



# Parish Financial Services Newsletter

Archdiocese of Seattle

## Unclaimed Property Reporting Requirement

As discussed in the February edition of the PFS Newsletter and as presented by the State at the PAA Gathering, parishes and schools are required to file annual reports with the state regarding unclaimed property. **Everyone must report by September 1, 2010.** The State is asking us to go back as far as we can and specifically back to July 1, 1998. Any payroll checks that have not been cashed or reissued and were written prior to June 30, 2009 need to be reported. Any vendor payments, stipends, facility deposits, and tuition refunds that were not cashed or reissued and were written prior to June 30, 2007 also need to be reported. If you do not have any Unclaimed Property to report, the State still requires that you file a "Negative Report."

Please be sure to verify any items that may be Unclaimed Property before you file your report. If you have payments to vendors that were never cashed, verify that no payments were made twice. With reimbursements to employees or parishioners, try to contact them directly to resolve the issue. One question that was raised at the gathering involved gifts or monies given to needy individuals. These payments DO NOT qualify as Unclaimed Property and do not have to be reported.

There are 2 ways reports can be filed: One is by downloading the free reporting software at [www.wagers.net](http://www.wagers.net) and the other is by downloading the forms from the Unclaimed Property Website at <http://ucp.dor.wa.gov/>. All reports should be filed using the parish Tax-ID number. This means that most schools and parishes will need to combine their information into one report. The State has a list of all the Tax-ID numbers and will be reporting back to us who has filed. Any parish that does not file by the September 1st deadline will be contacted by our office and any parish that does not file by the State mandated November 1st deadline will have an on-site audit by the state which may result in penalties and fees.

We encourage all parishes to file their reports as soon as possible. If you have any questions or need clarification on a specific item, please contact Nicole Beller at [nicole.beller@seattlearch.org](mailto:nicole.beller@seattlearch.org) or (206) 382-4573.



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We in PFS are happy to announce that Emily Lee will be joining us as Administrative Assistant when Andi Cyphers leaves for Minnesota. Emily has been working in the Annual Catholic Appeal processing office so she is familiar with parishes and the structure of the Archdiocese. Emily will be working with Andi part time starting on June 1 so if you get a new voice on the phone, please welcome Emily.





## Parish Stewardship—PCI Compliance New Best Practices

### **IMPORTANT INFORMATION REGARDING YOUR 2010 STEWARDSHIP OF TREASURE COMMITMENT RENEWAL MATERIALS!**

Credit card giving can represent a significant portion of your parish income and it's vital to handle your parishioners' sensitive financial information in accordance with PCI requirements. These procedures will help your staff ensure the safety and privacy of your parishioners.

#### **OPTIONS FOR HANDLING PARISHIONERS' CREDIT CARD DATA**

- Use a stand-alone dial-up terminal (POS) Point of Sale Device.  
**And/Or**
- Use a third party 'PCI CERTIFIED' service for processing Credit Card information.  
**And/Or**
- Parishioners enter their own Credit Card information directly to the website of a third party 'PCI CERTIFIED' service.

#### **USE OF THIRD PARTY 'PCI CERTIFIED' SERVICES FOR PROCESSING CREDIT CARD GIFTS**

- Companies such as Vanco, Faith Direct, QuannComm or OSV
- If entering data from a parish computer, the computer should be a designated machine separate from the parishes' network and located in a secure office.
- The parish may opt to send a letter or email to the parishioner requesting that they go directly to the website of the external service and enter their own pledge and credit card data. A link to the external service may be provided from the Parish Website.

#### **STORAGE AND SECURITY REQUIREMENTS**

- All paper records with credit card data, including commitment cards, need to be stored in a securely locked place.
- Any machine used to process the Credit Card information needs to be stored in a securely locked place
- Paper records must be shredded with a cross cut shredder at time of disposal.

\*PCI – Payment Card Industry (Credit Card Companies)

*For further information, contact Scott Bader at [scottb@seattlearch.org](mailto:scottb@seattlearch.org) (206) 903-4619 or (866) 381-2033*





## Archdiocese of Seattle

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## Addition to Scrip Policy

In light of recent issues with Scrip, we've modified the Scrip Policy in the Parish Accounting Manual Section A Page 17A as follows:

Please add:

10. When the SCRIP custodian changes both the outgoing and incoming custodian must sign the detail inventory sheet and acknowledgement of receipt.

## Substitutes and Safe Environment

When you hire a substitute teacher, you will want to verify their status of Safe Environment requirements as you would for any other newly hired employee. There is a strong possibility that they may have satisfied all Safe Environment requirements through another parish, school or Catholic Schools Department but as the employer, it is your responsibility to verify this. All schools have permission in SETA Net to verify training attendance of any substitute (provided the substitute indicated "Catholic Schools Department" as their location of service).

You will want to check:

- Do they have a current background check?
- Have they signed the policies?
- Have they completed training?

*The Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment* states that all employees of the Archdiocese of Seattle must complete training within 90 days. Compliance is evaluated based on the Hire Date in ADP (the payroll system). Therefore, if a substitute only works a few days, you may "Term" (terminate) them in ADP when they are finished. If the Termination Date is within 90 days of the Hire Date, they do not need to complete training.



## Copy Machine Security

As you might remember from our Palisades gathering, the subject of security for copy machines came up after the PCI presentation. Modern copiers have a memory that retains previous images. This link is an interesting example of why we do need to make sure our copiers are properly handled as we dispose of them.



<http://www.wimp.com/copymachines/>



Archdiocese of Seattle  
**SAFE ENVIRONMENT PROGRAM**  
Protecting the Young and Vulnerable

24 May 2010

## **REMINDER!!!**

### **ONE WEEK UNTIL SAFE ENVIRONMENT DEADLINE!!**

**PLEASE MAKE SURE ALL REQUIRED TRAINING AND  
VERIFICATION IS COMPLETED BY  
MAY 31, 2010!!**

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#### **VERIFICATION PROCESS FOR PARISHES AND SCHOOLS**

Each parish and school must submit a verification form testifying that all Safe Environment requirements have been satisfied in their parish and school:

- All employees and any volunteer with ongoing unsupervised access to minors and vulnerable adults have a cleared Criminal Background Check, have signed the abuse prevention policies and have completed their annual Safe Environment Training
- All parishes/schools have offered "Called to Protect for Parents & Families" to their community.
  - *Please remember the class does not need to be hosted on-site but the parish/school may advertise the class at another location. As long as it is offered to the community via bulletin or newsletter, the requirement has been filled.*

**The forms must be signed by the pastor, priest administrator, pastoral coordinator or principal at each parish/school and the original must be signed and returned to the Safe Environment office by May 31, 2010.** If you have any questions about the form or would like to request a new form, please call the Safe Environment Office at (206) 274-3188.

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#### **REMINDER— COMPLIANCE REPORTS!!!**

Did you know that you can pull a Compliance Report in the SETA Net Database which will show you who is "**Currently Compliant**" with their Safe Environment training and who has a "**Renewal Needed**"?? This is an excellent way to track which employees and volunteers have satisfied their Safe Environment requirements. Please see pages 79-80 in the Safe Environment Program Coordinator's Handbook for instructions and assistance with reports in SETA Net.

If you are using the "Policy Acknowledgment" field in SETA Net, you may also use this report to ensure that all Church Personnel have signed-off on the Safe Environment Abuse Prevention Policies. That field is located in the participant's profile under "Basic Info." See page 71 of the Coordinator's Handbook for more information.

NOTE: The Background Check portion of the report will assist you in determining compliance for Church Personnel who have completed a background check (or renewed background check) since July 1, 2009. See page 72 of the Coordinator's Handbook for more information.

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#### **SCHOOL ATTENDANCE NUMBERS**

In addition to the written Verification Form submitted by the Principal, each school must submit student attendance numbers for all students who participated in *Talking About Touching* and *Called to Protect for Youth*. Please see page 64 of the Coordinator's Handbook or your March Principals' Meeting Packet for instructions. All numbers must be submitted in the SETA Net Database by May 31, 2010!

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**If you have any questions, or would like assistance with the SETA Net Database, please call the Safe Environment Program at (206) 274-3188 or email us at: [sep@seattlearch.org](mailto:sep@seattlearch.org)**