

Funny

You Should Ask...



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

March 22, 2019 --- volume 8, issue 1

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](#).

[Click here](#) to view the *Funny you should ask...* page on our website.

Featured Topics:

Retirement Announcement
2019/2020 Budget Assumptions
Parish and School Budgets
Priest Adequacy Study
Scam Alerts

The regular fare:

BAAM Schedule
Building Commission Schedule
Catholic Mutual Connection
The Quarter Ahead
Excel Tip
Index of Funny You Should Ask... Articles
Contact Us

Retirement Announcement

After 17 years of service to the Central Offices of the Archdiocese of Milwaukee, and at least that many years in parish work, Barb Kissh retired on March 1, 2019. We wish Barb much happiness and relaxation in her retirement! She will be missed!

In addition to handling the payroll for the Central Offices, Barb has been your billing source for the Priests' Pension Plan. Please contact [Kim Kasten](#) with any questions you may have relating to the Priests' Pension billing.

2019/2020 Budget Assumptions

As a reminder, balanced budgets are due to the Parish & School Financial Consulting Office by June 15, 2019. Deficit budgets must be submitted by May 15, 2019. New This Year – Parishes and schools are required to submit the YTD actual P&L as compared to the budget for the

current fiscal year through February. This additional information will help the Parish Finance Office perform a more thorough review of the budget.

To assist in budgeting, these are our best estimates for the insurance at this point in time. St. Raphael Health Plan 5% increase. Participants' Indemnity Plan 3%-5% increase

Priest Adequacy Study

Are we doing enough for Priests' Retirement?

The Archdiocese of Milwaukee will be conducting a study of Priests' Retirement Benefits this spring. We have partnered with Gabriel Roeder Smith & Company (GRS), a nationally recognized consulting firm to conduct a retirement adequacy study for the Priests of the Archdiocese of Milwaukee. To ensure a successful study the priests' involvement is necessary. GRS will be asking our priests to provide input via a confidential online survey. The independent survey will start on May 1, 2019 and end on May 17, 2019. Further communications will be sent to our priests in the coming weeks.

Scam Alerts

(1) This weekend many of you received an email with a subject line of "Help Levi" sent from info.archmil.org. We do not send email from this address. We continue to see an increase in these kind of phishing scams. Please **DO NOT** respond to this message. Delete it. If you have responded and donated money, please contact Anton Nickolai General Counsel for the archdiocese at nickolaia@archmil.org.

(2) Within the past month, we have had four locations fall victim to various forms of financial fraud. Three of them were perpetrated with fraudulent emails and one was perpetrated with a telephone call from an imposter falsely representing a reputable contractor. The losses range from a few hundred dollars to over \$500,000.

The scammers are very creative, and many people and organizations have been swindled by their fraudulent tactics. They have access to email strings, and to appear legitimate they will mention names of people you know, and can mask the phone number or email they are using. They can exactly copy letterhead and logos from legitimate businesses to create false billing statements and correspondence.

If you receive a request via email, fax, or phone call to initiate or approve an online payment to a vendor or make a donation to a charity you should verify all aspects of the transaction before approving or making the payment. **Do not take action until you have done the following:**

- Confirm that the email is from a trusted source; it must be exactly the same as prior emails from the same person or business. Call that person and ask if they sent the email.
- If you receive a phone call from a representative of the company requesting payment and it is not someone with whom you are familiar, ask them if you can call them back in a few minutes. Do not provide approval or banking information.
- Call the company using a number you already have for this company, and speak with your account representative to verify that the request is valid. Do not take the telephone number, email or website domain from the invoice or other

information received in the email, fax or telephone request; call a number you already know.

- Verify with a trusted representative of your vendor the information for the receiving bank account.

If you have experienced a scam payment request, or you have fallen victim to a scam request, you should do three things immediately:

- Contact your financial institution to stop the transaction
- Contact your local law enforcement
- Contact Catholic Mutual at 262-255-6906

Use extreme care when initiating or approving ACH or wire transfer transactions. Contact your bank for best practices in this area. Putting a debit filter in place on your bank accounts is highly recommended. Your bank information is on every check that is sent out. All a scammer needs to do is initiate an electronic funds withdrawal from your bank account. Debit filters allow you to control which entities are allowed to electronically withdraw funds from your account. If no debit filter is in place, the scammer will be successful.

Requests for donations of, or payments using gift cards is most likely a scam. Recently, a location received an email from a bogus charity in their area that wanted gift cards to use in their charitable work – either give to someone in need, or to use to purchase supplies for their programs. The email was well written and seemed to represent a good cause; it was a scam and several hundred dollars of gift cards were sent.

[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.

BAAM Schedule

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

2019

April 10

May 15

Building Commission Schedule

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

2019

April 11

June 13

August 8

October 10

December 12

Catholic Mutual Connection

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

The Quarter Ahead

March 2019

- 1st – Third payment due on current year assessment
- 20th – BAAM meeting
- 31st – Quarter End

April 2019

- 10th – BAAM meeting
- 11th - Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15th – Present budget to Finance Council for discussion and recommendation for approval
- 30th – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 3/31
- Lay pension reports for Jan-Mar (1Q) mailed
- PIP workers' compensation worksheet due

May 2019

- 15th – Submit deficit budget to Archdiocese for review
- 15th – BAAM meeting
- Finance Committee to present balanced budget to Parish Council for review
- Health Insurance Open Enrollment information sent out in early May
- Priest assignments announced
- Lay pension information and payment for 1Q calendar year due

June 2019

- 1st – Final payments for assessment, property and liability insurance, priest pension due for fiscal year
- 13th - 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

Excel Tip

Looking for symbols like check marks, a number in a circle, or just something unique? Go to the Insert tab, then "Symbol" and select "Wingdings" as the font.

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!](#)

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).

Contact Us

Mailing address:

PO Box 070912

Milwaukee, WI 53207-0912

Katie Esterle, Director
Parish and School Financial Consulting
esterlek@archmil.org
414-769-3377

Denise Montpas, Parish Finance Consultant
Parish and School Financial Consulting
montpasd@archmil.org
414-769-3336

Chris Brown, Treasurer & CFO
Office for Financial Services
brownc@archmil.org
414-769-3325

Kim Kasten
Financial Services Support Coordinator
kastenk@archmil.org
414-769-3326

Bridget Fischer
Lay Pension Coordinator
fischerb@archmil.org
414-769-3317

Catherine Gryniewicz, Director
Parish and School Human Resources
gryniewicz@archmil.org
414-769-3370

Mandi Kramlich (*formerly Bottomley*)
HR and Benefits Administrator
kramlichm@archmil.org (New email address)
414-769-3423

Suzanne Nickolai
Safe Environment Program Manager
nickolais@archmil.org
414-769-3449