

# Funny

## You Should Ask...



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

June 2022 --- volume 11, 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.

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## New Rectory Lease Template Available

We are excited to share that a [template](#) is now available for priests living in a rectory. (Please note you must be logged into MyArchmil.org to access). If your parish provides housing to any priest, there must be a lease in place to document the arrangement. A few other reminders:

- The parish must charge the priest fair market value for the property they are renting. We recommend that the parish seek professional guidance to determine what the fair market value is. In addition, the IRS requires that the parish must have documentation to support how the rent amount was determined.
- All lease agreements must have proxy approval, including rectory rentals.
- Archdiocesan priests only, while on assignment for the Archdiocese of Milwaukee or Archdiocesan priests who are retired and living on Archdiocesan or Parish Property have the following coverage at no cost through Catholic Mutual: \$25,000 in personal property coverage and \$300,000 in personal liability coverage.

Also, we are in the process of creating a template for parishes to use for non-priest rental agreements and will provide communication when it becomes available.

## IRS Mileage Increase

Effective July 1, 2022, the standard mileage rate for business travel will be [62.5 cents per mile](#), up 4 cents from the rate effective at the start of the year. In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. Please update your mileage reimbursement rate for mileage traveled from July 1, 2022 through the end of the calendar year.

## Employee Assistance Program (update for supervisors)

The Archdiocese of Milwaukee Employee Support Program (EAP) is a free resource available to all parishes and schools which participate in the St. Raphael Health Plan. In addition to the [benefits available to support employees](#), supervisors may utilize the Management Support program. Supervisors can call and speak to a Management Consultant for advice on changes in an employee's behavior which may be impacting his/her performance.

For more details, [click here](#) (Please note you must be logged into MyArchmil.org to access). Some examples would be:

- Help an employee access appropriate mental health referral(s)
- Organizational change and downsizing
- Workplace violence or threats (risk to self or others)
- Trauma or death of employee impacting the workgroup
- Suspected substance abuse
- Communication strategies
- Identifying and supporting employees at risk for harm to self or others

For specific questions about enrollment, employees may contact Maureen Wurster, HR and Benefits Administrator, at 414-769-3423 or [wursterm@archmil.org](mailto:wursterm@archmil.org).

## CUPP (Church Unemployment) Reserve Changes

On June 13, 2022 a [letter](#) from the CUPP Board of Directors was mailed to all locations who participate in the Church Unemployment Pay Program (CUPP). The letter outlines changes in the Reserve Fund requirements, effective July 1, 2022. If you do not receive the letter in the mail, please send an email to [cuppwi@madisondiocese.org](mailto:cuppwi@madisondiocese.org) and update your contact information. Use [this link](#) to see the June 13 notice online.

## CUPP (Church Unemployment) Taxability

We often receive questions about the taxability of CUPP payments. The CUPP program is self-funded and is not part of the State unemployment program. CUPP does not withhold taxes on payments to recipients. Recipients receive a 1099 at year-end and must report the amount on their personal tax returns.

## 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 [Rachel Oberle](#) (313-628-1606) 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](https://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.

## Employee Retention Tax Credit

**Don't forget to apply for the Employee Retention Tax Credit.** So far, Archdiocesan parishes have received over \$1million. Contact [Katie](#) or [Denise](#) in the Parish Finance Office to discuss how to get started.

## Certificate of Exempt Status (CES) Reminder

As a reminder, beginning July 1, 2022, retailers may only accept a 15-digit CES number beginning with 008 from qualifying nonprofit organizations that provide a CES number to make purchases exempt from sales and use tax. Retailers are not required to update documentation containing 6-digit CES numbers for prior sales transactions, but should obtain either of the following for sales occurring on or after July 1, 2022:

- The qualifying organization's 15-digit CES number and record it on the bill of sale, or
- A fully completed exemption certificate (Form S-211) from the qualifying organization containing the organization's 15-digit CES number.

See article on page 14 of [Wisconsin Tax Bulletin 216](#) (January 2022).

## Special Collections/Combined Collections Report

It is heartwarming to see the generosity of our Catholic faithful to others in need. Following is an update on the special collections for the current fiscal year, as of May 31, 2022. The Holy Land and Rice Bowl figures contain carryforward amounts from the previous year. These funds are in addition to what is collected through the Combined Collections Program. 100% of these funds are distributed to the related relief organizations. Multiple distributions for Ukraine Relief continue to be made.

Holy Land (Good Friday)	\$149,716.49
CRS Rice Bowl	\$83,494.70
Haiti Earthquake relief	\$41,078.05
Owensboro Kentucky Tornado relief	\$17,050.90
Ukraine Relief (Church in Central & Eastern Europe)	\$410,812.97

### Combined Collections 2021 Collection Summary:

Catholic University - \$114,414.35

Black & Indian Mission - \$162,418.47

Catholic Campaign for Human Development, National Office - \$109,126.75

Catholic Campaign for Human Development, Local Needs - \$36,375.58

Catholic Communications, National Office - \$58,160.84

Catholic Communications, Local Needs - \$58,160.85

Religious Retirement Fund - \$260,563.22

Catholic Relief Services - \$189,562.57

Home Missions - \$165,364.41

Peter's Pence - \$111,233.86

World Mission - \$125,514.36

Church in Eastern Europe - \$115,050.86 (does not include the Ukraine relief collection)

## Pay Cycle Recommendation

Have you ever heard of a payroll leap year? If you offer employees a bi-weekly pay cycle, you will encounter a payroll leap year about once every 11 years. This means employees receive an extra paycheck and the parish must decide whether to allow the extra paycheck to occur, and incur an extra payroll cycle of expense, or lower employees' biweekly salary during that year to offset the extra paycheck received. Neither of these actions would be necessary if the parish adopts a semi-monthly payroll cycle.

Advantages to a semi-monthly payroll schedule include less payroll processing time (24 times vs. 26 times) in a year, lower payroll fees as a result, and simpler budgeting because there will be the same salary expense every month. And, of course, no payroll leap year!

Based on the number of advantages, it is our recommendation for parishes to adopt a semi-monthly payroll cycle. This could be done at the start of the calendar year or the start of the fiscal year. The parish would need to carefully calculate the final paycheck under the old biweekly methodology before beginning to pay the new semi-monthly way. Parish leadership must support any change in payroll cycles.

## Safe Environment Annual Compliance Documentation

The annual Safe Environment Compliance Documentation report for July 1, 2021 through June 30, 2022 for parishes and schools is due on July 1, 2022.

Each year, all parishes and schools in the Archdiocese of Milwaukee complete a Safe Environment Compliance Report verifying their compliance with the USCCB Charter for the Protection of Children and Young People. The report covers the audit period from July 1, 2021, through June 30, 2022.

An email was recently sent out to all parish and school on-site Safe Environment Coordinators regarding completing this required documentation.

This annual Safe Environment Compliance Report documents in numerical and anecdotal data that the parish and/or school is meeting the requirements of the Charter and affirms that documentation is on file to verify this data. This report must have all of the necessary signatures indicated on the report, and a copy of the signed and completed report should be kept with your parish and/or school safe environment records.

The report must be completed and returned to the Safe Environment Office by July 1, 2022, in one of three ways:

1. Email the PDF to [Suzanne Nickolai](#) or [Cynthia Rivera-Garcia](#)
2. Mail the original signed PDF to:  
Safe Environment Office  
P.O. Box 070912  
Milwaukee, WI 53207
3. Fax the report to (414) 769-3408 with ATTN: Safe Environment Office

## Post-Offer Pre-Employment Physicals

For new hires into permanent (non-seasonal) full-time or part-time maintenance, custodial, or parish cemetery positions, the Archdiocese of Milwaukee Participants' Indemnity Plan (PIPIT) has allotted funds to pay for a post-offer/pre-employment physical exam. We have partnered with Ascension Wisconsin Employer Solutions to conduct these exams, which include a health history, general exam, and a physical test specifically designed for custodial, maintenance, and cemetery hires. Job descriptions were created by human resource professionals in concert with physical therapists with specific knowledge of the positions' duties. The purpose of the exam is to assist parishes in hiring an individual who is physically capable of the essential functions of the position. Ascension has numerous metro Milwaukee locations that can provide exam services to serve the entire Archdiocese of Milwaukee.

The process of setting up a post-offer/pre-employment physical exam is as follows:

1. Have the applicant sign and return the Addendum to Application that informs the applicant that the job offer is contingent on successful completion of the pre-employment physical.
2. Reach out to Patrick Peyton at the Catholic Mutual Milwaukee Service Office. Phone: 262-255-6906/E-mail: [ppeyton@catholicmutual.org](mailto:ppeyton@catholicmutual.org).
3. Complete the [Pre-Employment Physical Appointment Form](#) including the applicant's names and contact information along with the position and corresponding physical demand level. Physical demand level is determined by using the Archdiocese-wide job descriptions.
4. Return the Physical Appointment Form to Patrick Peyton. He will coordinate with Ascension to schedule with the applicant. Scheduling is largely dependent on applicant availability.

5. Following the exam, the pass/fail result will be sent to Catholic Mutual and then provided to the parish.
6. All bills will be sent directly to Catholic Mutual and will be paid by PIPIT.

Should you have any questions regarding the procedure or specific exam results, do not hesitate to contact Patrick Peyton.

Pertinent Forms:

[Pre-Employment Physical Appointment Form](#)

Addendum to Employment Application ([English](#) & [Spanish](#))

Job Descriptions:

[Maintenance](#), [Custodial](#), Parish Cemetery: [Mechanic](#), [General Laborer](#), [Foreman](#)

## *The Regular Fare*

### **How Do I Make That Check Payable?**

The [Check Issuing Guidelines](#) are revised as of December 14, 2020.

### **Cyber Scams and Phishing**

[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**

Meetings 9:00 a.m. – noon, at Our Lady of Lourdes, 3722 S. 58<sup>th</sup> Street, Milwaukee

#### **2022**

July 20 – [BAAM Retreat](#) Time: 9 a.m. – 2 p.m.

Location: Sacred Heart Seminary and School of Theology in Franklin

[RSVP](#) by July 1

### **Building Commission Schedule**

Building Commission attendance is currently by appointment only. Contact [Linda King](#) (414-769-3340) for more information.

#### **2022 Meeting Dates:**

June 16

August 11

October 13

December 10

## **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 2022**

- 15 – Priest compensation form due to employer
- 15 – Submit balanced budgets to [Parish & School Financial Consulting Office](#) for review
- 16 - Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 30 – Final payments for assessment, priest pension, and PIPIT due for fiscal year
- 30 – Fiscal Year Ends

### **July 2022**

- 1 – Fiscal Year Begins
- 1 – Safe Environment Annual Compliance Documentation due
- 1 – [RSVP for BAAM retreat](#) due
- Lay pension reports for April-June (2Q) distributed

### **August 2022**

- 1 – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 6/30
- Confidential Financial Statement forms available
- Lay pension information and payment for 2Q calendar year due
- 11 – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- Continuing Formation for Clergy bills mailed

### **September 2022**

- 1 – First payment due on current year assessment based on Confidential Financial Statement
- 15 – Confidential Financial Statements due
- 30 – Quarter End
- Check [State of Wisconsin unclaimed property site](#)



## Resources

- [Church Unemployment Pay Program](#)
- IRS Form 8822-B for Change of Address or Responsible Party. Parishes and schools must use [Form 8822-B](#) to notify the Internal Revenue Service if there has been a change in responsible party. Therefore, any parish who has been assigned a new pastor or administrator should complete [Form 8822-B](#) within 60 days of the transition.

## Excel Tip

Do you want to set the print/page settings from one worksheet to another? Here's how:  
Select the source sheet that contains the settings you want to copy. (click on the tab)  
Select the target sheet(s) you want to update (press [Ctrl] and click each sheet tab).  
Select Page Setup from the ribbon and click OK.

The print/page settings are now the same for all the sheets selected.

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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