

Archdiocese of Seattle

Parish Financial Services Newsletter

Unclaimed Property Reporting

Special points of interest:

- Don't forget, The Parish Annual Report must be post-marked by August, 12th!!!
- Effective July 1, the mileage reimbursement rate is \$.51 per mile.

It's that time of year again! Just a reminder that all schools and parishes are required to file annual reports with the state regarding Unclaimed Property and these reports must be filed by November 1, 2011.

The State defines Unclaimed Property as "money or intangible property owed to an individual or business. Property is considered unclaimed after it is held for a time with no owner contact, and a good faith effort has been made to locate the owner." For example, if you issue a payroll check and it is never cashed or reissued, those funds represent Unclaimed Property. Vendor payments, stipends to individuals, tuition refunds and unclaimed rental deposits for facility use are also included. Payments to internal organizations (CCAS, CYO, etc.), internal transfers, and gifts or donations to others are excluded from the requirement.



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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. If the person does not wish to receive the payment, we are still required to receive documentation in writing stating their wishes.

Any payroll checks written prior to June 30, 2010 and any vendor payments, stipends, deposits and tuition refunds written prior to June 30, 2008 that meet the definition of Unclaimed Property must be reported in 2011. The easiest way to file is to download the forms from the Unclaimed Property Website at <http://ucp.dor.wa.gov/>. Even if the parish has no property to report, the Summary Report must be completed and submitted. Reports can be faxed or mailed to the State. Any location that does not file by the November 1st deadline may have an on-site audit by the State which could result in penalties and fees.

We encourage all parishes to file the reports as soon as possible. If you have any questions or need clarification on a specific item, please contact Nicole Wright at nicole.wright@seattlearch.org or (206) 382-4573.

Annual Catholic Appeal Update

The Annual Appeal office will continue to send you a weekly campaign status report and a detailed donor report until mid-July. Thereafter, we'll send a monthly campaign status report, and at any time, call or email us for an updated individual detailed donor report. Email requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

Reminders –

Send any new pledges/payments along with your summary report on a weekly basis to our office. Please do not hold for any length of time. Checks need to be cashed, credit cards and EFT's need to be set up when donors have requested, and we need to thank the donors in a timely manner.

Continue to send discrepancies or omissions you find on your donor report – send an email to maggies@seattlearch.org and include donor name, Arch ID# if known and description for research.



All Points Bulletin!

Archives is missing one diocesan directory (1980) which we need for litigation research. We are offering a reward to the first parish that locates and sends a copy to me at Archives of the Archdiocese of Seattle, 710 9th Ave., Seattle WA 98104.

-Seth Dalby

Unemployment Posters

Along with the orange and blue “**Losing your job? You may not be eligible for unemployment benefits...**” notice all parishes and schools are required to post on their labor law bulletin boards, you are also required to post the white and blue “**You may be eligible for unemployment benefits if you lose your job...**” notice. If you have any questions, you can contact the Office of Human Resources at hr@seattlearch.org or 206-382-4570. The posters can be downloaded at:



<http://www.seattlearchdiocese.org/Archdiocese/HR/liposters.aspx>



Parish Annual Report

The Parish Annual Report is due in just 3 weeks! We received our first 2 completed Annual Reports on July 20th! Thank you Holy Cross, Lake Stevens, and St. Mary, Anacortes for setting such a great example! The report must be postmarked no later than **AUGUST 12, 2011!!!**

Safe Environment Updates

A few reminders as we look toward the start of a new year!

SAFE ENVIRONMENT POLICIES

As you welcome new employees and volunteers to your parishes & schools, please remember they must sign the *Safe Environment Program Church Personnel Agreement* form within three days of beginning service.

Please note a new request: Please enter the date that your employee or volunteer signed-off on the policies in SETA Net Database. This date may be entered in the “Policy Acknowledgement” field on the participant’s “Basic Info” page. (Please see page 71 of the *Safe Environment Program Coordinator’s Handbook*.) Completing this “Policy Acknowledgement” field in SETA Net for all of your employees and volunteers will ensure that your compliance reports are accurate and help you track your annual Safe Environment Compliance.

BACKGROUND CHECKS

Please remember to include the SETA Net Participant ID when you submit a background checks on CICS. This number will allow the background check information to be connected directly to your participant’s profile, which will help you track your annual Safe Environment Compliance.

All background check renewals must have the SETA Net Participant ID on them. (See page 21 of the *Safe Environment Program Coordinator’s Handbook* for directions on identifying the SETA Net Participant ID.)

For new employees or volunteers who have not yet completed *Called to Protect for Ministries*, please have them register for a class before they complete the background check paperwork. While they have 90 days to complete the class, you will be content to know they have registered for the class and you will also have the required number to submit the background check!!

Please remember that background checks must be renewed every three years. If you have any employees or volunteers who have not had a background check since August 2008 (or earlier), please submit their background check for renewal. If you still have the signed authorization form on-file, and you are sure none of the personal information has changed (i.e. name), you may simply resubmit the background check through CICS without new paperwork. (Please see page 19 of the *Safe Environment Program Coordinator’s Handbook* for information about background check renewals.)

Effective July 1st, the standard mileage reimbursement rate increased to \$.51 per mile.



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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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Important Notes from PFS

Annual Signing Authority Forms

Archdiocesan policy requires annual reporting of your delegation of authority to sign PRF transactions, insurance transactions, etc., or of your decision not to delegate this authority. Please note that you should return the Signing Authority form even if you are not delegating this authority so we have a sample of your signature on file. Please see the attached form or you can download the form at: <http://www.seattlearchdiocese.org/Archdiocese/pfs/forms.aspx>.

2011 Group Ruling

The most recent group ruling is available for download on the USCCB website:

<http://www.usccb.org/ogc/group-ruling-2011.pdf>

Drop-Side Cribs

Earlier this year the government outlawed drop-side cribs in the United States. Going into effect in June, drop side cribs cannot be used or sold anywhere. This includes rummage sales. If your parish is having a rummage sale this year, please make sure that no drop-side cribs are being offered for sale. Also, any parish or school with a child care facility or babysitting program should verify that all drop-side cribs have been discarded or recycled.



ParishSoft Software

Representatives from ParishSoft will be holding informational presentations on their census software packages at 3 of our parishes in September. If you're interested in attending, please mark your calendars! Registration information will be available in next month's PFS Newsletter.

September 20, 2011 St. Joseph Parish - Seattle 9:30 am to noon

September 21, 2011 St. Anthony Parish - Renton 1:00 pm to 4:00 pm

September 22, 2011 St. Joseph Parish - Vancouver 9:00 am to noon

**ARCHDIOCESE OF SEATTLE
ANNUAL SIGNING AUTHORITY**

Date: _____

Parish Name: _____ City: _____ ID# _____

Note: Please complete either Section A or B.

**SECTION A
AUTHORIZED SIGNATURE**

I am not delegating signing authority at this time.

(Signature)

(Date)

**SECTION B
NOTICE OF DELEGATION OF SIGNING AUTHORITY**

I have authorized the following staff member(s*) to sign for the parish:

(Print or Type Name & Title)

(Signature of Appointee)

(Print or Type Name & Title)

(Signature of Appointee)

This authorization includes PRF savings and loan withdrawals, Archdiocesan insurance transactions (adding or deleting properties or vehicles), leases involving parish owned properties, and all contracts with the following exceptions and/or restrictions: _____

*If more than one signer is appointed, please indicate the number of signers required for transactions (ie. 1 or 2).

This authorization is valid until further notice.

(Signature)

(Date)

Chancery Approval:

(Signature)

(Date)

**ARCHDIOCESE OF SEATTLE
TEMPORARY TRANSFER OF SIGNING AUTHORITY**

Date: _____

Parish Name: _____ City: _____ ID# _____

During my absence from the Parish, I have authorized*:

(Print or type Name and Title)

(Signature of Appointee)

(Print or type Name and Title)

(Signature of Appointee)

(Print or type Name and Title)

(Signature of Appointee)

*If more than one signer is appointed, please indicate the number of signers required for transactions (ie. 1, 2 or 3).

This authorization includes PRF savings and loan withdrawals, Archdiocesan insurance transactions (adding or deleting properties or vehicles), leases involving parish owned properties, and all contracts with the following exceptions and/or restrictions: _____

This authorization is valid from _____ to _____
(beginning date) (ending date)

(Signature)

(Date)

Chancery Approval:

(Signature)

(Date)