

# Parish Financial Services Newsletter

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ARCHDIOCESE OF SEATTLE

Special points of interest:

- *Please make sure to carefully screen all requests for the use of parish property. The Parish could be jeopardizing its tax-exempt status!*
- *The stock donation season has arrived! A new stock donation information form is attached.*

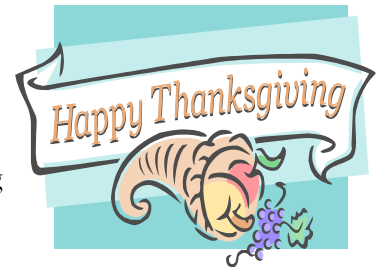
In the past week, we have been experiencing serious technical problems with our phone and fax lines. If you have sent any requests or tried to call without success and have not received any follow-up, please contact us via e-mail.

## Use of Parish Property

Parishes are often inundated with requests from individuals, businesses, organizations, non-profit groups and performers to use parish property. This is especially prevalent during the holiday season. The State of Washington has strict requirements regarding the use of tax-exempt property. These rules have been consistent over the last several years. Tax-exempt property cannot be used to benefit any entity that is not a qualified non-profit.

This includes but is not limited to: performers selling cd's in Church, individuals selling books, medical screenings, parishioners selling PartyLite or Tupperware, teachers offering private music lessons or private tutoring, fundraising for individuals or families, any political activity, and advertising or soliciting for businesses.

If you have any questions regarding specific uses of property or receive special requests and need clarification, please contact the Property & Construction Office.



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## Property & Construction Website

The Property and Construction page on the Archdiocesan website holds various contracts, agreements, guidance documents and resources that are useful for Parishes, Schools and Archdiocesan facilities. These documents are updated periodically. When using contractual-type documents, please check the website for the most current version of the document.

**For example, did you know that the most recent "Facility Use Agreement" includes language about compliance of Safe Environment? Please take a look at this document and others.**

If you need any assistance, please contact the Office of Property and Construction Services 206-382-4851 or 1-800-809-4923.

## Parish Stewardship

**NEW WEBSITE!**

[www.SeattleArchdiocese.org/PS](http://www.SeattleArchdiocese.org/PS)

**WEBPAGES IN THE NEW PARISH STEWARDSHIP DIRECTORY:**

[Christian Stewardship](#)

Fundamental Stewardship principles and resources

[The Engaged Church](#)

Catholic program to increase parishioner engagement in parish life

[Parish Resources](#)

Information and resources for parish staffs and lay leaders

[12 Gardens of Stewardship](#)

For Catholic Schools Curriculum

[Spanish Resources](#)

Spanish language Stewardship information and materials

**CHECK IT OUT!**

[www.seattlearchdiocese.org/PS](http://www.seattlearchdiocese.org/PS)



## Tabernacles Needed



As part of the Archdiocese's recommitment to our camping programs, we are trying to find a tabernacle for the chapel at both Camp Hamilton and Camp Don Bosco. If you have one and would care to donate it, please contact Rick Fersch at (206) 382-4563 or [rickf@seattlearch.org](mailto:rickf@seattlearch.org). THANK YOU!

## Safe Environment Program—Important Information

### CYO ATHLETICS

**Please remember that most CYO Athletics programs fall under the leadership of the local parish. Therefore, it is the parish's responsibility to ensure that all appropriate volunteers satisfy all Safe Environment Requirements.** The parish's Athletic Director should provide a complete list of all Head Coaches, Assistant Coaches and CYO parent volunteers to the parish Coordinator and they should work together to ensure all coaches and CYO volunteers are compliant.

### SAFE ENVIRONMENT TRAINING

**How are all of your employees and volunteers doing on their Safe Environment training? Don't forget that all training must be completed and verification submitted to the Safe Environment Office by May 31, 2011.** You are encouraged to set earlier training deadlines locally to ensure that everyone has completed training and you can meet the archdiocesan compliance verification deadline in May. Instructions for taking the online follow-up courses can be found in SETA Net in the Armatus section under "Forms/Articles".



## 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](mailto: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.

## Stock Donations

It's that time of year again and as the market slowly recovers, so does our volume of stock donations! Please notify our office in writing anytime someone inquires about donating stock or notifies you that they are making a stock donation. Also, please be sure to keep the most recent version of the stock donation form available to all your parishioners and



stress to them the importance of completing it and sending it to our office. The new form is attached to this newsletter and is also available on our website: <http://www.seattlearchdiocese.org/Archdiocese/PFS/Forms.aspx>. Please contact Emily Lee at (206) 382-7316 or [Emily.lee@seattlearch.org](mailto:Emily.lee@seattlearch.org) for any questions regarding stock donations.

## Annual Catholic Appeal

**2011 Leadership Session Dates** – all sessions will begin at Noon with lunch

Feb 16 – Isaac Orr room, Chancery-Seattle

Feb 18 – St. Pius X, Mtlk Terrace

Feb 23 – St. John the Baptist, Covington

Feb 25 – St. Rose, Longview

March 2 – St. Charles Borromeo, Tacoma

March 3 – St. Madeleine Sophie, Bellevue

March 10 – St. Mary Star of the Sea, Port Townsend

March 11 – Immaculate Conception (St. Joseph Ctr), Mount Vernon

March 16 – St. Columban, Yelm

March 18 - Isaac Orr room, Chancery-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

### **PARISH UPDATE DEADLINE** –

The **DEADLINE** to have your parish updates entered in time for the 2011 Annual Catholic Appeal solicitation letter is **February 22, 2011**. If you have large amounts of changes, corrections, deletions or additions to your parish list, we ask that you please help by sending them in well before the deadline date. We want to ensure all parishes get the opportunity to have their updates entered in our database in time for the mailing. (Updates are entered in the order they are received)

Email [parishupdates@seattlearch.org](mailto:parishupdates@seattlearch.org) with your updates and/or to request a list of your parishioners as we have them in our database.

**Thank You!** Rick, Monica, Marilyn and Joy

DID:\_\_\_\_\_ (Office Only)

PID:\_\_\_\_\_ (Office Only)

## ARCHDIOCESE OF SEATTLE STOCK DONATION FORM

### INSTRUCTIONS FOR MAKING A DONATION:

- 1) Contact Emily Lee at Parish Financial Services at (206) 382-7316
- 2) **Contact your Broker to inform them of your request. They will be able to help direct you on the paper work that you need to present them to release your stock.**
- 3) Complete the information below, then either email, mail, or fax this form to your parish and Parish Financial Services, "Attn: Emily Lee" at (206) 382-4279.

Donor's Name:_____		Phone:_____		Fax:_____	
Address:_____		City:_____		State:_____ Zip:_____	
Donating # of Shares:_____		Company Name:_____		Approx. Value (if known) : _____	
For:_____		Parish _____		School _____ City:_____	
For the Benefit of (Please provide either number of shares, or dollar amount in the spaces provided):					
Stewardship (Weekly Collections):_____, Capital Campaign (Building Fund):_____					
Annual Catholic Appeal:_____, Crozier Society:_____, Fulcrum Foundation:_____					
Catholic Community Services:_____, Planned Giving Annuity for:_____					
Other:(Org name):_____		(Amount):_____			
Other:(Org name):_____		(Amount):_____			

**Please Note:** Mutual Fund donations experience longer processing times. Please keep this in mind when donating at the end of the Calendar year.

Donor's Broker Firm:\_\_\_\_\_

Account Executive:\_\_\_\_\_ Phone:\_\_\_\_\_

(If you do not have an account executive, only the firm information is needed)

### INFORMATION TO GIVE DONOR'S BROKER ON OUR ACCOUNTS:

**\* TAX ID#: 91-0778147**

**D.A. Davidson:** Acct title: Corporation of the Catholic Archbishop of Seattle.

**Acct Number:** 11402604 **DTC:** 0361 **Acct Exec:** Miles Otoupal (425) 881-6665

**(\*\*\*Please use for all Mutual Fund Donations that can be transferred to an outside firm)**

OR

**Bank of America:** Acct title: n/o Corp Cath Arch of Seattle-Sub

**Acct Number:** a/c 16-100-1213370 **DTC:** 0955 **Acct Exec:** Heidi Gordon (206) 358-3380

Thank you for completing this form. Please Mail or Fax to:

Emily Lee  
Parish Financial Services  
Archdiocese of Seattle  
710 9th Ave, Seattle, WA 98104-2017

**Fax: (206) 382-4279**

\*For more information on stock donations please contact (206) 382-7316 or email: [emily.lee@seattlearch.org](mailto:emily.lee@seattlearch.org)