face to face communication is the best avenue to use to develop good working relationships. It also shows that you respect the dignity and worth of each individual. Face to face communication is necessary when you need to coach, counsel, resolve a conflict or deliver bad news.

No one likes to be the bearer of unpleasant news, such as telling an employee they are not meeting expectations, they are being impacted by a reduction in force or they are being terminated. However, it is the responsibility of a leader to present this kind of information in person to carry out the mission of the Church as a servant.

Good communication helps you to build rapport with your staff, so they feel engaged, valuable and comfortable informing you of workplace issues when they need your assistance.

Paper Pricing

We have found good paper pricing at Bubrick's Complete Office in Germantown. They offer free next day delivery within our Archdiocese. The price for a case (10 reams = 5,000 sheets) of 8-1/2 x 11, 20#, 92 bright, multi-purpose paper is $28.50. Contact Kevin Dillon at Bubrick's (262-255-5500) for more information.

If you have vendors with good pricing that you'd like to share with other parishes and schools, please let us know and we can include it in future issues of *Funny you should ask*…

Staples Group Pricing

The Archdiocese of Milwaukee has extended the group pricing through Staples Advantage. If you are not currently purchasing through Staples Advantage, a representative may be contacting you in the coming weeks. Please click here for additional information.

501(c)(3) Status

2013 Group Ruling Available

The 2013 Group Ruling is available. Please contact Faye Herrick in the Chancery if you need a copy (herrickf@archmil.org or 414-769-3339).

Your 501(c)(3) Status Now Verifiable on Electronic Database

Many of you have experienced the problem of having a matching gift or grant declined merely because your organization is not listed in an electronic database of exempt organizations. Problems have also arisen with services designed for non-profit entities that are offered by on-line providers.

Yes, there is good news!

GuideStar provides the opportunity – free of charge – for those entities listed in the Kenedy Directory (Official Catholic Directory) to be listed in the necessary on-line database. This service is widely used by granting organizations and on-line providers, giving them the ability to verify your organization's charitable 501(c)(3) status.

If you wish to have your organization listed on this database, you will need to complete their short inclusion process. You need the following items to send to GuideStar:

- A copy of a federal document that shows your organization name, address and federal ID number. If you are not able to find one, contact the IRS at 800-829-4933 and request a verification letter; it will come in the mail 7-10 days later, or you may request it be faxed.
- A copy of your organization's listing in the Kenedy Directory (OCD). Contact Faye Herrick in the Chancery if you need a copy (herrickf@archmil.org or 414-769-3339).
- The year your organization was established. (Check your original articles of incorporation)

Below is the link to the GuideStar directions. It is a 5 page document, but you only need the first page - Faith Based Organizations. Follow the directions in the first 2 paragraphs and items 2, 2a and 2b.
http://documents.yourcause.com/att/GUIDESTAR-POLICY-For-Adding-Organizations.pdf

Fax or email these items directly to GuideStar. (Do one or the other, NOT both.) If you email, you will receive a confirmation of receipt email back from them. Be sure to include your contact information – phone and email – so they may contact you with any questions. It will take 5-7 business days for the process to complete. A sample email to GuideStar is located at the end of this newsletter.

BAAM Schedule

2013

September 18 – 9:00 a.m. Meeting at Our Lady of Lourdes
October 16 – 9:00 a.m. – Workshops at Our Lady of Lourdes
November 20 – 9:00 a.m. Meeting at Our Lady of Lourdes

2014

January 15 – 9:00 a.m. Meeting at Our Lady of Lourdes
February 19 – 9:00 a.m. – Workshops at Our Lady of Lourdes
March 19 – 9:00 a.m. Meeting at Our Lady of Lourdes
Spring Retreat TBA
May 21 – 9:00 a.m. Meeting at Our Lady of Lourdes

The Quarter Ahead

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

October 2013

- Assessment bills for current fiscal year mailed
- 10th - Building Commission Meeting. Attendance by appointment only. Contact Linda King (414-769-3340)
- 16th – Workshops for business managers
- 31st – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 9/30
- Protected Self-Insurance bills for current fiscal year mailed
- Lay pension and group life reports for July-Sept (3Q) mailed

November 2013

- 20th – BAAM meeting
- Building Commission meets
- Lay pension and group life information and payment for 3Q calendar year due

December 2013

- 1st – Second payment due on current year assessment
- 12th - 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

Excel Tip

Do you need to mark something as a draft or confidential or just want a watermark in the background? While this is pretty straightforward in Word, it involves a bit of ingenuity in Excel. A watermark can be mimicked by using Word Art (on the Insert tab). Open Word Art and select the style you want. A text box will appear and you can then enter the information you want to appear and stretch, angle and drag the box to wherever you want it. Then right click on the box and select 'Format Shape'. Select 'Fill' then 'Gradient Fill'. Set the transparency to 100%; this allows you to read the information on the spreadsheet through the "watermark". Here you can also change the text color and other features. If the box has an outline, select 'Line Style' then 'No Line'.

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

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

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

Sample email to send to GuideStar. The highlighted information must be included.

Good morning,

We would like to add St. Elsewhere Congregation in Milwaukee, Wisconsin [use the correct legal name] to the GuideStar database.

Pursuant to your *Policy for Adding Organizations not Listed on the IRS Business Master File*, attached to this email are:

- EIN verification letter from the IRS *(or other federal document with your EIN)*
- Cover page and page xxx from the Kenedy Directory

St. Elsewhere Congregation was established in 1923.

Should you require a copy of the 2013 group ruling letter, it is found at this link: http://www.usccb.org/about/general-counsel/upload/group-ruling-letter.pdf

Please let me know if you require any additional information. I may be reached by phone at ###-###-#### or via email scooper@stelsewhere.org.

Thank you for your efforts!

Sheldon Cooper
Business Manager
St. Elsewhere Congregation
1234 Any Street
Milwaukee, WI 53333
414-123-4567