

Funny you should ask...

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

Featured Topics:

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Excel Tip

Contact Us

New Director of Finance

We are happy to announce the new Director of Finance for the Archdiocese of Milwaukee. Gary Bennetts joined our team on July 13, 2015. He brings with him experience from the public sector, as well as experience as the Controller of the Archdiocese of Detroit. Gary is transitioning into the position of Chief Financial Officer and Treasurer as John Marek transitions into retirement.

Confidential Financial Statements due September 15

The 2014-15 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/2014-15ConfidentialFinancialSt.htm>

Power School Software

For those of you who signed up for Power School, you'll be receiving a separate invoice from the Archdiocese of Milwaukee in October. The Power School invoice will be based on your actual enrollment and you are receiving the benefit of a large group rate. Please adhere to the payment due date on the invoice. Note that this is a new billing and is separate from the annual School Assessment.

Special Events Insurance Coverage

Often when a private party/outside group wishes to host a special event at a parish, the outside group incorrectly presumes that their individual homeowner's or umbrella policy will provide the

liability coverage necessary for the event. The best response to any person suggesting that they do not need to purchase the special events coverage is to have their homeowner's insurance agent contact Catholic Mutual Group at 262-255-6906. The individual's insurer must be willing to name the host parish as "an additional insured." Including the host parish as a "certificate holder" does not protect the parish from claims the way Special Events coverage does. The cost of special event coverage is \$95.00. Our friends at Catholic Mutual Group are happy to answer any questions about special events coverage and adequately protecting your parish. Please call them directly at 262-255-6906.

BAAM Schedule

BAAM meetings are held at Our Lady of Lourdes parish (3722 S. 58th St., Milwaukee).

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

October 8

December 10

The Quarter Ahead

September 2015

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

October 2015

- 1st – Assessment bills for current fiscal year mailed to you
- 8th - 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
- Protected Self-Insurance bills for current fiscal year mailed
- Lay pension and group life reports for July-Sept (3Q) mailed

November 2015

- 18th – BAAM meeting
- Lay pension and group life information and payment for 3Q calendar year due

December 2015

- 1st – Second payment due on current year assessment

- 10th - 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

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The index is the first item on the [Funny page](#). 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.

Excel Tip

Do you want the print/page set-up settings the same from one worksheet to others? Here's how it works. Select the source sheet that contains the settings you want to transfer (this worksheet must be displaying on your screen). Then select the target sheet(s) you want to update (press [Ctrl] and click each sheet tab). Select Page Setup from the File menu and click OK. The print settings are now the same for all the sheets selected.

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!](#)

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