

Funny

You Should Ask...



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

June 22, 2020 --- volume 9, 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](#).

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

No, you didn't miss it. Due to the pandemic, there was no March 2020 issue of *Funny You Should Ask...*

Featured Topics:

Baby News

Annual Workers' Comp Data Sheet

Holy Land and CRS Rice Bowl

Coronavirus Emergency Fund

Use "2020" When Dating Checks and Legal Documents

Department of Labor Exempt Employee Ruling

New IRS Form W-4 in 2020

2020 Soles Walk is Going Virtual!

The regular fare:

Cyber Scams and Phishing

BAAM Schedule

Building Commission Schedule

Catholic Mutual Corner

The Quarter Ahead

Excel Tip

Contact Us

Baby News

Congratulations to Katie Esterle on the birth of Elizabeth Esterle, born on February 18, 2020. Mom, Dad, baby, big sister and brothers are all doing well!

Annual Workers' Comp Data Sheet

The annual Participants' Indemnity Plan [workers compensation data sheet](#) was due June 3. Please remember to fill out this form, even if you have no payroll to report. 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

The Good Friday collection for the Holy Land has been rescheduled to the weekend of September 12-13, to be near the September 14 feast of the Exaltation of the Holy Cross. 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.

Coronavirus Emergency Fund

The Archdiocese of Milwaukee created the Coronavirus Emergency Fund to help alleviate the financial hardship caused by the outbreak. We are inviting ministries serving those in need who have been negatively affected by the pandemic to apply for small grants from this fund. The online application is available [here](#). If you have any questions, please contact Rob Shelledy at shelledyr@archmil.org. Also, if you wish to donate, please visit [here](#).

Use "2020" When Dating Checks and Legal Documents

Take extra precaution when signing and dating checks or legal documents this year. Avoid using "20" to represent the year. A thief can simply change that "20" to any year this century and potentially use that information for deceptive purposes. For example, March 14, 2020 written as 3/14/20 could be altered on a check and changed to 3/14/2021, or altered on a legal document and changed to 3/14/2005 or 3/14/2040. If possible, update the parameters on your check printing software to print the full 4-digit year. Remember, whether hand written or printed, be sure to use the full 4-digit year (2020) on all checks and legal documents this year.

Department of Labor Exempt Employee Ruling

The Fair Labor Standards Act of 2020 ("FLSA") requires that, **effective January 1, 2020**, exempt employees must make a minimum of \$684 a week. Please check your employee list and salary levels. You have a decision to make if your exempt employees earn a salary less than **\$35,568 a year** (\$684 a week). Your choice may be to increase the wage to remain exempt or convert the position to non-exempt and pay the individual an hourly rate (a timecard must then be used).

If you find yourself in this dilemma and/or want to learn more about paying employees according to FLSA, please contact [Catherine Gryniewicz](#) (414-769-3370).

New IRS Form W-4 in 2020

The IRS [Federal W-4 for 2020](#) has changed. Effective January 1, 2020, all new hires and any employees hired prior to 2020 who wish to adjust their withholding must use the redesigned form. The "[Employee's Withholding Certificate](#)" reflects the change away from allowance. Employees will no longer be able to claim personal exemptions or dependency exemptions. Employers are not permitted to penalize employees who fail to furnish a new Form W-4. Discard any unused older versions of the W-4. The State of Wisconsin form WT-4 remains unchanged.

- Encourage employees to take the time to use the [Tax Withholding Estimator](#).
- [Employers must not advise employees](#) as to how they should complete their Form W-4.
- Work with your payroll provider to ensure your payroll system accommodates the new withholding allowance calculation as well as your existing withholding calculations.

If you have questions on the finance/payroll implementation perspective contact [Katie Esterle](#) or [Denise Montpas](#). If you have questions on the HR perspective, contact [Catherine Gryniewicz](#).

2020 Soles Walk is Going Virtual!

The 8th annual Soles for Catholic Education Walk on October 17, 2020, will be a virtual fundraising event for our schools. This decision was made due to the uncertainty of health and safety conditions related to COVID-19. This virtual Walk will provide schools and their parishes a much-needed opportunity to raise funds for their local school needs. Check out the new Soles Walk website at www.catholicschoolswalk.org. Please contact Marcy Stone at stonem@archmil.org or (414) 403-8427 with any questions. Stay tuned for more details.

Cyber Scams and Phishing

Real World Warnings Keep You Safe Online. Security tip from the US Department of Homeland Security; National Cyber Awareness System.

Like the real world, technology and the Internet present dangers as well as benefits. Equipment fails, attackers may target you, and mistakes and poor judgment happen. Just as you take precautions to protect yourself in the real world, you need to take precautions to protect yourself online. For many users, computers and the Internet are unfamiliar and intimidating, so it is appropriate to approach them the same way we urge children to approach the real world.

What are some warnings to remember?

- **Don't trust candy from strangers** – Finding something on the Internet does not guarantee that it is true. Anyone can publish information online, so before accepting a statement as fact or taking action, verify that the source is reliable. It is also easy for attackers to "spoof" email addresses, so verify that an email is legitimate before opening an unexpected email attachment or responding to a request for personal information. (See [Using Caution with Email Attachments](#) and [Avoiding Social Engineering and Phishing Attacks](#) for more information.)
- **If it sounds too good to be true, it probably is** – You have probably seen many emails promising fantastic rewards or monetary gifts. However, regardless of what the email claims, there are not any wealthy strangers desperate to send you money. Beware of grand promises—they are most likely spam, hoaxes, or phishing schemes. (See [Reducing Spam](#) and [Identifying Hoaxes and Urban Legends](#).) Also be wary of pop-up windows and advertisements for free downloadable software—they may be disguising spyware. (See [Recognizing and Avoiding Spyware](#).)
- **Have a backup plan** – Since your information could be lost or compromised (due to an equipment malfunction, an error, or an attack), make regular backups of your information so that you still have clean, complete copies. (See [Good Security Habits](#).) Backups also help you identify what has been changed or lost. If your computer has been infected, it is important to remove the infection before resuming your work. (See [Recovering from Viruses, Worms, and Trojan Horses](#).) Keep in mind that if you did not realize that your computer was infected, your backups may also be compromised.

Contact [Dale Klein](#) (414-769-3440) in our Information Systems office if you need assistance or have any cyber security concerns.

[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. If you have a cyber incident, contact Catholic Mutual at 262-255-6906 immediately.

Scam and Fraud 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. 58th St., Milwaukee). Gathering 8:45 a.m. Meeting 9:00 – 12:00

2020

In person meetings suspended until further notice.

Check the [BAAM website](#) for more information.

Building Commission Schedule

Building Commission attendance by appointment only. In person meetings are suspended until further notice. Contact contact [Linda King](#) at 414-769-3340 for more information.

Catholic Mutual Corner

Catholic Mutual Group publishes a quarterly on-line newsletter, [Catholic Mutual Connection](#), which focuses on timely loss prevention and safety topics. It is found on the [Catholic Mutual website](#) under *Newsletters*.

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*.

Catholic Mutual Group's coverages and policies apply only to those entities participating in the Participants' Indemnity Plan.

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

The Quarter Ahead

June 2020

- 15th – Priest compensation form due to employer
- 15th – Submit balanced budgets to Archdiocese for review
- 30th – Fiscal Year Ends

July 2020

- 1st – Fiscal Year Begins
- 31st – 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 2020

- Confidential Financial Statement forms available
- Lay pension information and payment for 2Q calendar year due

September 2020

- 1st – First payment due on current year assessment based on Confidential Financial Statement
- 12-13 – Holy Land Collection (rescheduled from Good Friday)
- 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

Are you wondering where and what are all the formulas are in your worksheet? Press **Ctrl ~** (above the Tab key). This will display every formula on the worksheet at the same time. Press **Ctrl ~** again to return to the resultant values of the cells.

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

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