

Funny you should ask...

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee
March 4, 2016 --- volume 5, issue 1*

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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Parish Finance Office Staffing

Katie Esterle is on maternity leave, returning to the office on Monday, April 4.

As you know, Jay Frymark is now the Director of Administration at St. Joseph Parish in Grafton. Jay will help out in the Parish Finance Office until Katie returns from maternity leave. If you need to contact him in the month of March, please send him an email (frymarkj@archmil.org) rather than leaving a voice mail.

New Treasurer and Chief Financial Officer

Gary Bennetts has fully transitioned into the role of Treasurer and Chief Financial Officer of the Archdiocese of Milwaukee. Gary joined the Archdiocese in July of 2015 as the Director of Finance and transitioned into his current position while John Marek transitioned into retirement.

Faith In Our Future

While John Marek has retired from his Archdiocesan responsibilities, he has taken on the responsibility of assisting the Faith in Our Future Trustees by providing administrative services to the FIOF Trust. If you have Faith in Our Future questions for him, you may contact him at 414-769-3334 or via email at john.marek@trust.faithinourfuture.org.

Catholic Mutual – Boiler Inspection Alert

Damarc Quality Inspection Services LLC has been contacting parishes, schools, and agencies in the Archdiocese of Milwaukee trying to set appointments to perform the state-required boiler inspection. **DO NOT** schedule an inspection with Damarc! **DO NOT** let them in to your facility to inspect your equipment. Damarc **IS NOT** approved by Catholic Mutual to inspect your boilers. Travelers BoilerRE is the company who should inspect your boilers as part of the Archdiocese of Milwaukee Participants' Protected Self-Insurance Program. The boiler inspection service is an important part of your coverage and there is no separate charge for it. The boiler coverage and inspection service are included in the cost of the protected self-insurance program.

Contact Catholic Mutual at 262-255-6906 if you have any questions.

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.

For the Good Friday collection for the Holy Land, checks should be made payable to and mailed 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.

For the CRS Rice Bowl donations, checks should be made payable to 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.

Property Tax Exemption Reports for 2016 Due March 31

You should receive the TAX EXEMPTION REPORT FOR 2016 forms PC-220 and/or PC-220A from the taxation district clerk in which your tax-exempt property is located. Section 70.337(6) of the State Statutes requires owners of tax exempt real property, including church and church related properties, to complete and **file this report by March 31** of each even numbered year.

If you do not receive the reporting form, please contact your taxation district clerk because the burden of filing rests with the property holder. Failure to file will require the taxation district clerk to have the property appraised by either the district assessor or a person hired by the district to conduct the appraisal, **at the owner's expense**.

You may complete the forms (or print blank forms) online by using the links below. Completed forms must be printed and mailed to your taxation district. These forms are NOT filed on-line.

Form PC-220: <http://www.revenue.wi.gov/forms/govxmpt/pc-220f.pdf>

Form PC-220A: <http://www.revenue.wi.gov/forms/govxmpt/pc-220af.pdf>

Additional instructions for completing these forms are found [at this link](#).

Please send a copy of your completed form to the Archdiocesan Office of Financial Services via email (kastenk@archmil.org) or mail (PO Box 070912, Milwaukee, WI 53207-0912) so we may use them as reference with the Wisconsin Catholic Conference on future related issues.

Sales and Use Tax Exemption for Building Materials That Become Part of a Nonprofit or Government Facility

Beginning January 1, 2016, sales of building materials for facilities in Wisconsin owned by qualified non-profit organizations will be exempt from sales and use tax. The new rule applies to contracts entered into on or after January 1, 2016. The exemption applies to the sales of tangible personal property and certain other property made by a construction contractor who, in fulfillment of a real property construction activity, transfers the property to the non-profit entity as part of constructing the facility.

For this purpose, “facility” means any building, shelter, parking lot, parking garage, athletic field, athletic park, storm sewer, water supply system or sewerage and waste water treatment facility, but does not include a highway, street or road.

For more information, see the [2015 Wisconsin Act 126](#) or [Wisconsin Legislative Council Act Memo](#)

Catholic Mutual Connection

[Click here](#) for the most recent Catholic Mutual Connection newsletter and other information from the Catholic Mutual website.

BAAM Schedule

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

2016

March 16, 2016

April 13, 2016 BAAM Retreat at Clare Hall

May 18, 2016

Building Commission Schedule

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

2016

June 9

August 11

October 13

December 1

The Quarter Ahead

March 2016

- 1st – Payment due on current year assessment. 75% of assessment is due.
- 16th – BAAM meeting (Our Lady of Lourdes)
- 31st – Tax Exemption Reports (PC220) due to your taxing authority; please send a copy to Finance Office (kastenk@archmil.org)

- 31st – Quarter End

April 2016

- 8th - Participants' Protected Self-Insurance data forms due
- 15th – Present budget to Parish Council for discussion and approval
- 13th – BAAM retreat at Clare Hall
- 30th – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 3/31

May 2016

- 15th – Submit deficit budget to Archdiocese for review
- 18th – BAAM meeting (at Our Lady of Lourdes)
- Finance Committee to present balanced budget to Parish Council for review
- Health Insurance Open Enrollment information sent out in early May
- Priest assignments announced

June 2016

- 1st – Final payments for assessment, property and liability insurance, priest pension due for fiscal year
- 9th - 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

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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

Would you like to copy just the subtotal lines from a worksheet? First, click the 2 in the subtotal area at the top left of the worksheet. This will hide the detail and leave the subtotal lines visible. Then highlight the cells (not entire rows or columns) that you want to copy. Press F5 (GOTO) and select 'Special' then click on 'Visible Cells Only' then click OK. Now you can do CTL C to copy the cells you've selected. Go to your target area and press CTL V to paste and you will see only the subtotal lines and the totals will be numbers, not formulas.

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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