

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

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee  
June 5, 2015 --- volume 4, 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 the *Funny you should ask...* page on our website.

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### **Index of Funny You Should Ask... Articles**

Now that we have a few years of *Funny You Should Ask...* under our belt (can you believe we are halfway through our 4<sup>th</sup> year!?) we've created an index to articles. It is a searchable Word document with links to take you to the appropriate issue. Just use CTL F (find) and type in your key word. The index is the first item on the [Funny page](#).

### **Participants' Protected Self-Insurance Program**

Watch for some exciting news from your Participants' Protected Self-Insurance Program! Information will be coming to you from Catholic Mutual Group in the next few weeks.

### **Catholic Mutual Connection Newsletter Link**

[This is a link to the current issue of CM Connection.](#)

## **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](mailto:Barb.Kissh@diocese.org) (414-769-3318) to let her know where (and to whom, if necessary) to send both the Priest invoice and Parish invoice for the 2015/2016 Priest Pension billing. Barb's goal is to get them to the right address, the first time. Your assistance is greatly appreciated!

## **501(c)(3) Status Verifiable On-Line**

Many of you have experienced the loss of matching gifts because your parish or school is not listed in the appropriate on-line data base. Inclusion of your parish or school in GuideStar is the solution. Instructions for inclusion in the GuideStar database were published in the September 5, 2013 issue of *Funny you should ask...* The enrollment process is quick and easy. [Click this link to access the instructions.](#)

## **Workers' Comp Solicitations**

We have been made aware of solicitations from vendors regarding Workers' Compensation Insurance. Please be aware that changing your workers' compensation carrier to a carrier outside of the Participants' Protected Self-Insurance Program is not an option for participants. Workers' Compensation coverage is provided through this Program.

## **Affordable Care Act Filing Requirements**

Under the Affordable Care Act you are required to track your employees, whether or not they are enrolled in your employer-sponsored health insurance plan. If employees are enrolled in your plan, you must also track their dependents. This tracking should be taking place NOW – from January, 2015 through the end of the calendar year. At the end of the year, your location must submit a 1094 B or C form to the IRS and issue a 1095 B or C form to each employee covered under your plan (similar to a W2).

Those of you enrolled in the St. Raphael Health Plan may wish to consider using BAS for this purpose. If you are interested in this service from BAS, please contact Lisa McGinnis at BAS at [lisamcginnis@frontier.com](mailto:lisamcginnis@frontier.com) or 1-800-446-8469 to receive additional information and pricing. This is not an endorsement for any products and services, but merely an option available to you.

Please note that if you are a small location, an outside service may not be cost effective for you as you can easily track and report your employees.

## **Email Addresses**

Several staff members at the Archdiocese have separate email addresses for use with Faith in Our Future Trust correspondence (firstname.lastname@trust.faithinourfuture.org). A number of non-FIOF related emails have come in to FIOF email addresses, causing a delay in the receipt of information. Please use FIOF email addresses only for FIOF correspondence. All other emails to archdiocesan staff should be sent to their 'archmil' email.

## Good Friday/Holy Land Collection

If you haven't already done so, please send in your Good Friday collection for the Holy Land. Be sure to note 'Holy Land' or 'Good Friday' on the check/stub. Please do not combine this with any other items.

Checks should be made payable to "Archdiocese of Milwaukee" and mailed to:

Archdiocese of Milwaukee  
ATTN: Kim Kasten  
PO Box 070912  
Milwaukee, WI 53207-0912

100% of this collection is forwarded to the Commissariat of the Holy Land.

## Unclaimed Property

It's a good idea to check the [Unclaimed Property](#) for the State of Wisconsin once a year. You'd be surprised what you'll find! Be sure to check any nicknames the parish may have. Also, check under various spellings and common misspellings. Remember to look under 'Saint' as well as 'St.' when searching the site. The claim forms are easily downloaded.

## Check Issuing Guidelines

Here are links to the Check Issuing Guidelines for the fiscal years [2014/15](#) and [2015/16](#). These guidelines will guide you in the best way to issue checks to the Central Offices, other entities and special collections. Please note the Catholic Stewardship Appeal lockbox changes each year.

## Credit Report Requirements

Keep in mind that new and reappointed or reelected trustees must produce a credit report to the pastor as part of the due diligence process in determining suitability to fulfill the responsibilities of a trustee. Also note that newly hired staff that handles money or the accounting thereof must also produce a credit report for the pastor to review. Finally, staff that are subject to the credit report process must produce a credit report for the pastor's review coincident with their five year criminal background check. Principals are also required to produce a credit report as they are responsible for sizable budgets and spending decisions.

Full details of the credit report requirements are on the archmil website:

<http://www.archmil.org/Resources/Credit-Report.htm>

## BAAM Schedule

BAAM meetings are held at Our Lady of Lourdes parish.

### 2015

September 16, 2015

November 18, 2015

January 20, 2016

March 16, 2016

May 18, 2016

## Building Commission Schedule

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

### 2015

June 11

August 13

October 8

December 10

## The Quarter Ahead

### June 2015

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

### July 2015

- 1<sup>st</sup> – Fiscal Year Begins
- 1<sup>st</sup> – Confidential Financial Statement forms available [click here](#)
- 31<sup>st</sup> – 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 2015

- 13<sup>th</sup> - Building Commission Meeting. Attendance by appointment only. Contact Linda King (414-769-3340)
- Lay pension and group life information and payment for 2Q calendar year due

### September 2015

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

## Excel Tip

To quickly select the column of the cell you have highlighted, press **CTL** and the **space bar**.

To select the row of the cell you have highlighted, press **Shift** and the **space bar**.

For more tips, try *ExcelTips*, a free, third party, email newsletter containing lots of tips on using Excel. 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

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