

Parish Financial Services Newsletter

Archdiocese of
Seattle

Employee Bonuses and Gifts

It's that generous time of year again when some parishes and schools give holiday bonuses or gifts to staff members and volunteers. It is VERY important that these are handled correctly so that any tax problems can be avoided.

Any cash bonus to an employee is considered taxable income and must be run through payroll regardless of amount. Gift cards and gift certificates are considered cash bonuses according to the IRS and are taxable.

Gifts and bonuses to volunteers are slightly different. As long as the gift or gift card is less than \$100, it is not taxable. If a volunteer receives more than one bonus or gift during a calendar year, and the total exceeds \$100, the total is considered taxable income.

We do not discourage holiday bonuses, but the payments must be handled correctly. Here are the best methods for processing employee bonuses:

- You can issue the employee a check from accounts payable and then process it as an additional pay code and a salary advance. This insures the bonus is taxed.
- ADP offers, as part of their year-end process, a separate payroll in which they specifically process bonuses. ADP will charge a fee for this service.
- You can add it to their normal wage and include it with their regular pay-check.

If you have any questions about employee bonuses, please contact Nicole Wright at (206) 382-4573 or nicole.wright@seattlearch.org.



Volume 9, Issue 11
November 2012

Inside this issue:

<i>Parish Stewardship</i>	2
<i>IRS/SSA/CMS Data Match Project</i>	2
<i>Pension contributions for Women and Men Religious (Non-Ordained)</i>	2
<i>Annual Catholic Appeal</i>	3
<i>Washington State Reseller Permit</i>	4
<i>Stock Donations</i>	4

Farewell & Thank You ~ Paula Marter

It is with mixed emotion that I announce that the Archdiocesan Property Manager, Paula Marter, has resigned her position in the Property and Construction Office effective the end of this year. Paula has provided dedication, leadership and attention to detail that has assisted each of our parishes. While we will feel a tremendous loss we thank Paula for all she has done and wish her much enjoyment in her retirement.

Ed Foster

Please Note:
The Chancery
will be closed
December
24th, 25th
26th and
January 1st

Parish Stewardship

ONLY THREE DAYS LEFT TO REGISTER!

‘Fundamentals of Faith Strengths Coaching’

Registration Deadline is November 30th!

What:

Gallup Faith Division’s Executive level training to provide feedback to others regarding their full 34 Themes of Talents sequence. Participants will be qualified to lead small faith groups in their parish and to help individuals explore and leverage their unique, God-given talents for the purpose of enhancing their spiritual growth and to find places of meaningful service in their parish and community.

When:

January 14 – 15, 2013

Where:

Archdiocesan Chancery Isaac Orr Conference Room - 910 Marion, Seattle

Contact Us Now to Register!

Questions? Contact Scott Bader at (206) 903-4619 or (866) 381-2033 or ParishStewardship@Seattlearch.org



IRS/SSA/CMS Data Match Project



Some of you have received a request from the Centers for Medicare and Medicaid Services (CMS) asking you to complete the Group Health Plan Report for Coordination of Benefits for their Data Match Project. Benefits Services wants you to know that these letters are legitimate and we are required by law to complete the reports within 30 days of receiving the requests. Please send your letter to Benefits Services by fax or email and we will take care of answering the questions and sending the information to Medicare.

Most of the employees they are asking about are those who are 65 or older and still working for the Archdiocese or have recently retired. Medicare is trying to make sure the correct medical insurance is being billed.

Please call Benefits Services at (206) 382-4566 or (800) 950-4904 if you have any further questions. Thank you.

Pension Contributions for Women and Men Religious (Non-Ordained)

Effective July 1, 2012, parishes and schools are required to make a pension contribution for eligible employees who are religious (non-ordained) women and men. The pension payment should go directly to the religious institute. The pension amount is the same as for lay employees – 6% of the annual salary. Please contact the Human Resources Office if you have any questions regarding this.

Annual Catholic Appeal

2012 Pledge Fulfillment Percentage – How is your parish doing?

The Archdiocesan average fulfillment rate is 82%. If your parish is not at this average, make an announcement and/or put an article in the weekly parish bulletin to help maximize your fulfillment percentage. Encourage your parishioners to continue to send in their payments in order to maximize the final rebate for your parish project or to help you reach your assigned goal. Final pledge payments are due to the Annual Catholic Appeal Office no later than April 15, 2013. Payments can be made at www.seattlearchdiocese.org/pp or sent directly to the Annual Catholic Appeal Office at 710 9th Ave, Seattle WA 98104.

Suggested Bulletin article:

Annual Catholic Appeal Matching Gifts: Many employers may match your gift! Once your gift has been paid in full, inquire with your employer if they match gifts and the process in doing so. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Tax ID # 91-0778147. Call 206-382-4274 if you have any questions.

Annual Catholic Appeal 2013 Campaign Dates

- Appeal Kick-Off Weekend - April 20/21, 2013
- Presentation/Ask Weekend1 - April 27/28, 2013
- Presentation/Ask Weekend2 - May 4/5, 2013
- Follow-up/Ask Weekend1 - May 11/12, 2013
- Follow-up/Ask Weekend2 - May 18/19, 2013

2013 ACA LEADERSHIP SESSION DATES – 12:00-3:00pm (Online Registration will begin in January)

- February 21 (Thurs) Holy Family, Kirkland
- February 22 (Fri) Isaac Orr room, Seattle
- February 27 (Thurs) St. Charles, Burlington
- February 28 (Fri) St. Charles Borromeo, Tacoma
- March 6 (Thurs) Sacred Heart, Lacey
- March 7 (Fri) St. Pius X, Mtlake Terrace
- March 13 (Thurs) St. Rose, Longview
- March 14 (Fri) Isaac Orr room, Seattle



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

Ed Williams
Director of PFS
(206) 382-4585
edw@seattlearch.org

Nicole Wright
Assistant Director of PFS
(206) 382-4573
nicole.wright@seattlearch.org

Emily Lee
Administrative Assistant
(206) 382-7316
emily.lee@seattlearch.org

Loretta Griffin
Savings & Loan Operation Mgr.
(206) 382-4501
lorettag@seattlearch.org

Erin Karalus
Savings & Loan Assistant
(206) 382-4845
erin.karalus@seattlearch.org

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

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

Washington State Reseller Permit

As a reminder, Washington State replaced resale certificates with reseller permits in 2010. After discussions with the state, they advised us that we need to use **ONE** reseller permit for all of the organizations within the Corporation. Because it is in the name of the Archdiocese, parishes and schools must be diligent about the proper use of the permit.



Please remember that we are NOT exempt from paying sales tax. Certain fundraising activities, however, are exempt from the sales tax. In these situations only, the reseller permit can be provided to the vendor to waive the sales tax. Examples of qualified fundraising purchases would be:

- Items purchased to auction off at a school auction
- Catered meals served at events where attendees must purchase a ticket to attend

Essentially anything purchased with the intent of reselling at a fundraiser would be exempt from sales tax. Items consumed at these events, such as flowers, decorations, plates, napkins, etc. are not exempt from sales tax.

We understand that we may run into problems with vendors who don't understand our corporate structure.

For a copy of the permit, please contact Nicole Wright at (206) 382-4573 or nicole.wright@seattlearch.org.

Stock Donations

It's that time of year again and the volume of stock donations coming in is increasing significantly! 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 current form is 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 for any questions regarding stock donations.