

Parish Financial Services Newsletter

No withholding FICA or Medicare for Priests!!!!

That shouldn't be much of a news flash but we are still finding priests who are having Social Security (FICA and Medicare) withheld from their paychecks through ADP

We are prohibited, by LAW, from withholding Social Security or Medicare from priest's paychecks. Priests are considered self-employed for Social Security purposes. This means they pay the required self-employment tax on their individual income tax returns.



Priests are also not required to withhold Federal Income Tax, they can opt to pay estimated taxes quarterly. They can, however, elect to have Federal Income Tax withheld and can also elect to have additional tax withheld to help them cover their self-employment taxes. This amount must be withheld as additional FEDERAL INCOME TAX.

Please take the time to verify that your priest's payroll is set up correctly and that you are not withholding Social Security or Medicare from their paychecks. If you find that you are or have been withholding Social Security or Medicare, you will need to work with ADP to get the situation corrected.

Special Request:

Deacon Steve McGlone, PAA at St. Charles Borromeo in Tacoma would like information from parishes that are currently using Janitorial Services. If you are using these services and are willing to share information please contact Deacon Steve at (253)564-5185. Thanks!

2012 Annual Catholic Appeal

Your **Pastor Follow-Up mailing** should have went out last week. If you have not mailed yours yet, please do so as soon as possible! Our office will be mailing the Archbishop's follow-up letter on June 4th so you want to make sure you leave some space between your mailing and ours.

Annual Catholic Appeal ONLINE GIFTS: Advertise, advertise, advertise...

It's a known fact that more and more people are giving online and the average gift is currently \$440! Publish the Appeal website in your bulletin and on your parish website...email your parishioners the web address (if you use this method of communication)! www.seattlearchdiocese.org/donate

THANKS FOR ALL YOU DO!

Your ACA Team - Rick, Monica, Maggie, and Joy

ACA Contacts: Maggie Stiles: (206) 382-4274, Monica Lewis: (206) 382-4353, Toll Free: (800) 809-4921



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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Parish Annual Report 2011/2012

Let's Get Started...

It's May, and that means it is time to begin working on the Parish Annual Report!

Remember, you will NOT receive a PAR packet in the mail since
we have gone electronic.

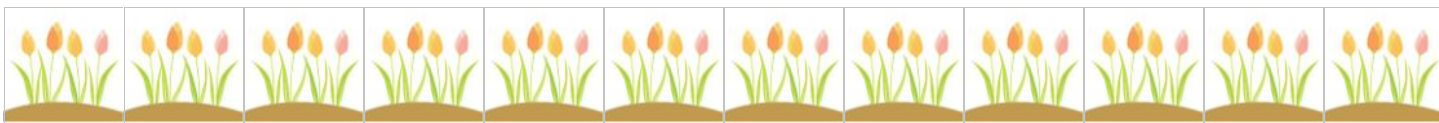
The Parish Annual Report 2011/2012 is now available
to download from the Archdiocese of
Seattle Archives Website

<http://www.seattlearchdiocese.org/Archives/PAR.aspx>

In lieu of a workshop this year, you are welcome to contact the point person of the section you are
working on should you run into any areas that need clarification.

The PAR is due Friday, August 10, 2012

As always, we recognize that this can be a challenging project and we want to be of assistance. If you have any
questions or concerns, please contact Liz Madsen in the Chancellor's Office at (206) 654-4655 or eliza-beth.madsen@seattlearch.org.





Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

24 MAY 2012

ONE WEEK TO SAFE ENVIRONMENT DEADLINE!!

This is your friendly Safe Environment reminder that All Safe Environment obligations must be completed and verification of compliance received by

May 31, 2012.

PLEASE NOTE:

- Verification forms must be signed by the Pastor, Priest Administrator, Pastoral Coordinator or Principal. (The form may not be signed by the PAA or the SEP Coordinator.)
- The **signed original form** must be received by the Safe Environment office on or before May 31st.
- Incomplete forms will not be accepted. Parish form is on the back.

In order to be considered compliant, your parish/school must meet all the Safe Environment requirements:

- ⊕ **All clergy, all employees and all volunteers with ongoing unsupervised contact with minors or vulnerable adults must have:**
 - ~ A cleared criminal background check within the last three years.
 - ~ Have signed the *Safe Environment Program Church Personnel Agreement* Form, which is stored in their personnel/volunteer file.
 - ~ Completed their annual safe environment training between July 1, 2011 and May 31, 2012.
 - ~ If they are a new employee or volunteer, they must have completed *Called to Protect for Ministries*.
 - ~ If they are a continuing or returning employee or volunteer, they must have completed their annual *Armatus* refresher course.
- ⊕ **All parishes and schools must offer *Called to Protect for Parents and Families to their communities*.**
 - ~ It does not need to be hosted on-site but MUST be advertised to the community.
 - ~ This may be held in collaboration with other parishes and schools (it is recommended) and take turns hosting it.
 - ~ If you advertise a class that is off-site, it must be reasonably close (ie – neighboring parish or school)
- ⊕ **ALSO IN THE SCHOOLS: All required safe environment curricula has been completed with the students.**
 - ~ *Talking About Touching* - All students in Pre-K through Grade 3.
 - ~ *Called to Protect for Youth* – All students in Grades 7, 9 and any new high school students.
 - ~ An opt-out form has been signed and is on-file at the school for any parent who declines training for their child.
 - ~ Safe Environment attendance numbers are entered into SETA Net.

Please note Archdiocesan Schools have two verifications to submit:

1. Signed Verification Form,
2. Student attendance numbers must be entered into SETA Net for **both** *Called to Protect for Youth* and *Talking about Touching* by May 31st. If you are missing either of these numbers, you will not be marked as having completed verification.

All forms available in SETA Net under "Forms/Articles". Please call the Safe Environment Program at (206) 274-3188 with any questions.



Archdiocese of Seattle

Safe Environment Program

VERIFICATION OF SAFE ENVIRONMENT COMPLIANCE

PARISHES: 2011-2012

This verifies that, to the best of my knowledge, _____ has satisfied all
(Parish Name)
requirements of the Safe Environment Program on or before May 31, 2012.

PLEASE INITIAL:

- _____ All employees and all required volunteers have completed *Called to Protect for Ministries* or the required *Armatus* follow-up training. Training verification is in their personnel/volunteer file.
- _____ All employees and all required volunteers have signed the *Safe Environment Church Personnel Agreement Form*. The form is in their personnel/volunteer file.
- _____ All employees and all required volunteers have a clear CICS criminal background check completed within the last three years. All necessary paperwork is in their personnel/volunteer file.
- _____ *Called to Protect for Parents and Families* was offered to parents and community members on _____ at _____.
(date) (location)

Signature (Pastor, Priest Administrator or Pastoral Coordinator)

Date

Printed Name

Name of Parish

City