

Funny you should ask...

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
June 5, 2014 --- volume 3, issue 2*

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](#).

[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.

Featured Topics:

Welcome Baby Natalie

IRS Form 8822B

Good Friday/Holy Land Collection and CRS Rice Bowl

How Should I Make Out That Check?

2014 Catholic Stewardship Appeal Address

Priest Pension Billing

Unclaimed Property

Faith In Our Future Disbursements

The regular fare:

BAAM Schedule

Building Commission Schedule

The Quarter Ahead

Excel Tip

Contact Us

Welcome Baby Natalie!

We welcome Natalie Elizabeth Esterle who was born on Friday, May 23.

Mom and baby are doing well...Dad, too!

Congratulations to Katie and Martin!

(Katie will return to the office on Monday, August 4)

IRS Form 8822B

In March your pastor or parish administrator received, via email from the Chancery, instructions to complete the IRS form 8822-B – Change of Address or Responsible Party – Business. This is the first year this form is required by the IRS. An initial form must be filed regardless of the last date of change. There is currently no fee associated with filing this form. Going forward, form 8822-B must be filed each time you have a change in pastor or parish administrator. The identification number of the responsible party is requested in section 9 of the form; use the Federal ID number of the parish, **not** the social security number of the individual. If your location has not yet completed the initial form, please do so as soon as possible.

[link to IRS form 8822-B](#)

How Should I Make Out That Check?

For a complete list of check issuing guidelines for 2014/15, please [click here](#). (you must be logged in to archmil.org)

2014 Catholic Stewardship Appeal Address

The mailing address for the 2014 Catholic Stewardship Appeal is:
PO Box 78608
Milwaukee, WI 53278-8608

Priest Pension Billing

If you are a parish with a shared pastor and/or associate, an *in solidum* team, or other shared configuration, please call or [email Barb Kissh](#) (414-769-3318) to let her know where (and to whom, if necessary) to send both the Priest invoice and Parish invoice for the 2014/2015 Priest Pension billing. Barb's goal is to get them to the right address, the first time. Your assistance is greatly appreciated!

Unclaimed Property

Please check the [State of Wisconsin Unclaimed Property website](#). A couple of quick searches revealed a number of parishes and schools with listings. Search by the corporate legal name, abbreviated name or other variations that are commonly used. Search "Saint" and also "St" as these listings will be different.

Good Friday/Holy Land Collection and CRS Rice Bowl

Each of these should be individual checks and not combined with each other or other items.

If you have not already done so, please send in the Good Friday collection for the Holy Land. Make check payable to "Archdiocese of Milwaukee" and mail to Archdiocese of Milwaukee, ATTN: Kim Kasten, PO Box 070912, Milwaukee, WI 53207-0912.

100% of these donations will be transferred to the Commissariat of the Holy Land.

Please also send in your CRS Rice Bowl donations. Checks should be made payable and mailed to: Archdiocese of Milwaukee, ATTN: Kathy Shine, PO Box 070912, Milwaukee, WI 53207-0912. Be sure to note "CRS Rice Bowl" on the check or check stub, AND indicate if you are submitting 75% or 100% of the alms. Along with your donation, please complete and submit the [25% Designation Form](#). Contact Kathy Shine at 414-758-2285 with any questions.

Faith In Our Future Disbursements

You will receive disbursements as noted below, presuming there are gifts received for your parish. Exceptions will be made for large gifts. You may close your Faith in Our Future bank account and move 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. As always, a proxy request must be submitted prior to spending FIOF funds. Please contact Kim Kasten for a new FIOF Direct Deposit Form if you choose to close your FIOF bank account (414-769-3326 or kim.kasten@trust.faithinourfuture.org).

FIOF Disbursements for 2014	
Gift Receipt Period	Disbursement Date
January-May 2014	June 27, 2014
June-December 2014	January 30, 2015

BAAM Schedule

2014

September 17
November 19

2015

January 21
March 18
May 20

Building Commission Schedule

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

2014

June 12
August 14
October 9
December 11

The Quarter Ahead

June 2014

- 1st – Final payments for assessment, property and liability insurance, priest pension due for fiscal year
- 12th - Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15th – Priest compensation form due to employer
- 15th – Submit balanced budgets to Archdiocese for review
- 30th – Fiscal Year Ends

July 2014

- 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 and group life reports for April-June (2Q) mailed
- Continuing Formation for Clergy bills mailed

August 2014

- 14th – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- Trustee training
- New pastor training
- Lay pension and group life information and payment for 2Q calendar year due

September 2014

- 1st – First payment due on current year assessment based on Confidential Financial Statement
- 15th – Confidential Financial Statements due
- 17th – BAAM Meeting
- 30th – Quarter End
- Priest pension bills for both priest and parish portions mailed
- Check unclaimed property site <http://www.revenue.wi.gov/ucp/index.html>

Excel Tip

Here are some shortcut keys for Excel:

CTL W will close a workbook (or a document in Word)

CTL ; (semicolon) will insert the current date

CTL shift : (colon) will insert the current time

CTL Tab will move between open workbooks

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!](#)

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

Mailing address:
PO Box 070912
Milwaukee, WI 53207-0912