

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

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

*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:**

**Confidential Financial Statements due September 15**

**501(c)(3) Information**

**Chaperones and Skating; a Message from Catholic Mutual**

**Participants' Protected Self-Insurance Statements**

**Faith In Our Future Disbursements**

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## **Confidential Financial Statements due September 15**

The 2013-14 Confidential Financial Statement is a required report from the parishes to the archdiocese each year. Reports are due to the office of Parish and School Financial Services on September 15. Here is the link to the form.

<http://www.archmil.org/Resources/2013-14ConfidentialFinancialSt.htm>

## **501(c)(3) Information**

### **Group Ruling**

The 2014 Group Ruling is available. Please contact Faye Herrick in the Chancery if you need a copy unique to your parish or school ([herrickf@archmil.org](mailto:herrickf@archmil.org) or 414-769-3339).

The 2014 [Group Ruling](#) letter from the IRS is available on the USCCB website.

### **GuideStar Electronic Database**

GuideStar provides the opportunity – free of charge – for those entities listed in the Kenedy Directory (Official Catholic Directory) to be listed in the on-line database widely used by granting organizations and on-line providers to verify your organization's charitable 501(c)(3) status. To have your organization listed in this database, you will need to complete the short inclusion process. [Click here](#) for more information (you need to be logged in on [archmil.org](#)).

## Chaperones and Skating; a Message from Catholic Mutual

Catholic Mutual encourages all parishes and schools to institute an additional policy for chaperones. This policy would prohibit all chaperones from participating in ice or roller skating when monitoring students and would stipulate that the chaperoning teacher perform his or her duties from the sideline with their shoes on. Catholic Mutual asks that this policy be instituted due to several very serious injuries that have occurred when a chaperoning teacher has fallen while on an ice or roller rink with skates on.

Most ice and roller skating rinks have internal staff to monitor the rink, and this policy would prevent the chaperone from sustaining a serious injury. In this time of financial challenges, it is incumbent on all of us to eliminate unnecessary exposure for the member parishes and schools.

In addition, it is strongly recommended that all students roller skating on school property or at a local rink wear wrist guards, knee pads, and protective headgear. A severe head injury can result in a permanent disability to a student.

## Faith In Our Future Disbursements

If you have not already done so, 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](mailto:kim.kasten@trust.faithinourfuture.org)).

### FIOF Disbursements for 2014 Gifts

#### Gift Receipt Period

June-December 2014

#### Disbursement Date

January 30, 2015

## Paper Pricing

Here at the Central Offices we go through a lot of paper. I know; it's hard to believe. We thought your location may be in the same boat and looking for the best available pricing. To that end, we have done some price checking with several vendors on 8-1/2 x 11, 20#, 92 bright, multi-purpose paper. Prices are per case and include free delivery.

<a href="#">Bubrick's Complete Office</a> (Kevin Dillon 262-255-8081)	\$28.50
<a href="#">Quill</a> (800-789-7020 Candace Cicchini, ext. 1227 or Emily McDonald, ext. 1449)	\$35.30
<a href="#">Catholic Purchasing Services</a> (OfficeMaxWorkPlace.com)	\$35.99
<a href="#">Staples Advantage</a> (Scott Green 708-945-7551)	\$36.81

With Bubrick's, Quill and Staples Advantage, be sure to ask for the special Archdiocese of Milwaukee group pricing. Special pricing is available on many items, not just paper. The core list of items is ever-expanding with all of these vendors and is based on our combined usage. Don't be afraid to call any of these vendors to see if they can sharpen their pencil on prices for items you need.

Please [let us know](#) if you have vendors with competitive pricing so we may share the information in future issues of *Funny you should ask...*

## **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**

October 9

December 11

## **The Quarter Ahead**

### **September 2014**

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

### **October 2014**

- 9<sup>th</sup> - Building Commission Meeting. Attendance by appointment only. Contact Linda King (414-769-3340)
- 31st – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 9/30
- Lay pension and group life reports for July-Sept (3Q) mailed to you

### **November 2014**

- Assessment bills for current fiscal year mailed to you
- 19<sup>th</sup> – BAAM meeting
- Building Commission meets
- Lay pension and group life information and payment for 3Q calendar year due

### **December 2014**

- 1st – Second payment due on current year assessment
- 11th - Building Commission Meeting. Attendance by appointment only. 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

Have a workbook with multiple tabs (worksheets) in it? Would you like to print more than one of them, but not all of them? Open one of the tabs you want to print, hold down the Control key and click on the other tab(s) you want to print. Then go to the print option and all of the selected worksheets will print.

*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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