

**Archdiocese  
of Seattle**

# Parish Financial Services Newsletter

**Volume 10, Issue 2**

**February/March  
2013**

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*Please be sure to  
register for the Annual  
PAA Gathering.*

*The Registration Form  
and Tentative Agenda  
are attached.*

*We look forward to  
seeing you!*

## Notes from PFS

### Parish Ordinary Income Survey:

As you recall, we requested a report of Parish Ordinary Income for the first six months of 12/13 vs. 11/12. We got a good response with 121 communities responding; these communities accounted for 75% of the 11/12 Ordinary Income so the sample should be meaningful. Ordinary Income for the reporting entities increased 3.36% for the first six months of 12/13. 89 or 73% of the reporting communities had an increase. 31 of these had a decrease in 11/12. It doesn't seem that we are out of the economic woods yet but we do seem to be recovering a little bit.

### Charitable Withholding:

Over the past few years several companies have set up a service to withhold charitable contributions from their employees pay checks. In the past we have always advised parishes that the withholding entity will provide a tax receipt. We recently found out that Microsoft tells employees that the recipient organization will provide the tax receipt.

This isn't a problem but it does point out very clearly that each of these organizations has their own rules and we need to try to keep current on what the requirements are. It's really similar to the matching gift programs that are all slightly different but provide basically the same service. Try to make sure you know the rules before you get involved.



## Thank You!!

I have had a wonderful experience working with all of you for the past 7 years! Thank you for reading the Newsletter, getting your Parish Annual Reports in on time, and facilitating our Parish Financial Operations Reviews without complaint. I look forward to working with you in my new role as Payroll Services Director!

~Nicole

P.S. The Assistant Director of PFS position is still open. If you are interested, please visit the website to apply:

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



## Archdiocese of Seattle

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710 9th Avenue  
Seattle, WA 98104

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Fax: (206) 382-4279

E-mail: [parishfinancialsvcs@seattlearch.org](mailto:parishfinancialsvcs@seattlearch.org)



## Catholic Mutual - Welcome Victoria!

It is with great pleasure that we welcome Victoria Suner to the local Catholic Mutual team. Victoria started on 2/19/2013 as a Claims Risk Representative. Victoria brings more than 10 years of industry experience. She resides with her jeweler husband, Garabet Suner, in sunny Sammamish WA. In addition to handling claims, Victoria looks forward to conducting Risk Management inspections throughout the Archdiocese. When you see her, please be sure to give her a warm welcome.

Melanie G. Tyree, Catholic Mutual Group, Claims Risk Manager

## Application for Special Events Coverage

Catholic Mutual has once again updated the **Application For Special Events Coverage** with a couple of new features, including the option to purchase Liquor Liability coverage for events where alcohol is being sold, such as fundraisers. Events lasting longer than three days will now also be allowed with an additional charge depending on the duration. Inflatable amusement devices (bouncy houses) will be charged a flat rate of \$100 per device but must be pre-approved and a picture provided. Otherwise, the cost for the coverage remains the same. We encourage everyone to read over the new application and call Catholic Mutual if you have any questions.



## Safe Environment Updates

### TALKING ABOUT TOUCHING KITS AVAILABLE

Committee for Children has generously donated some *Talking About Touching* kits to the Archdiocese of Seattle. We have both Pre-K/Kindergarten kits and Grade 1-3 kits available. Please contact the Safe Environment office if you would like additional *Talking About Touching* kits.



### OFF-SITE EVENTS

Please remember that archdiocesan parish/school events are not permitted at private residences due to liability concerns and Safe Environment policies. If you have any questions, please feel free to call Melanie Tyree at Catholic Mutual (206) 382-2494 or the Safe Environment Program at (206) 274-3188.

### BACKGROUND CHECK CHECK-IN

- Please remember that background checks will only be processed if they are submitted with a valid Social Security Number. If a background check is submitted without a valid SSN, the background check results will be sent back to say that we were unable to verify the SSN and **they are not eligible to work or volunteer until the SSN issue is cleared up.**
  - ◊ This includes an incomplete SSN, a SSN submitted with only zero's, a SSN that has not been typed correctly or a SSN that cannot be verified through the Social Security Administration.
- Please remember to include the SETA Net ID number when you submit a background check. **This is the only way to connect background check results with a participant's SETA Net profile or your monthly compliance reports.**
- If you ever receive results that say that a valid driver's license must be verified before someone is allowed to drive, did you know that you can check that online? Simply enter the applicant's Washington Driver's License number and they will verify the status of a driver's license. <https://fortress.wa.gov/dol/dolprod/dsdDriverStatusDisplay/>

Archdiocese of Seattle  
710 Ninth Avenue, Seattle, WA 98104

## REGISTRATION FORM

**PAA Gathering at Palisades  
Wednesday, March 20, 2013  
Thursday, March 21, 2013**

Name: \_\_\_\_\_

Registrant (Parish): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** Mark the meals below that you will be attending:

- ☐ Wednesday Lunch      ☐ Wednesday Social      ☐ Wednesday Dinner  
☐ Thursday Breakfast      ☐ Thursday Lunch

Please send this form and \$160.00 per person (\$120.00 if not staying overnight) by **March 8, 2013** to the address listed below. Make checks payable to **C.C.A.S.** ***Because of the importance of planning the program and logistics, the registration will be \$165.00 after March 8, 2013***

**MAIL TO:**

**Penny Howell  
Administration and Finance  
710 Ninth Avenue  
Seattle, Washington 98104**

You will receive an email confirmation upon receipt of your registration.

Gathering will begin at 9:00 AM registration on March 20, 2013 (Wednesday)

and conclude following lunch on March 21, 2013 (Thursday).

**PAA GATHERING**  
**March 20-21, 2013**  
**AGENDA**

<b><u>Wednesday – March 20, 2013</u></b>		
9:00am - 9:45am	Registration	
9:45am - 10:00am	Welcome	Deacon Eric Paige
	Introduction	Ed Williams
	<b>Prayer</b>	
10:00am - 11:30am	Keynote	Fr. Dave Rogerson
11:30am - 11:45am	Break	
11:45am - 12:30pm	<b>MASS</b>	Fr. Dave Rogerson
12:30pm - 1:30pm	Lunch	
1:30pm - 2:30pm	New PDS Census Program	Bryan Gummersall
2:30pm - 2:45 pm	Break	
2:45pm - 3:45pm	Safe Environment & Compliance	Shawna McMahon Matt Boswell
3:45pm - 4:00pm	Break	
4:00pm - 4:45pm	Missions	JL Drouhard
4:45pm - 6:00pm	Break-out Sessions Deanery/Regional Group	
6:00pm - 6:30pm	Social	
6:30pm - 8:00pm	Dinner	
<b><u>Thursday – March 21, 2013</u></b>		
8:00am - 9:00am	Breakfast	
9:00am - 9:45am	Payroll & Benefits (IPBS)	Geralyn Mirante-Marley, Nicole Wright
9:45am - 10:00am	Records Retention	Mary Santi
10:00am - 10:30am	Finance Update	
10:30am - 11:00am	Break/Check Out	
11:00am - 12:30pm	Keynote	Fr. Dave Rogerson
12:30pm -	Lunch/Departure	

**ARCHDIOCESE OF SEATTLE**  
**APPLICATION FOR SPECIAL EVENTS COVERAGE**

**CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT,  
BUT NOT MORE THAN 6 MONTHS IN ADVANCE.**

**Coverage Limit:** \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability. Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options). Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT **EVERY** FIELD IS COMPLETED.

Coverage underwritten by **Nationwide Mutual Insurance Company**. Policy Number on file with C.M.G. Agency, Inc.

**INSTRUCTIONS:**

**\*DO NOT MAKE CHECKS PAYABLE TO CATHOLIC MUTUAL\***

**User requesting coverage:** *Make your check out to the Parish or Catholic Institution where your event will take place. Complete this form and give it to the parish along with your payment.*

**Parish:** *Issue your check to **Archdiocese of Seattle**. Mail it and the completed form to:* Catholic Mutual Group  
710 Ninth Ave  
Seattle, WA 98104

**Cost of Coverage:** \$98 per event (Overnight Stays - \$125)

**Name of Parish or Catholic Institution:**

\_\_\_\_\_

Street address (No P.O. Boxes)

\_\_\_\_\_ ZIP \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Name of Organization or Person requesting coverage:**

\_\_\_\_\_ (Please print clearly)

**Contact Person:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**To receive approval notification, please print e-mail(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Type of Special Event:** (Example: wedding reception, birthday party, reunion, etc. If the event is a fundraiser, please be specific about what is occurring)

\_\_\_\_\_  
\_\_\_\_\_

**Time of Event:** From \_\_\_\_\_ To \_\_\_\_\_

**Approximate Number of Participants:** \_\_\_\_\_

**Is Food Being Served?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Is Liquor Being Served?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.**

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS,  
SUCH AS, BUT NOT LIMITED TO:**

- \* Any carnival event.
- \* Fireworks & fireworks displays.
- \* Events involving 'BYOB' (Bring your own bottle).
- \* Events involving pool or lake activities.
- \* Events involving recreational vehicles.
- \* Events with attendance of more than 1,000 persons.
- \* Rap/Hip-Hop/Alternative music (non-religious bands).
- \* Events organized or operated by professional promoters/performers.
- \* Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- \* Events where a fee or admission is charged, unless all proceeds go to charity.
- \* Political rallies.
- \* Amusement rides, including mechanically operated devices, trampolines, & rebounding devices.

**DEFENSE COSTS FOR SEXUAL MISCONDUCT  
FOR OVERNIGHT EVENTS - \$100,000 LIMIT**

Coverage does not automatically apply for overnight events; however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ADDITIONAL CHARGES WILL APPLY FOR:**

- Events which exceed 3 days in duration (charge TBD).
- Inflatable Amusement Device (A charge of \$100 per device applies. Must be pre-approved, picture required).

**REPORT CLAIMS TO CATHOLIC MUTUAL GROUP  
PHONE: 1-800-809-4926 FAX: 206-264-2094**

# Annual CATHOLIC Appeal Bulletin Cover Graphics

To have one of the Annual Catholic Appeal graphics printed on your bulletin cover please contact Karen with the following information.

CPI Church Number

Style Selection (A,B,C)

Sunday's date of intended printing. (April 21st - May 19th)

Karen can be reached at 206-767-0660 ext. 233  
or email [karenm@catholicprintery.com](mailto:karenm@catholicprintery.com)

These graphics will be made available for download on the [catholicprintery.com](http://catholicprintery.com) website if you would like to create your own bulletin cover that incorporates one of these graphics.

*These graphics will be printed on your bulletin cover using your current bulletin production method.  
(Color of the week, B/W on screen, etc.)*



**A**



**FUTURE**



**FULL**



**OF**

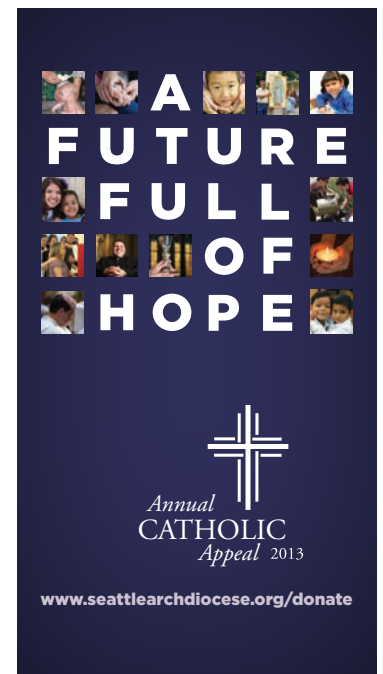


**HOPE**



*shown here at 50% of actual size*

**Style B**  
5.5 x 5in



*shown here at 50% of actual size*

**Style C**  
3.75 x 7in

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

**Annual  
CATHOLIC  
Appeal 2013**

**Style A** Left 2.5in & Bottom 2.5in