

Parish Financial Services Newsletter

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Special points of interest:

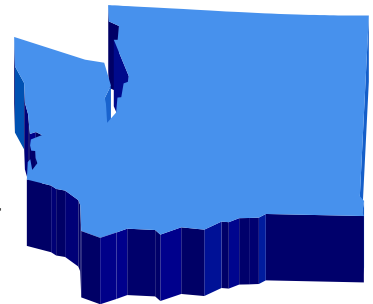
- For past issues of the PFS Newsletter, please visit our website:

www.seattlearchdiocese.org/archdiocese/pfs

Unclaimed Property Reporting

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.



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.

Priest Pension Envelopes

Reminder to Parishes

Please announce to your parishioners, this weekend that now is the time to return their Priest Pension Envelopes in the collection basket or to the parish office.

Some of our parishes put a notice along the following lines in their bulletin:

Now is the time to return the Priest Pension Fund envelope that was in your October envelope packet. You may put it in the collection basket or return it to the parish office. Our retired priests are grateful for your support.

If you have any questions, please contact us at (206) 382-4271/(866) 381-2033 or parishstewardship@seattlearch.org.



Good News from the Benefits Office

Some of you may know that the Patient Protection and Affordable Care Act (PPACA), also known as healthcare reform, requires the value of employer provided health care coverage be reported on the 2012 W-2s. We were concerned that we were subject to this requirement since our benefits are handled on an aggregated basis.

I'm very happy to report that our legal counsel has confirmed that it is reasonable for us to treat each parish, school and agency that files a W-2 under a separate tax ID number as a separate employer. Therefore, any parish, school or agency with fewer than 250 W-2 forms will be exempt from reporting the value of employer provided health care coverage on their W-2s in 2012 "and until the IRS provides further guidance." We can confirm that no entity in the Archdiocese sends more than 250 W-2s.

We have shared this information with ADP. Thank you.



Termination Reminder

If your parish or school is considering terminating an employee for cause, eliminating a position, conducting a reduction in force, reducing hours or implementing any other cost-cutting measure, please contact the Human Resources Office for guidance. Please remember - in order for a parish or school to have Catholic Mutual protection, pastors, principals and other supervisors must follow the advice of the Human Resources Office in all involuntary terminations **including layoffs**. For matters involving parish employees please contact Denise Aubuchon (206) 382-4522 or Matt Boswell (206) 264-2083. For guidance regarding school employees please contact Karen Tarabochia (206) 382-4861.



World Mission Sunday

“The commitment and task of proclaiming the Gospel belongs to the entire Church.”
(Pope Benedict XVI, World Mission Sunday message)

Thank you for all your help in making the World Mission Sunday collection (October 22/23) a success and for helping to share the Good News throughout the world! Please make your **World Mission Sunday** parish check payable to **CCAS / Missions**, and mail to:

Missions Office
710 9th Avenue
Seattle, WA 98104



We'd appreciate it if the check contains *only* World Mission Sunday donations. Thank you!
Contact information: missionsoffice@seattlearch.org; (206) 382-4580; (800) 869-7028

Priest Emergency Contact



In the event a priest has a medical emergency, parish staff or leadership, after contacting 911, should contact the Office of the Vicar for Clergy at (206) 382-4839 or (800) 809-4919. In the case of an emergency after Chancery business hours or on weekends or holidays, please call (425) 608-3745 and provide information to the service center. You will receive a call back from the Vicar for Clergy staff. This emergency number is also on the outgoing message of the main Chancery line (206-382-4560) after hours and on weekends. Be assured the Vicar for Clergy will contact Archbishop Sartain promptly.

Property Tax Reminder

If you pay your taxes or assessments twice a calendar year, the second-half payments are due (post-marked) to the relevant county by October 31. If you have any questions or concerns, contact Property & Construction Services Office at (206) 382-4851 or (800) 809-4923.

Lay Pension Preview Report Coming Soon!

We are approaching year-end and to help you determine which of your employees will be eligible for pension contributions this year, Benefits Services will be mailing the pension contribution preview report to you by mid November. Be sure to review the report carefully. If there are any corrections to be made to the hours reported, you need to correct them with ADP by the last payroll of the year.

Archdiocese of Seattle

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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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Annual Catholic Appeal - Mark your Calendars!

Thank you for all the hard work and successes during the 2011 Annual Catholic Appeal! We are currently experiencing our 9th 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:

2012 LEADERSHIP SESSION DATES

All sessions begin with lunch at 12 Noon and end at 3:00pm.

Registration will be online again this year and will begin in January.

February 15 (Wed)	Isaac Orr room, Seattle
February 17 (Fri)	St. Rose, Longview
February 23 (Thurs)	St. Thomas, Tukwila
February 24 (Fri)	St. Joseph Center, Mount Vernon
February 29 (Wed)	St. Charles Borromeo, Tacoma
March 2 (Fri)	St. Cecelia, Bainbridge Island
March 7 (Wed)	St. Columban, Yelm
March 9 (Fri)	St. Monica, Mercer Island
March 14 (Wed)	St. Pius X, Mountlake Terrace
March 16 (Fri)	Isaac Orr room, Seattle

2012 CAMPAIGN DATES

Announcement Sunday -	April 22, 2012
Education Sunday -	April 29, 2012
Commitment Sunday -	May 6, 2012
1 st Follow-up Sunday -	May 13, 2012



Thank You! Rick, Monica, Maggie and Joy