

Funny you should ask...

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
December 5, 2014 --- volume 3, issue 4*

This newsletter is sent electronically 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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Calendar Year-End Contributions, W-2, 1099

Contributions

Any contribution received or postmarked on or before December 31, 2014 is a 2014 donation. Any contribution received or postmarked on or after January 1, 2015 is a 2015 donation. There is no donor "election" as to which calendar year the donation applies. In the case of a stock transfer, the donation date is the date the donor relinquishes control of the stock, not the date your organization receives it.

Form W-2

- Employers that want to report the amount of priest pension withheld from the priest's pay may enter this information in Box 14 of the W-2 or provide it on a separate form such as the priest's paystub. Do NOT enter priest pension amounts in Box 12 of the W-2. There is no code for section 401(a) pension amounts withheld. Do NOT code priest pension amounts as code "E." Code E is used for 403(b) amounts only (priest or lay person).
- All full time lay employees eligible for the lay pension plan and ALL priests must have the "Retirement Plan" box checked in Box 13 of the W-2. All employees who contribute to a 403(b) should have "Retirement Plan" checked in Box 13.
- A Christmas gift or bonus to an employee (person who receives a W-2) of a tangible item of de minimis value (less than \$100) is not included in that person's taxable wages (Box 1 of the W-2). Examples of tangible items are a turkey, gift basket, wine or coffee mug. All other gifts or bonuses of cash or cash equivalent (e.g., gift cards), regardless of amount, issued by the parish/school (including affiliated organizations such as Home and School) must be added to Boxes 1, 3 and 5 of the employee's W-2.

- Do NOT report some payments to employees on Form W-2 and some on Form 1099. ALL payments made from employer to employee must be on Form W-2.
- The due date to file W-2s (with W-3 transmittal) to Social Security is February 28, 2015 if filing by paper and March 31, 2015 if filing electronically.

Form W-2G

- Form W-2G is provided to any person winning a raffle amount if the amount exceeds \$600. In addition, 25% tax is withheld if the amount exceeds \$5,000. Do NOT issue raffle winnings on Form 1099. Consult the instructions for Form W-2G for additional detail. W-2Gs are transmitted to the IRS on Form 1096. Note that a 1096 separate from 1099 transmittal is required. They are due to the Internal Revenue Service February 28, 2015.

Form 1099

- Issue Form 1099 to any vendor that provides services of \$600 or more in a calendar year, unless the vendor is a corporation or tax exempt entity. A LLC is not necessarily a corporation. Request a Form W-9 to get the payee's tax identification number and confirm their federal tax classification. 1099s are transmitted to the IRS on Form 1096. Note that a 1096 separate from the W-2G transmittal is required. They are due to the Internal Revenue Service by February 28, 2015.
- Don't forget that priest help out that exceeds \$600 in the calendar year requires a 1099. Also included are catechist and musician (if these individuals are not an employee) stipends that exceed \$600. Mileage reimbursements at or below the IRS maximum are not included on the 1099.

IRS Mileage Rate For 2015

- The IRS has not yet announced a change in the mileage rate for business use of an automobile for 2015. We presume the rate from 2014 of \$0.56 per mile remains in effect. Business mileage may be reimbursed at that rate or less without inclusion on an employee's W-2.
- The IRS may make changes mid-year. We will send out a broadcast if that happens. You may also learn of a mid-year rate change in the general media.
- Also note that help out priests are always paid at the IRS maximum rate, even if your employer chooses a lesser amount.

Clergy Compensation Data

Clergy compensation data will be emailed/mailed to priests in the first calendar quarter of 2015. Please request a copy of the information from the priest(s) at your location. If you are unable to locate a copy, you may request one from Jay Frymark (frymarkj@archmil.org).

Principal and Teacher Contracts

The non-renewal date for principals and teachers is changing for the 2015-2016 contracts. The non-renewal date for principals will be April 1, and the non-renewal date for teachers will be April 15. This was requested by our principals to allow more time for performance review and evaluation.

Winter Weather Precautions from Catholic Mutual

As the snow and cold settles in, please keep the following in mind to minimize personal injuries of guests and staff and avoid damage to buildings. Last year was rough for weather-related claims...let's do better!

1. Many slips and falls of both staff and guests occur in the evening and early morning. These injuries are tragic and frequently preventable! Please make sure that arrangements for snow removal and ice treatment include coverage for the early morning, evening and weekend practices, games, concerts, and of course, Mass! Please let all staff and volunteers know where the shovels and salt are located in the case of an off-hours snow or ice emergency.
2. All unoccupied buildings with water/plumbing should be checked twice daily when temps dip into single digits. Heat should be temporarily adjusted to at least sixty degrees during these extreme cold temperatures.
3. Any cabinet, closet or other enclosure can restrict the flow of heat to pipes & plumbing, **especially on outside walls or in entrance ways**. Leave closet and cabinet doors open and leave faucets dripping to increase warm air flow and reduce frozen pipes.
4. The temporary use of indoor space heaters and other non-fuel supplied heaters to maintain building heat during a boiler or furnace repair can mitigate the extent of any potential damage to your pipes and plumbing. Be sure to remove all combustibles and storage away from space heaters.
5. Have a plan in place in the event of a boiler or furnace malfunction. Make arrangements with your HVAC service provider to provide 24 hour response to your location.
6. In extreme cold weather, a door or window that is not shut all the way can cause frozen pipes, so check for doors and windows that do not close tightly and make repairs. There is a removable window caulk product that is available for indoor use to help temporarily seal window drafts. Keep light bulbs turned on near pipes and plumbing fixtures. The small amount of heat emitted from the light bulb can help keep these pipes and fixtures from freezing.
7. If your location experiences a frozen pipe burst or other water loss – **turn off the main water supply and immediately contact your plumber or mechanical contractor**, then contact Catholic Mutual Group. If a water loss occurs, please contact Catholic Mutual at 262-255-6906, who will arrange for a contractor to remove water and dry the area.

BAAM Schedule

BAAM meetings are held at Our Lady of Lourdes parish.

2015

January 21

February 25 (workshop)

March 18

April 15 (retreat at Clare Hall)

May 20

Building Commission Schedule

Building Commission attendance by appointment only; contact Linda King at 414-769-3340.

2014

December 11

2015

February 12

April 9

June 11

August 13

October 8

December 10

The Quarter Ahead

December 2014

- 1st – Second payment due on current year assessment
- 11th - 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 2015

- 21st – BAAM meeting (Our Lady of Lourdes)
- 31st – Forms W-2 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
- Lay pension and group life reports for Oct-Dec (4Q) mailed

February 2015

- 12th – Building Commission Meeting. Attendance by appointment only. Contact Linda Kind (414-769-3340)
- 28th – Forms W-2 and 1096 with 1099 forms must be mailed to IRS no later than today
- Clergy compensation information sent to priests for next fiscal year
- Lay pension and group life information and payment for 4Q calendar year due

March 2015

- 1st – Third payment due on current year assessment
- 18th – BAAM meeting (Our Lady of Lourdes)
- 31st – Tax Exemption Reports due to your taxing authority with copy to Finance Office (even numbered years only)
- 31st – Quarter End

Excel Tip

Here are some shortcut keys to use in Excel:

Ctrl W – close sheet (also closes a document in Word)

Ctrl ; - insert current date

Ctrl shift : - insert current time

Ctrl Tab – move between open workbooks

Windows key D – minimizes everything that is open and takes you to your desktop screen

ExcelTips is a free, third party, email newsletter containing lots of tips on using Excel. If you would like to subscribe or just check it out, click this link. <http://www.tips.net/subservices.html>

Do you need an Excel tip or have one to share? [Let us know!](#)

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