

PARISH FINANCIAL SERVICES NEWSLETTER

Mass counts were sent out via Chancery Weekly mailing last week. If you missed it, luckily it is attached in this issue!

NOTES FROM PFS

Use tax exemption for goods purchased from a nonprofit organization holding a Fundraiser

Effective October 1, 2013, Engrossed Substitute Senate Bill (ESSB) 5882 Part XIV (Chapter 13, Laws of 2013) provides an exemption from use tax for any article of personal property, valued at \$10,000 or less, purchased or received as a prize from a nonprofit organization or library as part of a fundraising activity. *The state used to suggest to nonprofits we inform the buyer these items were subject to the use tax. Now they are actually exempt.* This exemption expires on July 1, 2017.

Church Law & Tax Report

If you have access to a publication called Church Law and Tax Report check out the article titled "Mastering Minutes for Church Business Meetings" in the September/October issue. The article has some good information on what needs to be included and, maybe more importantly, what shouldn't be included. It also confirms our policy that minutes should be maintained in a secure location. It is a short but interesting article. -Ed.

Annual Signing Authority Form

Thank you to those that have already turned in your Annual Signing Authority Forms. Archdiocesan policy requires annual reporting of your delegation of authority to sign PRF transactions, insurance transactions, etc., or of your decision not to delegate this authority. If there have been any recent PAA, Bookkeeper or Pastoral Changes, please send in a new form with your current delegation. Please note that you should return the appropriate form even if you are not delegating this authority. The completed forms should be returned to **Parish Financial Services** as soon as possible they are now past due. Please see the attached form, or you may download it at:

<http://www.seattlearchdiocese.org/Archdiocese/PFS/Forms.aspx>.

PAA Training Session

Don't forget to sign up for the second PAA Training Session on October 16, 2013. The topics will be: Human Resources, Safe Environment and Overview on the Finance Council. Fill out the form attached and return by Tuesday October 8, 2013.

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FROM THE OFFICE OF PROPERTY AND CONSTRUCTION SERVICES:



* Reminder! With the start of the new school year, Property and Construction Services developed a guidance document (Parish Assistance memo) for Archdiocesan requirements for employees and volunteers who drive a vehicle. This can be found on the Archdiocesan Property and construction website under the Safety Section: <http://www.seattlearchdiocese.org/archdiocese/Property/Safety.aspx>

* Allow a minimum of one week for the Property and Construction Office to process a small construction contract and 3 week's notice to schedule a Good Faith Asbestos Survey. Most building projects require the Survey with the exception of some exterior projects. If you need any assistance, feel free to contact us. (206) 382-4851 Toll Free (800) 809-4923 Fax (206)382-4266

THE PARISH ANNUAL REPORT WAS DUE ON AUGUST 16, 2013!

Thank you to the parishes that have already sent in the complete report. If you have not, please send the completed report **ASAP!**

ASSOCIATED CATHOLIC CEMETERIES CEMETERY DISCOUNT PROGRAM : NEW BENEFIT FOR ALL CHURCH EMPLOYEES AND PERMANENT DEACONS

Associated Catholic Cemeteries – Calvary (Seattle), Holyrood (Shoreline), Gethsemane (Federal Way), and St. Patrick (Kent) – is pleased to announce a new cemetery discount benefit that it has instituted effective July 1, 2013.

All current employees and permanent deacons of Archdiocesan parishes, schools, and agencies and their spouses are now entitled to a 10% discount off of all cemetery burial property (graves, mausoleum, and cremation burial options) as well as services and various products (burial fees, grave markers, etc.).

We invite you to take this opportunity to reflect about the value of pre-planning your Catholic cemetery arrangements well in advance of need. As Archbishop Sartain has written previously *“Our Catholic cemetery tradition testifies to the sacredness of life and our faith and hope in the Resurrection. It is a great gift that you give your family by making these decisions well in advance.”*

For information about this new benefit provided by Associated Catholic Cemeteries, please contact us at: (206)366-8834 Toll Free (888)784-8683

staff@mycatholiccemetery.org

Additional information about Associated Catholic Cemeteries is available online at www.mycatholiccemetery.org or www.nuestroscementerioscatolicos.org.



SAFE ENVIRONMENT PROGRAM 2013-2014

Please take a moment to evaluate your parish/school's Safe Environment status and plan NOW to make sure all requirements are met and maintained for the year. Planning in advance will alleviate any last-minute stress in the spring as you try to verify compliance in the Spring.

Safe Environment Verification must be submitted on/before May 31, 2014; please consider setting an earlier deadline for members of your community so there is sufficient time to meet and verify all your requirements.

Please remember that EVERY PARISH/SCHOOL must offer *Called to Protect for Parents Families* to their community each year. It does not need to be hosted on-site but you may collaborate with other parishes schools in your area but does need to be offered **before** the May deadline.

April is Child Abuse Prevention Month – please take a look at your calendar now to identify one or two ways your community can participate and increase child abuse prevention.

SEP COORDINATOR WEB CONFERENCE

If you are the SEP Coordinator for your parish or school, please consider participating in the next SEP Coordinator Web Conference on **Wednesday, October 2nd at 10:00am**. Intended for all new and existing Safe Environment Coordinators, the web conference will be an opportunity to review SEP requirements and policies. There is a 40 person limit, so please register in SETA Net to reserve your space. You must be pre-registered in order to receive the log-in information.

OCTOBER IS VULNERABLE ADULT ABUSE AWARENESS MONTH

In the Archdiocese of Seattle, October is Vulnerable Adult Abuse Awareness month. Please look for a banner on the archdiocesan website and a special page with resources and information. Many of your employees and volunteers may be taking the Safe Environment refresher course: *Protecting Our Neighbors: Abuse Prevention of Vulnerable Adults*. October would be an excellent time to ask all of your employees and volunteers to take their refresher course.

SOCIAL MEDIA POLICIES

Last Spring, Archbishop Sartain promulgated policies for the use of Social Media in all archdiocesan parishes, schools and programs. The policies can be found in *Many Gifts, One Spirit* on the Archdiocese of Seattle website at:

<http://www.seattlearchdiocese.org/Archdiocese/Policies/Documents/SocialMedia.pdf>

WELCOME JUSTIN SCHRIER!

Parish Financial Services is happy to welcome Justin Schrier, who started in September as the new Savings and Loan Assistant. Justin is a recent graduate of UW Tacoma; where he was active in student government and is a member of Our Lady Queen of Heaven Parish in Tacoma where he has served as a youth group leader. Justin is taking over the duties of Erin Karalus, who left us on September 6th. Please join us in welcoming Justin to Parish Financial Services.

CATHOLIC MUTUAL GROUP'S SAFETY CORNER:



Catholic Mutual would like to remind everyone of the importance of timely claims reporting. Sometimes, something that seems insignificant at the time can become a sizeable claim if prompt action isn't taken. In many cases, early intervention, whether it's cleaning up after a plumbing failure, taking pictures at an accident scene, interviewing witnesses, or making a simple, reassuring phone call, can mean the difference between a happy outcome and an expensive claim or even a law suit. If you are not certain whether a loss is covered by insurance, contact our office for assistance. You don't have to handle things yourself; that's what we are here for. We are always happy to answer questions, and we are a mere phone call or email away. Thank you!

Call us at 206-382-3494 or 1-800-809-4926

Email: keasley@catholicmutual.org



CONGRATULATIONS! **THE 2013 ANNUAL APPEAL HAS GONE OVER** **THE \$13.5 MILLION MARK!**

The Annual Appeal office will continue to send a campaign status report and a parish rebate status report on a monthly basis from now until the end of the campaign. You may request an individual detailed donor report at any time.

Email your requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

Annual Catholic Appeal 2014 Campaign Dates **Mark Your Calendar!**

Appeal Kick-Off Weekend - April 26/27, 2014

Presentation/Ask Weekend 1 - May 3/4 2014

Presentation/Ask Weekend 2- May 10/11 2014

Follow-up/Ask Weekend 1 - May 17/18, 2014

Follow-up/Ask Weekend 2 - May 24/25, 2014

ARCHDIOCESE OF SEATTLE **PARISH FINANCIAL SERVICES**

710 9th Ave
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

Email:
parishfinancialsvcs@seattlearch.org

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

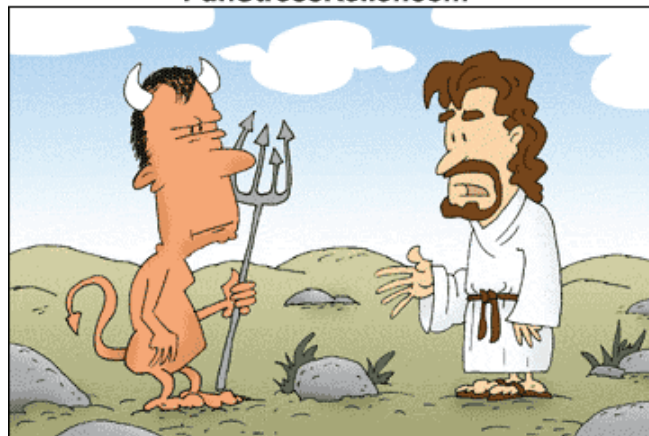
Sarah Diama: Assistant Director of PFS
(206) 382-4573
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Justin Schrier: Savings & Loan Assistant
(206) 382-4845
Erin.karalus@seattlearch.org

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

FunStressRelief.com



INTO BREAD? ... IF YOU'RE GOING TO TEMPT
IN THIS DAY AND AGE YOU CAN'T GO ALL
CARB ON PEOPLE FYI



September 16, 2013

Dear Father or Pastoral Coordinator:

The October Mass count is critical to many of the planning efforts underway in the Archdiocese. With data going back almost 30 years, we are able to see how changes in demographics, including population growth and decline as well as the economy, affect parish resources and operations. We are asking that all parishes, missions and stations take a count of attendance at all scheduled liturgies on the four weekends of October: **October 5-6, 12-13, 19-20 and 26-27, 2013**. Because of the importance of the count, we are asking that you mail, e-mail, fax or phone in your counts by October 30.

The form with this letter can be used to record and report the counts, but you are free to use your own form if you prefer, just as long as you provide all the information that is required: the day of the weekend the Mass is offered (Saturday or Sunday), the beginning time of the service, the site (if not the main parish), the language (if not English), and the total attendance.

A few reminders:

1. Count attendance separately for any parish or mission, station, satellite, campus center or other site where a Mass is regularly scheduled.
2. If there are unusual circumstances affecting attendance during these weekends (e.g., beginning of the hunting season, a parish auction, First Communion, a single Mass for the entire parish to celebrate an anniversary, etc.), please note this somewhere on the form.
3. Count everyone in the church including children, the liturgical ministers and the choir. If children are dismissed for Liturgy of the Word, the count should be taken after they return.
4. Direct the counters to **COUNT** those in church. **Please do not estimate** attendance or count half of the church and multiply by two. These counts need to be as accurate as possible.

Many parishes have found that the most effective way to go about the task of counting attendance is to assign the responsibility for the counts to a single person (staff member, parish council member, usher, etc.).

Please return the form by October 30th. You may fill out the form on-line and submit it by e-mail (marybethc@seattlearch.org) or print out the form, fill it in, and return the information by mail (710 9th Avenue, Seattle WA 98104-2017) or by FAX (206-274-3161). If you wish to use your own form or format, you may e-mail, fax or mail it to the addresses given.

If you have questions or concerns, please call me (206-382-4272 or 1-800-327-5295). **Please keep a copy of the completed form for your records.** Parishes often find that they need the information later for their own planning.

Sincerely, and with gratitude for your continuing assistance,

Mary Beth Celio
Director of Research
Office of Pastoral Planning and Research

Parish ID _____ Mission IDs (if any) _____

MASS COUNT FOR OCTOBER 2013
Catholic Archdiocese of Seattle

Please count (rather than estimate) and record the attendance at all regularly scheduled Masses on the weekends of October 5-6, 12-13, 19-20 and 26-27, 2013.

Parish/faith community: _____ City: _____

Person at the parish we can contact if we have questions: _____ E-mail: _____

If you have questions, call Mary Beth Celio at 1-206-382-4272 or 1-800-327-5295.

Weekend	Day (Saturday or Sunday)	Mass Time	Language (if other than English)	Attendance
October 5-6, 2013				
October 12-13, 2013				
October 19-20, 2013				
October 26-27, 2013				

When completed, please (1) fold, tape, stamp and mail Mary Beth Celio at 710 9TH Street, Seattle 98104; or (2) FAX to 1-206-274-3161; or (3) e-mail to marybethc@seattlearch.org.

Thank you for your assistance with this important task!

PAA TRAINING SESSION **REGISTRATION FORM**

WEDNESDAY, OCTOBER 16, 2013

10:00am-3:00pm
Isaac Orr Conference Room 10:00am-3:00pm
910 Marion St, Seattle 98104

Name: _____

Parish: _____

E-Mail Address: _____

Phone: _____

The agenda for this meeting will be Human Resources, Safe Environment and Finance Council overview.

REGISTER BY: TUESDAY OCTOBER 8, 2013

Please return this form to: Emily Lee
 Parish Financial Services
 710 – 9th Avenue
 Seattle, WA 98104

Questions, Concerns and Cancellations (please notify us of cancellations 24 hours prior to the session)

Phone: (206) 382-7316

Email: emily.lee@seattlearch.org

INCIDENT REPORT FORM

Catholic Mutual Group
710 Ninth Avenue
Seattle, WA. 98104-2017
Phone: 206-382-3494 or 800-809-4926
FAX: 206-264-2094

Parish/School: _____
Address: _____

Phone: _____
Contact: _____

Injured Person: _____ Date of Birth _____

Address: _____

Date of Incident: _____ Time of Incident: _____

Social Security Number: _____ Phone: _____

Location of Incident: _____

Description of Accident: _____

(continue on back if necessary)

Insurance: ____ Yes ____ No Insurance Company _____

Witnesses or Others Involved:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Signature: _____

(Person completing form)

(Date)

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INSURED			HOME PHONE	
ADDRESS			WORK PHONE	EXT.
CITY	STATE	ZIP	CELL PHONE	
FACTS OF LOSS				
DATE OF LOSS		TIME OF LOSS ☐ A.M. ☐ P.M.		LOCATION OF LOSS
WHAT HAPPENED?				
OTHER INSURANCE ON THE PROPERTY? ☐ NO ☐ YES WHAT COMPANY? _____				
THEFT LOSS				
LOSS REPORTED TO: ☐ POLICE (CITY) _____ ☐ SHERIFF (COUNTY) _____ ☐ STATE PATROL ☐ OTHER _____ ☐ NOT REPORTED				
CASE NUMBER		DATE & TIME LOSS REPORTED		REPORTED BY
EVIDENCE OF "FORCIBLE ENTRY" FOUND				
PROPERTY STOLEN OR DAMAGED				
DESCRIPTION – INCLUDE MAKE, MODEL, AND SERIAL NUMBERS	WHEN PURCHASED	ORIGINAL COST	CURRENT COST	FOR OFFICE USE ONLY
(CONTINUE ON BACK IF NECESSARY)				
I CERTIFY THAT ALL THE INFORMATION GIVEN ON THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.				
SIGNATURE			DATE	