

# Funny

## You Should Ask...



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

September 2022 --- volume 11, issue 3

*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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## **Priest Help-Out Rates Changing – effective 7/1/2023**

The Archbishop has approved the recommendation made by the Administration and Structures committee of the Archdiocesan Council of Priests to update the priest help out compensation rates. Effective 7/1/2023, the rates will be:

Weekend Mass - \$70 plus stipend and mileage (determined by the IRS)

Weekday Mass - \$50 plus stipend and mileage (determined by the IRS)

Reconciliation, Funeral vigil, etc., \$40 per session plus mileage (determined by the IRS)

In addition to the rate changes, the Administration and Structures committee also agreed to review the amounts every three years. Note that stipends and stole fees are set by the Wisconsin bishops.

## **CUPP Accounting and Reserve Balance Pay Out**

The parish balance sheet should reflect the Church Unemployment Pay Program (CUPP) reserve as a prepaid expense. Under normal circumstances, when a parish first becomes a member of CUPP and makes its first payment to CUPP to fund the reserve, the parish would record the following journal entry:

DR. 1200 Prepaid Expense – CUPP Reserve  
(CR.) 1000 Cash

If the parish already made its first payment to CUPP to fund the reserve but did not record the prepaid expense (and instead the parish recorded the payment as an actual expense), the following journal entry is necessary to correct the parish balance sheet:

DR. 1200 Prepaid Expense – CUPP Reserve  
(CR.) 2910 Unrestricted Retained Earnings / General Fund

CUPP recently adjusted the reserve balance requirements. For some parishes, this resulted in a return of a portion of the reserve balance and the parish received a check from CUPP.

If the parish received a check from CUPP and did have the reserve balance recorded as a prepaid, the parish should record the following journal entry:

DR. 1000 – Cash  
(CR.) 1200 – Prepaid Expense – CUPP Reserve

If the parish received a check from CUPP and did not have the reserve balance recorded as a prepaid, the parish should record the following journal entry:

DR. 1000 – Cash  
(CR.) 2910 Unrestricted Retained Earnings/General Fund

## CUPP Reminder

For members of the Church Unemployment Pay Program, your employee counts were due on August 31, 2022. If you have not provided the information, please forward the following information to [cuppwi@madisondiocese.org](mailto:cuppwi@madisondiocese.org):

Parish Name:

Parish Location (city):

Archdiocese of Milwaukee

# of covered employees effective July 1, 2022:

*The employee counts are requested of all participating members of the Church Unemployment Pay Program. Excluded from coverage are priests, members of religious orders, and seasonal workers, such as cemetery workers. Covered employees include all current employees who average at least 20 hours of work per week and work at least 20 weeks per year. Included are those lay employees of the parishes, schools and diocesan offices. Be sure to count all administrative, support, teaching, aide, daycare/childcare, hot lunch, bus driver, and custodial/maintenance positions. It is optional to provide a listing of the covered employees. If you have any questions please contact: [cuppwi@madisondiocese.org](mailto:cuppwi@madisondiocese.org).*

## PIFIT Mandated Trainings

On September 8, 2022, an email was sent to the following groups regarding new mandatory trainings for all participants in the Participants' Insurance Program (PIFIT).

*All Pastors/Administrators/Parish Directors, Parish Directors of Administrative Services and Business Managers, Parish Secretaries, School Presidents, School Principals, School Business Managers, School Secretaries*

We understand that there may be some issues with Clergy log-in to CMG Connect. Please do not create a new user in CMG Connect. Please contact [Patrick Peyton](#) at the Catholic Mutual Service Office (262-255-6906) for assistance.

If you, or the staff at your location, need assistance with logging in and/or accessing the PIFIT trainings, please reach out to [Patrick Peyton](#) at the Catholic Mutual Service Office (262-255-6906).

## Love One Another (LOA) Accounting Update

On September 8, Parish Finance hosted a webinar to discuss the accounting for LOA capital projects when the parish has, out of necessity, used reserves to pay for a capital campaign project that is included in the LOA Case Statement. In these cases, the parish will replenish parish reserves with LOA funds over the course of time, as LOA distributions are received. The webinar was recorded and is available, along with the presentation materials, at the following link: [2022-09-08 LOA Accounting Update](#).

## St. Raphael Health Plan - Conversion to MyEnroll360

On July 26, an email regarding the conversion of the third-party administrator of St. Raphael Health Plan was sent to all benefit administrators at those locations participating in the SRHP. Benefit Administrators will receive periodic updates from [Maureen Wurster](#) on the status of the conversion, as well as questionnaires for any necessary information needed to facilitate the conversion. It is important that you respond timely to these requests so we have clean information in MyEnroll360. In case you missed the July 26 communication, here it is:

*In keeping with our strategic plan to provide shared services to our parishes and schools, we will be moving the administration of the St Raphael Health Plan to a new platform — MyEnroll360 from Benefit Allocation Systems, LLC (BAS USA).*

*Benefit Allocation Systems is the owner and developer of MyEnroll360, which is a cloud-based insurance enrollment, billing, and communication system. Our goal in moving to this platform is to increase efficiencies in enrollment, billing, and communications for parishes and schools. As the developer of MyEnroll360, BAS USA does their own programming which enables them to customize the system to meet our needs now, and in the future, as we move additional benefits such as Life, AD&D, and other benefits to the platform.*

*We are currently implementing the transition which is scheduled to be completed by December 1 of this year. Our current administrator, Benefits Administration Services, Inc., has been notified of this change. As expected, they were very gracious and offered to help with the transition as needed. We are deeply grateful to them and to Lisa McGinnis in particular, for their partnership in administering the St. Raphael Health Plan over the past 11 years.*

*During this transition, you will continue to manage your benefits as you currently do. More information regarding this transition and eventual implementation on your end will follow in the coming weeks.*

The first update and questionnaire were emailed to Benefit Administrators on August 22, 2022. **If you have not already responded to that questionnaire, please do so no later than Friday September 23.** Here is a [link to the questionnaire](#) from that email.

The health insurance billing will be simplified and will require ACH direct debit payments to Benefit Allocation Systems, LLC.

[Maureen](#) is posting all of the information, updates and communications on the Archmil website [here](#): scroll to the last section on the page.

## **Updated Parish and School Policy Manual**

The [2022-2023 Parish and School Policy Manual](#) is now available. The 4000 section has been significantly reformatted. Within the sections, the below policies were significantly updated and/or added:

- Offer of Employment (4210 is new number)
- Evaluation of Parish and School Personnel (4510)
- Employee Conduct and Performance Concerns (4520)
- Continuity of Operations and Remote Work (4460 – new policy)
- Gender Identity (4470 – new policy)

## **Explanation of Fees: School Assessments and Marketing Fee Invoice**

The Finance Office recently sent out the annual school assessment invoice, which included an [Explanation of Fees](#). For questions about the invoice, please contact Janelle Luther, Administrative Assistant for the Office for Schools at 414-758-2256 or [lutherj@archmil.org](mailto:lutherj@archmil.org).

## **Safe Environment Facilitator Training**

Do you know of anyone at your parish or school who is interested in becoming a Safe Environment Facilitator for the adult safe environment education sessions? The Safe Environment Office will be having a training in English and in Spanish on the same day for prospective facilitators.

### **A Safe Environment Is My Responsibility Facilitator Training**

Wednesday, November 9, 2022

9:00 AM-4:00 PM (Lunch Provided)

Mary Mother of the Church Pastoral Center

3501 S Lake Dr, St Francis, WI 53235

[Registration Link](#)

## **Office Supply and Paper Vendors**

With the rising costs of paper and office supplies, here are some vendors that we've developed relationships with for discounted pricing on office and school supplies. Midland Paper is our paper vendor (they are not an office supply vendor) with the best pricing we've been able to find. If you choose to use one of these vendors, be sure to tell them you'd like to set up your own account under the Archdiocese of Milwaukee pricing umbrella. If you have a vendor to add to the list, please contact [Kim Kasten](#).

### **Complete Office of Wisconsin, Germantown, WI**

Free shipping on nearly all items. Usually delivered the next business day.

Contact: [Jack Kraemer](#) 262-923-6017

### **Quill**

Free shipping on nearly all items. Usually delivered the next business day.

Contact: [Sandy Howard](#), 800-789-7020 ext. 1409.

### **Amazon Business**

Contact: [Rachel Oberle](#), non-profit customer advisor at 313-335-3098.

### **Midland Paper**

For paper only. No delivery fee.

Contact: [Pat Johnson](#), 847-777-2943, or 414-322-6713 mobile.

## *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**

September 15

November 17

#### **2023**

March 16

May 18

### **Building Commission Schedule**

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

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

October 13

December 10

### **Catholic Mutual Corner/PIPIT**

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.

**PIPIT Mandatory Trainings – recertify annually**

[Workplace Safety Training end user instructions](#). Read the [Workplace Safety Training Mandate](#).  
[Cyber Security Training end user instructions](#). Read the [Cyber Security Training Mandate](#).

**Church Unemployment Pay Program**

[CUPP Website](#)

Church Unemployment Pay Program, Inc.

706 S. High Point Road, Unit 6

Madison, WI 53719

608-821-3027

[cuppwi@madisondiocese.org](mailto:cuppwi@madisondiocese.org)

**The Quarter Ahead**

**September 2022**

- 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
- Check [State of Wisconsin unclaimed property site](#)

**October 2022**

- 13<sup>th</sup> – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 31<sup>st</sup> – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 9/30
- Lay pension reports for July-Sept (3Q) distributed
- Priest pension bills for both priest and parish portions mailed

**November 2022**

- Assessment bills for current fiscal year mailed
- Lay pension information and payment for 3Q calendar year due
- 17<sup>th</sup> – BAAM meeting

**December 2022**

- 1<sup>st</sup> – Second payment due on current year assessment
- 10<sup>th</sup> – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15<sup>th</sup> – Distribute budget information to staff and committees with budget responsibility
- 31<sup>st</sup> – Quarter End

## **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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