

# Funny

## You Should Ask...



A NEWSLETTER FROM PARISH & SCHOOL FINANCIAL CONSULTING · ARCHDIOCESE of MILWAUKEE

June 7, 2019 --- volume 8, issue 2

*This newsletter is sent electronically to parish and school directors of administrative services, business managers and bookkeepers. If you have suggestions for topics, please [let us know](#).*

[View the Funny you should ask... page](#) on our website.

### **Featured Topics:**

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**Real Estate Tax Webinar July 10**  
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**Selection.com Billing Change**  
**Assessment Update**  
**Natural Gas Suppliers (other than WE Energies)**  
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### **Priest Pension Billing Office Update**

As communicated to you in the last issue of Funny, Barb Kissh retired on March 1. On May 1, we welcomed Donna Steffan to our staff. One of Donna's tasks is to handle the billing for the Priests' Pension Plan. You may contact her at 414-769-3318 or [steffand@archmil.org](mailto:steffand@archmil.org).

## **Real Estate Tax Webinar July 10**

Please watch your email for an invitation to this upcoming webinar. Email invitations will be sent to Pastors/Parish Administrators, DAS/Business Managers, Finance Council chairs, and Trustees.

While property tax law has not changed recently, local taxing authorities and assessors have become more aggressive when it comes to determining what is and is not tax exempt property. This webinar will help you develop appropriate strategies, determine whether or not all of the parish/school property is actually tax exempt, and offer tips on how to work with your local assessor.

## **Positive Pay and Debit Filters**

In light of recent cyber scams that have, unfortunately, been successful at some of our locations, we are once again strongly urging you to take advantage of Debit Filters/Blocks and Positive Pay at your financial institution(s).

Debit filters and debit blocks prevent unauthorized electronic debits to your bank accounts. A debit block prevents all electronic debits. A debit filter allows you to choose which debits are allowed and allows you to set specific dollar limits by authorized party.

Positive Pay is an automated tool to protect against fraudulent (altered, forged, and counterfeit) checks. It matches the account number, check number, payee, and dollar amount of each check presented for payment against a list of checks authorized and issued. As you issue checks, you upload (or manually enter) the check register file containing check numbers, payees, dates, and amounts to the bank. When a check is presented for payment, the bank compares the presented check against the previously transmitted check information. If the check has been altered, or there is a discrepancy between a presented check and check file information, the bank notifies you and withholds payment until you tell the bank to accept or reject the check.

Debit Filters/Blocks and Positive Pay are simple and effective ways to prevent electronic transfer fraud and check fraud.

## **Selection.com Billing Change**

Due to the number of corrections needed with the Selection.com billing for background checks, effective July 1, 2019, participants in the Participants' Indemnity Plan will no longer receive billings from Selection.com for background checks run July 1, 2019 forward. The Participants' Indemnity Plan will pay Selection.com for the background checks. These costs will be absorbed by the Plan and will not be passed on to each location. Each location will continue to receive bills from Selection.com for background checks run through June 30, 2019 – therefore, you will receive an invoice dated July, but only for activity through June. If you are not a participant in the Participants' Indemnity Plan, you will continue to receive direct billings from Selection.com.

## **Assessment Update**

Due to the accounting system conversion at the Central Offices, we have been unable to issue statements on the parish assessment. If you need information on your current amount due, please contact [Carol Abuya](#) (414-769-3314).

## **Natural Gas Suppliers (other than WE Energies)**

It has come to our attention that parishes in the Archdiocese of Milwaukee continue to be solicited by natural gas supplier, WoodRiver Energy, LLC. Since our last communication on

this issue, WoodRiver has become an approved marketer of natural gas to WE Energy customers. With this change, parishes and schools in the Archdiocese may now consider contracting with a WE Energy approved marketer, such as WoodRiver Energy, for the commodity. If your parish is interested in pursuing this option, make sure that the contract is carefully reviewed by parish leadership or legal counsel, and that the potential risks are understood. Catholic Mutual wishes you to know that a loss of natural gas in a facility due to a supply deficiency would not be a covered cause of loss.

It is important to know that with the benefit of potential savings comes added risk. For your reference, WE Energy has published [Firm Sales Service](#) which details the difference between Firm Sales (purchasing everything from WE) versus Transportation Service (contracting with a separate vendor for the commodity).

Please feel free to contact [Molly Hatfield](#) at Catholic Mutual or Katie Esterle in the Parish Finance Office with any questions.

### **Workers Comp Data Requests**

The annual data requests for payroll information for the workers' comp coverage were due on May 24. If you have not yet sent in the form for your location, please do so soon. If you have questions on the form, or need assistance, please contact [Kim Kasten](#).

### **Holy Land and CRS Rice Bowl**

If you have not already done so, please remit these collections.

The Good Friday collection for the Holy Land should be submitted on a single check and not combined with other items. Good Friday/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.

The CRS Rice Bowl collection should be submitted on a single check and not combined with other items. Be sure to note "CRS Rice Bowl" on the check and/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 [Rob Shelledy](#) at 414-758-2286 with any questions. Checks should be made payable to and mailed to:

Archdiocese of Milwaukee  
ATTN: Social Justice Ministry  
PO Box 070912  
Milwaukee, WI 53207-0912.

If you have checks directly payable to CRS, please mail those checks to:

Catholic Relief Services  
ATTN: CRS Rice Bowl  
P.O. Box 17090  
Baltimore, Maryland 21297-0303

You should include the checks payable directly to CRS in your overall total on any reporting.

## Amazon Business and Amazon Smile

There are a number of features available with Amazon Business, such as the ability to be invoiced for purchases (rather than using a credit card), you may set up user groups, set approval levels and abilities of each user, and set your tax exempt status. For more information, or to determine if this may be advantageous for your location, please contact [Kyle Forte](#) at Amazon.

Amazon supports charitable organizations with donations on eligible purchases. Use 'Smile' in place of 'www' when accessing Amazon. (<https://smile.amazon.com>) Select your organization as the charitable organization and every time you order using Smile, a portion of the purchase price will be donated to your organization. This includes orders placed by all your account users on Amazon Business. If your organization is not listed, go to [org.amazon.com](http://org.amazon.com) to learn how to register your organization to receive donations. Encourage parishioners and school families to use Smile and select your organization as their charity.

## Cyber Scams and Phishing

### Legal Threats Make Powerful Phishing Lures

The bad guys are currently using fake legal threats to scare you into downloading their malicious attachments. These email scams typically inform you that your organization is going to be sued. [Check out this article](#) to gain a better understanding.

### Never trust caller ID

Scammers can easily exploit caller ID technology to display false identities, including law enforcement, banks and credit card companies. If a phone caller asks you to take action that is unexpected, don't act until you have investigated the origin of the call and the specific request.

### Know how to identify red flags

Are you being pressured in person, by phone, mail, email or text message to send money, gift cards or urged to act quickly? THIS IS A RED FLAG! Pressure tactics are common ploys used by scammers. If something feels off, trust your instinct.

[Cyber Incident Reporting](#) is a useful, one page tool to keep handy. We recommend printing this and having it readily available to walk you through the appropriate reporting protocol in the event of a cyber incident.

Scam resources

[Federal Trade Commission Consumer Information](#)

[Consumer Affairs](#)

[Identity Theft Resource Center](#)

[File a complaint with the Federal Trade Commission](#)

[USA.gov common scams and fraud](#)

[Clark Howard advice on scams and other fraud](#)

[Fraud.org](#)

## BAAM Schedule

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

### **2019**

2019 dates to be determined

## Building Commission Schedule

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

### **2019**

June 13

August 8

October 10

December 12

## Catholic Mutual Corner

Catholic Mutual Group publishes a quarterly on-line newsletter that focuses on timely loss prevention and safety topics. The [May 2019 issue](#) of Catholic Mutual Connection is [found here](#).

Previous editions of newsletters can be accessed on the [Catholic Mutual website](#). Once in the Catholic Mutual website, click on *Newsletters* and scroll down to see *Catholic Mutual Connection Archive*.

Information and forms specific to locations within the Archdiocese of Milwaukee are located on the [Catholic Mutual website](#). You must log in to access this information. The Archdiocese of Milwaukee username is *0065mil* and the password is *service*.

Questions about the Catholic Mutual Group website or specific articles in the newsletter can be directed to Catholic Mutual's Milwaukee Service Office at 262-255-6906.

## The Quarter Ahead

### **June 2019**

- 1<sup>st</sup> – Final payments for assessment, Participants' Indemnity Plan, and priest pension due for fiscal year
- 13<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 2019**

- 1<sup>st</sup> – Fiscal Year Begins
- 10<sup>th</sup> – Real Estate Tax Webinar
- 31<sup>st</sup> – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 6/30
- Lay pension reports for April-June (2Q) mailed
- Continuing Formation for Clergy bills mailed

### **August 2019**

- 8<sup>th</sup> – Building Commission Meeting. Attendance by appointment only. Contact Linda King (414-769-3340)
- Confidential Financial Statement forms available
- Lay pension information and payment for 2Q calendar year due

## September 2018

- 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
- Priest pension bills for both priest and parish portions mailed
- Check unclaimed property site <https://www.revenue.wi.gov/ucp/index.html>

### Excel Tip

Filtering offers you the ability to quickly and simply sort a worksheet without going through all the Data Sort steps. Highlight the row with your column headings. In the ribbon, click on Data, then choose Filter (the funnel). This will put small down arrows in each heading cell for which there is data. Click on the arrow to see the drop down that controls that column and you will be able select the criteria on which to filter. Once the filtering has occurred, you will notice hidden rows for the data that did not meet your criteria. The column on which you have filtered changes to show the filter icon in place of the down arrow button on the column header row. To remove filtering, highlight the row with the column headings and click Filter.

For more tips, check out [ExcelTips](#), a free, third party, email newsletter containing lots of tips on using Excel.

Do you need an Excel tip or have one to share? [Let us know!](#)

### Contact Us

*Mailing address:*

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