

Volume 7, Issue 9

September 2010

ARCHDIOCESE OF SEATTLE

Parish Financial Services Newsletter

Unclaimed Property Reporting Requirements

Thank you to everyone who filed the required Unclaimed Property Report to the State by September 1st! I've recently received a list from the State listing the parishes who have not yet filed, and sent e-mails to all of you last week. Below is a repeat of the article from the August Newsletter. Please remember that if you do not file by the State's mandated date of Nov. 1st, you may be subject to an **AUDIT** and/or **FINES**. Please complete the report and submit ASAP!

A reminder to everyone that Unclaimed Property Reports must be filed **by September 1, 2010**. The State is asking us to go back as far as we can and specifically back to July 1, 1998. Any payroll checks that have not been cashed or reissued and were written prior to June 30, 2009 need to be reported. Any vendor payments, stipends, facility deposits, and tuition refunds that were not cashed or reissued and were written prior to June 30, 2007 also need to be reported. **If you do not have any Unclaimed Property to report, the State still requires that you file a "Negative Report."**

Please be sure to verify any items that may be Unclaimed Property before you file your report. If you have payments to vendors that were never cashed, verify that no payments were made twice. With reimbursements to employees or parishioners, try to contact them directly to resolve the issue. One question that was raised at the gathering involved gifts or monies given to needy individuals. These payments DO NOT qualify as Unclaimed Property and do not have to be reported.

There are 2 ways reports can be filed: One is by downloading the free reporting software at www.wagers.net and the other is by downloading the forms from the Unclaimed Property Web-site at <http://ucp.dor.wa.gov/>. All reports should be filed using the parish Tax-ID number. This means that most schools and parishes will need to combine their information into one report. The State has a list of all the Tax-ID numbers and will be reporting back to us who has filed. Any parish that does not file by the September 1st deadline will be contacted by our office and any parish that does not file by the State mandated November 1st deadline will have an on-site audit by the state which may result in penalties and fees.

A few tips on completing the report:
The following fields can and should be left blank:
Washington Holder Number
Sequence Number
Date & State of Incorporation
UBI Number (unless the parish has one assigned)

If you have any questions or need clarification on a specific item, please contact Nicole Beller at (206) 382-4573 or nicole.beller@seattlearch.org.



Welcome Archbishop J. Peter Sartain!

Please visit our website to view our Archbishop-Elect's Video Greeting.

<http://www.seattlearchdiocese.org/>



Parish Stewardship

Few Spaces Remain for the October Engaged Church Workshops!

Registration has been opened to outside Dioceses.

If you wish to attend, please respond now!

Registration Forms to print and return with payment are available online.

For additional information, contact [Scott Bader](#).
206-903-4619 1-866-381-2033

Knowing and Leading Parish Engagement TWO DAY WORKSHOP

Pastors, parish staff and lay leaders will learn the dynamics of engagement and specific actions, that when implemented, will increase parishioner engagement.

Monday, October 11th - Tuesday October 12th
9:00 AM – 4:00 PM
St. John the Baptist Church, Covington

Knowing and Leading Parishioner Strengths TWO DAY WORKSHOP

**This is Faith Strengths Training Level 101:
'Strengths Advocate'**

Participants will leave fully equipped to serve as 'Strengths Advocates' and lead small groups within the parish.

Wednesday, October 13th - Thursday, October 14th
9:00 AM – 4:00 PM
St. John the Baptist Church, Covington

Strengths & Engagement General Session Summit

Learn how The Engaged Church program increases parishioner engagement in every area of parish life. This introductory session is for everyone who is new to The Engaged Church and wants to learn more.

Friday, October 15th
9:30 AM – 3:30 PM
St. John the Baptist Church, Covington

Important Notices from Human Resources

Unemployment Insurance

Because of an exemption provided to religious organizations, parishes and schools in the Archdiocese are not required to participate in the State Unemployment Insurance Program. Please distribute a copy of the attached notice regarding unemployment benefits to all current employees, post it along with your other labor law posters, and include it in packets for new hires in the future. If you have any questions, please contact Matt Boswell at mattb@seattlearch.org or (206) 264-2083.

Vacation and Sick Leave Accruals

Fall is a great time to make sure your Vacation and Sick Leave policies and balances are ship shape! Call Matt Boswell and get on the list to have ADP assist your parish to automate vacation and sick leave accruals.



Annual Catholic Appeal

Thank you for all the hard work and successes during the 2010 Annual Catholic Appeal! We are currently experiencing our 8th consecutive record-breaking year! If at any time you would like an updated donor report, please send your request to aca@seattlearch.org

IMPORTANT dates for next year's campaign:

2011 Leadership Session Dates

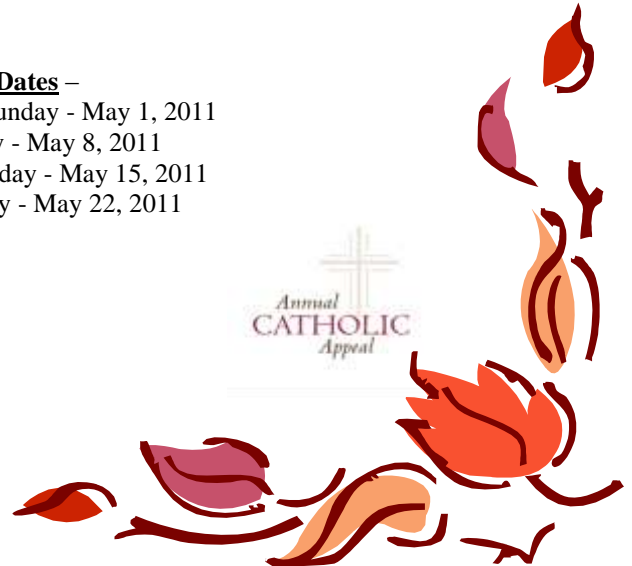
(more details as we get closer to the dates)

Feb 16 – Seattle
Feb 18 – Mountlake Terrace
Feb 23 – Covington
Feb 25 – Longview
March 2 – Tacoma
March 3 – Bellevue
March 10 – Port Townsend
March 11 – Mount Vernon
March 16 – Yelm
March 18 – Seattle

2011 Campaign Dates –

Announcement Sunday - May 1, 2011
Education Sunday - May 8, 2011
Commitment Sunday - May 15, 2011
Follow Up Sunday - May 22, 2011

Thank You! Rick, Monica, Marilyn and Joy



Attention all Parish, School and Agency Administrators

Please make sure that the Annualized Salary field in your ADP payroll records is up-to-date for all of your benefit-eligible lay employees. Benefits Services uses this information, obtained from your ADP payroll records, to determine each employee's coverage for Life, AD&D and Long Term Disability benefits and it is important that the data is accurate.

Where to find this field:

For PCPW users: Under Other, Miscellaneous Tab (page 2), labeled as Custom Area 4. You may add this to your custom new-hire grid. For instructions on how to do this, refer to the document "How to Customize a New Hire Grid" in the Payroll section of the Benefits Administrator's site.

For Phone/Fax users: Look on your Employee Master Profile report in Custom Area 4 to see what you currently have for each employee. To update the information, use the Permanent Employee Change Form. Entry format: left justify, no \$ sign; include commas, decimals and cents.

If you have questions please contact Benefits Services at (206) 382-4566, (800) 950-4904 or BenefitsServices@seattlearch.org. Thank you!

Parish Annual Report 2009/2010

The Parish Annual Report is now PAST DUE! If you have not submitted the report, please make this a priority and do so ASAP.

ARCHDIOCESE OF SEATTLE

Parish Financial Services
710 9th Avenue
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

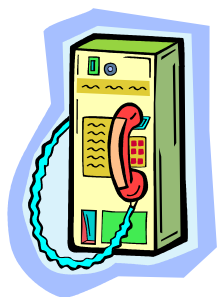
E-mail:

parishfinancialsvcs@seattlearch.org



Parish Financial Services assists Parishes and Faith Communities in maintaining financial stability through:

- Supporting high quality financial, accounting, budgeting, and reporting systems.
- Ensuring financial viability through the continual encouragement of prudent fiscal management.



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Other Important Notes

Build Hope:

Thank you for all your help in making the Build Hope collection (September 11/12) a success. Your efforts help fight poverty and transform media into a hopeful messenger of the good news. Please send your parish check for the Build Hope collection to:

CCAS / Missions Office
710 9th Avenue
Seattle, WA 98104

We'd appreciate it if you would please not combine the offerings from this collection with any other collection. Thank you!

Property Tax Reminder:

Second-half real property taxes, assessments, fees are due by November 1, 2010. Call 206-382-4851 or 1-800-809-4923 if you have any questions or concerns.

Employee Names in ADP:

Please remember that the Social Security Department requires names in ADP to exactly match the employees name as printed on their Social Security card.

Notice from Archives:

The Chancery Archives will be closed during my upcoming vacation (September 27 - October 11), and during that time there will be no reference or records management services available. For records required for sacrament celebrations scheduled during this time, you may contact Manny Keller-Scholz (manny.keller-scholz@aseattlearch.org). All other requests and queries will be answered when I return. Please call the Office of the Chancellor in case of emergency.

Thank you, Seth Dalby, Archivist/Records Manager



Losing your job?

You may not be eligible for unemployment benefits

State law says the wages you earn while working for a church or religious organization cannot be used for unemployment purposes, unless your employer has elected to provide unemployment coverage to its employees. This means you may not qualify for unemployment benefits if you lose your job.

You may be eligible for benefits if you worked for an employer other than a church or religious organization in the last two years. Log onto www.go2ui.com or call 1-800-318-6022 to apply.

To learn more, read the law (RCW 50.44.040(1)) at www.rcw.go2ui.com.

Churches and religious organizations are legally required to post this notice in a place convenient for all employees to read.



**Employment
Security
Department**
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

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