

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

*Newsletter from Parish & School Financial Consulting, Archdiocese of Milwaukee  
September 5, 2016 --- volume 5, 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:**

**Jane Budney**

**Confidential Financial Statements due September 15**

**HR & Benefits Coordinator – Transition**

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

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### **Jane Budney**

Jane Budney is currently facing some serious health issues and asks for your prayers for strength and healing. Please keep Jane, her family, and her health care providers in your prayers.

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

The 2015-16 Confidential Financial Statement is a required report from the parishes to the archdiocese each year. Reports are due to the office of Parish & School Financial Consulting on September 15. Here is the link to the form: <http://www.archmil.org/Resources-2.0/2016-Confidential-Financial-Statement.htm>

### **HR & Benefits Coordinator – Transition**

As many of you are aware, Deanna Foley has taken a position with Seton Catholic Schools. At this time she is transitioning out of the Archdiocesan position of HR & Benefits Coordinator and Mandi Bottomley is transitioning into that role. Mandi has been in the HR Department at the Archdiocese of Milwaukee for two years and has worked closely with Deanna on the benefits. Mandi may be reached at [bottomley@archmil.org](mailto:bottomley@archmil.org) or 414-769-3422.

## 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.

## 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 (414-769-3318) or [email Barb Kissh](#) to let her know where (and to whom, if necessary) to send both the Priest invoice and Parish invoice for the 2016/2017 Priest Pension billing. Barb's goal is to get them to the right address, the first time. Your assistance is greatly appreciated!

## Proxies

Proxies must be requested for any of the below activities occur:

- Borrowing money in excess of \$300
- Selling, mortgaging, leasing or other encumbering of parish property
- Making an extraordinary expenditure of funds "already in hand" which is not a regular operation expenditure for any amount of money which exceeds 4% of the last year's parish revenue
- Establishing an endowment for any purpose (religious education, Catholic school, liturgical needs, building projects, etc.)
- Entering into any building or renovation project. (In order to facilitate a workable process, the directors' approval must be secured in the initial stage of planning.)

Four signatures are required on the parish's proxy request letter to Archbishop ListECKI: Pastor/Administrator/Parish Director; Trustee Secretary; Trustee Treasurer; and Pastoral Council Chairperson. (*The trustees who sign the proxy request must match the trustee names on file at the Chancery Office.*)

The proxy letter should cite the purpose for the proxy, the cost involved, availability of funds to cover cost of project, and an indication that the parish's Pastoral and Finance Councils were consulted and approved moving the project forward. (*Proxy requests for leases, marketing or sale of property, mortgage refinancing, or securing a loan should also include copies of the respective supporting documents.*) Allow a minimum of 15 business days to obtain proxy approval; every effort is made to complete the process in as little time as possible.

Once the signed proxy is received at the parish, the two trustees and the pastor/administrator/parish director sign the document and file it in the parish corporation book.

The *Parish Trustee Manual* (2015 Revision) (pp.17-19) [[Trustee Manual](#)] has additional proxy information. You may also direct proxy questions to Faye Herrick at [herrickf@archmil.org](mailto:herrickf@archmil.org) or 414-769-3339.

## **BAAM Schedule**

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

### **2016-2017**

September 21, 2016

October 19, 2016 – Winter Workshop

November 16, 2016

January 18, 2017

February 15, 2017 – Spring Workshop

March 15, 2017

May 17, 2017

## **Building Commission Schedule**

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

### **2016**

October 13

December 1

### **2017**

February 9

April 6

June 8

August 10

October 12

December 7

## **Catholic Mutual Connection**

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

## **The Quarter Ahead**

### **September 2016**

- 1st – First payment due on current year assessment based on Confidential Financial Statement
- 15th – Confidential Financial Statements due
- 30th – Quarter End
- 21st – 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 2016**

- 13th - Building Commission Meeting. Attendance by appointment only. Contact Linda King (414-769-3340)
- 19<sup>th</sup> – BAAM Winter Workshop

- 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 2016

- Assessment bills for current fiscal year mailed
- 16th – BAAM meeting
- Lay pension and group life information and payment for 3Q calendar year due

### December 2016

- 1<sup>st</sup> – Second payment due on current year assessment
- 1<sup>st</sup> – 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

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

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(s).

### Excel Tip

Do you have a list of dates and want to have just the year in another cell? Try “=Year(*cell*)”  
If cell A1 contains “9/5/2016”, and you wish to have just the year in cell B1, the formula in cell B1 is “=Year(A1)” and will return the value of “2016”.

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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