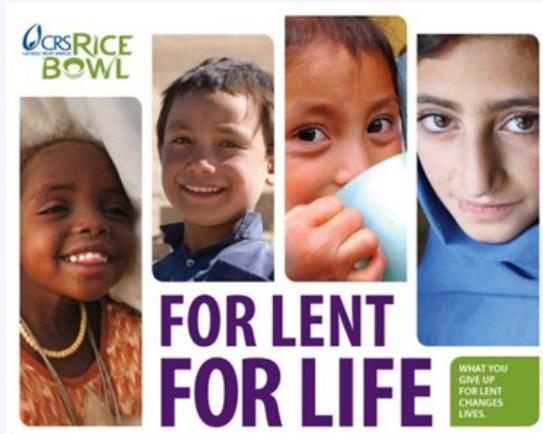


Parish Financial Services Newsletter

VOLUME 10, ISSUE 4

MAY 2013

CRS Rice Bowl Thanks you!



Thank you for participating in the CRS Rice Bowl Lenten program of prayer, fasting and almsgiving – with special thanks to all the staff and volunteers who counted the coins

and the multiple folded bills!

We project that overall giving for this Lent will be a little over \$400,000 (which would be up about 5%).

75% of the total will be used by Catholic Relief Services overseas for development projects, and 25% will remain here for hunger-fighting projects in western Washington. Currently your Missions Office is going through about 200 grant applications (another record increase!) from parishes, St. Vincent de Paul Conferences and Catholic Community Services/Catholic Housing Services, and others.

AND... we are preparing for next Lent. CRS will be featuring Kenya, Malawi, the Philippines, Guatemala and Haiti.

Abundant God, May we proclaim the dignity of life, and celebrate the witness of your love each day. Amen.

(2013 CRS Rice Bowl Prayer)



PRF/ARF Account Adjustments for Year End Statements

Attention Parishes and Schools. If you would like to make adjustments or corrections to your PRF/ARF accounts, and want those adjustments to be reflected on the year-end statements, please get it to our office by **June 15th**. Although we will make every attempt and effort to accommodate you regarding this, we cannot guarantee that adjustments will make it onto your year-end statements if we receive them after the June 15th cut off date.

Thank you for your timely attention and cooperation!

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Parish Annual Report 2012/2013

It's May, and that means it is time to begin the
Parish Annual Report for 2012/2013!

It's a great time to get a head start, so start now!

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

The Parish Annual Report 2012/2013 is available
to download from the Archdiocese of
Seattle Archives Website Now

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

The PAR is due Friday, August 16, 2013

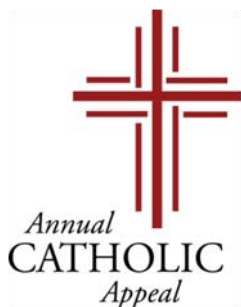
As always, we recognize that this can be a challenging project
and we want to be of assistance.
If you should have any questions or concerns, please contact

Liz Madsen in the Chancellor's Office

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ACA season has begun!



FOLLOW-UP MAILING

By now, you should have mailed out your **Pastor Follow-Up mailing** – it is critical for the success of achieving your goal to mail this letter to those in your parish who have not yet responded. If you have not mailed yours yet, please do so as soon as possible! Our office will be mailing the Archbishop follow-up letter on June 3rd so you want to make sure you leave some space between your mailing and ours.

Annual Catholic Appeal ONLINE GIFTS:

Keep the Annual Appeal website visible to your parishioners – it's working!!!

www.seattlearchdiocese.org/donate

There are more than 2,300 online gifts entered to date with an average gift of \$451! 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).

THANKS FOR ALL YOU DO!

We are here to serve and help you – call us if you need assistance: Maggie Stiles: 206-382-4274 or

Monica Lewis: 206-382-4353 or Toll Free: 800-809-4921

Benefits Billing Adjustments

Effective immediately Benefits Services will be unable to back date transactions more than two months when we receive late enrollment, termination or transfer forms. This means **we will no longer do billing adjustments for more than two prior months.** Our carriers have sometimes made exceptions for us in the past, but they can no longer do so because HRInTouch, our new benefit enrollment system, will be providing eligibility information to them. This means that you need to send enrollment forms (for the current plan year), termination forms and transfer forms to us as soon as possible after an employee is hired, becomes eligible for benefits, terminates or transfers from another location. For employees who become eligible for benefits on or after July 1 it will be important that you send the new Benefits Personnel Action Form (BPAF) to us as soon as the employee is hired so that we can set them up in HRInTouch and give them instructions to log in and enroll. As soon as you receive your benefits invoice each month please check it carefully to confirm that it is accurate and contact our office if it is not.

If you have any questions please contact Benefits Services at 206-382-4566 or 800-950-4904.

We appreciate your help with this. Thank you!



Benefits Billing Change

With the new benefits billing system, the Administrative Fee is itemized on your invoice. To book this charge, we are establishing expense account 5235 Benefits Administrative Fee for this charge. We will be updating the Chart of Accounts on the website.



Independent Organizations: Boy Scout Troops

We continue to get questions regarding the status of Boy Scout Troops. This is a confusing topic since an individual Troop's status depends on how it is organized or "chartered".

Parish Chartered Troops — a Troop that is "chartered" by the parish is considered an official parish program. As with all other parish programs, all Safe Environment policies of the Archdiocese of Seattle must be followed and the parish is responsible to ensure Safe Environment compliance. The bank account for the troop must also comply with Archdiocesan policies, e.g. account is included in the parish financial records and the pastor is a signer on the account.



Non-Parish Chartered Troops — a Troop that is not "chartered" by the parish is an independent entity and is simply using a room in the parish to meet. These troops will not participate in the archdiocesan Safe Environment Program. However, they must have a signed "Facility Use Agreement" which also states that they have met the obligations of the Charter (background checks, abuse prevention training and abuse prevention policies) in accordance with the policies of Boy Scouts of America. The troop bank account is not included in parish finances.

A "Facility Use Agreement" is available from the Office of Property & Construction

REMINDER!

If a non-profit group/entity is using a parish facility, please review the Parish Property Use Guidelines on the Property and Construction website under 'Property'. If for-profit group/entity is requesting the use of a facility, please contact the Real Estate Manager at the Property and Construction office at 206-382-4273. Thank you!

CMG Safety Corner



Catholic Mutual Group would like to take the opportunity to remind you of a few key risk management recommendations.

Summer Maintenance:

The summer months can be a great time to complete maintenance that you put off or are unable to do during the winter months. Take advantage of the dry weather to inspect building exteriors and grounds for any necessary repairs or maintenance, this includes any playgrounds. When students are not in session is an opportune time to make sure that your playground has the necessary 9-12" of cushioning around, and under, all play equipment. We recommended that woodchips be refreshed a couple of times of year, as the material can become compressed over time. Catholic Mutual has comprised the included summer maintenance checklist for schools and parishes to use as a reference guide for summer maintenance.

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Catholic Mutual . . . “CARES”

Summer Maintenance Checklist

Although parish and school buildings receive continuous care and maintenance, some maintenance and repair work can't be completed during the school year. As summer approaches, now is a good time to undertake a thorough inspection and assessment of your facilities. This will allow preplanning for needed repairs and replacement.

Safety equipment

- Check all fire extinguishers to ensure they have current inspection tags.
- Ensure fire alarm system is inspected annually by a qualified inspector.
- Ensure the fire protection sprinkler system is inspected and tested annually by a qualified inspector.
- Check and resupply first aid kits.
- Check all rooms for proper posting of evacuation plans.
- Test smoke alarms.
- Test emergency lights and battery back-up exit signs for a 1-1/2 hour period to ensure the batteries have adequate stand-by power.
- Ensure Material Safety Data Sheets (MSDS) are obtained for all chemicals.

Storage rooms

- Ensure storage rooms are clean and well organized. If the room is equipped with shelves, store heavier objects on middle shelves.
- Secure all storage shelves to ensure they cannot be pulled over.
- Ensure ladders or stepstools are available to reach material on upper shelves.

Kitchens

- Clean all stoves, hood filters, and cooking areas to ensure they are free of grease and other flammable waste.
- If so equipped, the exhaust hood extinguishing system should be inspected every 6 months.
- Ensure rubber backed mats are in good condition and placed in front of sinks and ice machines.
- Ensure release mechanism for door to cold storage room is working properly.

Bathrooms

- Ensure bathroom sinks are secured to the wall.
- Check all bathroom fixtures and plumbing. Have a qualified plumber make any needed repairs to pipes and fixtures.
- Remove and clean all “P” traps.
- Repair or replace damaged items such as toilet seats, soap dispensers, towel dispensers, electric hand dryers, etc.
- Repair or replace any damaged or missing floor covering, such as tile or vinyl.

Chemical labs

- Properly dispose of all outdated or unused chemicals each year.
- Check all storage to ensure no chemicals are stored above eye level.
- Ensure all chemical storage shelves have raised lips to prevent chemicals from falling off.
- Check to ensure safety equipment is provided and is in good condition.
 - (1) fire extinguisher
 - (2) fire blanket
 - (3) first aid kit
 - (4) eye and face wash
 - (5) chemical spill and clean-up materials
 - (6) exhaust fan
 - (7) safety goggles or glasses

Electrical

- Ensure all circuits in electrical panels are labeled and not taped in the “on” position.
- Ensure electrical panel doors close and latch properly.
- Ensure all electrical receptacles and cover plates are in good condition.
- Check for minimum 3’ clearance around electrical equipment.

Building exterior and grounds

- Inspect areas around the buildings for overgrown trees, shrubs, and plantings that are extending over roofs, sidewalks, parking areas, and entry doors. Trim as needed.
- Trim trees, shrubs, and vines to prevent damage to roofs and mortar joints and to prevent clogging of gutters and downspouts.
- Inspect roofs for worn, loose, or missing shingles, loose or damaged flashing, and the condition of gutters and downspouts.
- Clean out gutters and downspouts.
- Check exterior walls constructed of brick, stone, or block for any cracks, spilling, or mortar joint problems.
- Check buildings for peeling paint and worn or lifting wood shingles.
- Check wood siding and trim and repair/replace areas that are cracked or warped.
- Check the building foundation for cracks and moisture seepage.
- Inspect all sidewalks and make repairs as needed.
- Check all driveways and parking areas for potholes, depressions, and unusual settling and repair as needed.
- Check for any raised areas such as ramps, curbs, speed bumps and steps. Paint the perimeter with a two or three inch strip of paint to highlight the change in elevation. Areas previously painted which have faded should be repainted.
- Check all window frames and glass for cracks and repair as needed. Replace window screens in poor condition.
- Caulk areas around windows where needed.

Playgrounds

- Check equipment to be sure it is in good condition. Tighten loose bolts and check for worn or damaged equipment that should be replaced.
- Check the cushioning material (pea gravel, sand, mulch, or other suitable material). All footings under equipment should be safely covered and a 9"-12" cushioning base should be in place.
- Check the condition of fencing around the playground.
- Ensure "Adult Supervision Required" sign is posted in a conspicuous area.
- Check for tripping hazards such as roots, rocks or other environmental obstacles.
- Lubricate all moving parts on equipment.

Miscellaneous items

- Change oil in air compressors.
- Clean heating and air conditioning coils.
- Clean filters.
- Lubricate bearings and shaft.
- Clean carpets.
- Oil fan motor.
- Blow down water heaters.
- Remove and clean out P-traps.
- Check weather stripping on doors and windows.
- Check hardware on all doors to ensure they close and latch properly.
- Clean out vent piping for clothes dryer.
- Ensure all handrails are secure.
- Ensure all televisions are properly secured to movable carts.
- Paper cutters should have adequate finger guards in place.
- Check all tables, chairs and desks for missing/broken screws or rivets, missing end tabs, etc.

Buses

- Complete detailed annual vehicle safety inspection both inside and outside the vehicle. A record of this inspection must be maintained.
- Obtain a certified Department of Transportation (DOT) inspection for all buses over 16 capacity.
- Check and resupply first aid kit.
- Ensure fire extinguisher has current inspection tag.