

Funny you should ask...

*Newsletter from Parish & School Financial Consulting, Archdiocese of Milwaukee
June 5, 2017 --- volume 6, 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.

Featured Topics:

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Staffing Changes

The recruitment process for a new Director of Parish Financial Consulting has been challenging. As a result, we will be taking the following steps:

- On June 12, a contract employee will be joining the Parish Financial Consulting department. Katie and others in our office will provide training. We will also have outside assistance during and following the training.
- We will restructure the office and post for a new position - Associate Director of Parish Financial Consulting.
- The Director position will not be filled.
- Katie's maternity leave will begin July 1st and will last 12 weeks. She will be unavailable the month of July, but will return on a limited basis on August 1st. If you need assistance after August 1st, please email her at esterlek@archmil.org.

We will provide updates in the upcoming weeks. If you have any questions, please contact Gary Bennetts at 414-769-3325.

Confidential Financial Statements

The 2016-17 CFS will be available on the Archdiocesan website by the end of June. In July, a broadcast email will be sent to all parishes with the link to the CFS file.

Selection.com Billing

It was previously announced that we would be initiating direct billing from Selection.com to each individual location. When we presented the scenario of someone choosing the wrong location, Selection.com indicated that, currently, it is not able to credit a location and rebill another location. As a result, we will continue to handle the billings for Selection.com as outlined below.

- The Program receives invoices from Selection.com for all of the background checks (7/1/2016-6/30/2017) run at participating employers
- The Program pays all of the invoices for these services throughout the year
- After June 30, a list of background checks, by name, is compiled and sorted by location
- The charges are totaled by employer and that amount is added as a line item to your 2017/2018 Protected Self-Insurance Program invoice
- The list of each background check and its associated cost is printed and mailed with your initial Protected Self-Insurance premium.

These additional steps, together with the learning process, is why the 2016/17 PSI premium invoices were delayed last year. We are not anticipating the same delay this year.

Special Collections Reminder

If you have not already done so, please remit your Good Friday collection for the Holy Land and the Rice Bowl collection.

Good Friday checks should be made payable to and mailed to:

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

Please note either Good Friday or Holy Land on the check.

CRS Rice Bowl 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.

There was a recent collection for the National Shrine of the Immaculate Conception in Washington, DC. We would like to issue a check for the Shrine before June 30, so please send in your parish check in the next couple of weeks. Checks should be payable to and mailed to:

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

Please note National Shrine on the check.

BAAM Schedule

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

2017-2018

To be announced – check the BAAM website for updates.

Building Commission Schedule

Building Commission attendance by appointment only; contact [Linda King](#) at 414-769-3340.

2017

June 8 (agenda for this meeting is closed)

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

June 2017

- 1st – Final payments for assessment, property and liability insurance, and priest pension due for this fiscal year
- 8th - Building Commission Meeting. Attendance by appointment only. Agenda is closed.
- 15th – Priest compensation form due to employer
- 15th – Submit balanced budgets to Archdiocese for review
- 30th – Fiscal Year Ends

July 2017

- 1st – Fiscal Year Begins
- 1st – Confidential Financial Statement forms available
- 31st – 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 2017

- 10th – 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 2017

- 1st – First payment due on current year assessment based on Confidential Financial Statement
- 12th – BAAM meeting
- 15th – Confidential Financial Statements due
- 30th – Quarter End
- Priest pension bills for both priest and parish portions mailed
- Check unclaimed property site <https://www.revenue.wi.gov/ucp/index.html>

Excel Tip

Cells that appear to be empty but contain blank spaces can throw you off. To get rid of the blank spaces, try this. Press Ctrl H to display the Replace tab of the Find and Replace dialog box. In the Find What box, enter two spaces. The Replace With box must be empty. Check the Match Entire Cell Contents box. Click Replace All. Repeat these steps, but this time use only one space in the Find What box.

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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Contact Us

Mailing address:

PO Box 070912

Milwaukee, WI 53207-0912

Open Position

Parish and School Financial Consulting

414-769-3336

Katie Esterle, Associate Director

Parish and School Financial Consulting

esterlek@archmil.org

414-769-3377

Gary Bennetts, Treasurer & CFO

Office for Financial Services

bennettsg@archmil.org

414-769-3325

Kim Kasten

Financial Services Support Coordinator

kastenk@archmil.org

414-769-3326

Bridget Fischer

Lay Pension & Life Insurance Coordinator

fischerb@archmil.org

414-769-3317

Barb Kissh

Priest Pension Billing

kisshb@archmil.org

414-769-3318

Catherine Gryniewicz, Director

Parish & School Human Resources

gryniewicz@archmil.org

414-769-3370

Mandi Bottomley

HR & Benefits Administrator

bottomley@archmil.org

414-769-3423