

PARISH FINANCIAL SERVICES NEWSLETTER

ARCHDIOCESE OF SEATTLE

Parish Annual Report 2009-2010

The PAR deadline of August 13th is fast approaching, and I know many of you have already started working on this year's annual report. In fact, we've already received several complete reports as of July 26th! When working on the Financial Section, please keep a few things in mind:

- Make sure all of your 2009-2010 transactions have been recorded before you run your financial reports. If someone brings in a late receipt for reimbursement after the report has been completed, it needs to be recorded in the next fiscal year.
- Be sure to send in copies of your financial statements including the Balance Sheet and Income Statement by program. The financial statements have to tie to the Annual Report.
- If you send in the Financial Section early, complete the Financial Certification Page. Remember a hard copy must still be sent in with the final report and Section VII—Certification.
- The Program Summary has to balance! If you are struggling with the report not balancing, please call me (Nicole). Sometimes you just need a second set of eyes!
- CLOSE YOUR BOOKS and set the password (if available) to prevent transactions from being entered into the prior period.



Special points of interest:

- **The archdiocese has moved to a new website. Please visit us at www.seattlearchdiocese.org**
- **It's time to register for the Parish Stewardship Commitment Renewal!**
- **Important Notes from PFS on Page 4!**

REMEMBER, the PAR is due no later than **August 13th, 2010**. It is essential that we receive all the reports on time! For general questions, please contact Manny Keller-Scholz and for questions specific to the Financial Section please contact Nicole Beller.

The PAR forms can be downloaded at:

<http://www.seattlearch.org/ArchdioceseWorking/ArchivesandRecords/ParishAnnualReport.htm>

New Website—HR

As promised, the Human Resources Manager's Toolkit has been revamped and released on the new archdiocesan website:

www.seattlearchdiocese.org/Archdiocese/HR

Check it out and let us know what you think!

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Parish Stewardship

It's Time to Register!

Parish Stewardship Commitment Renewal

Effectively spreading the Stewardship message is especially crucial during this time of economic uncertainty. This year's Parish Stewardship Commitment Renewal training sessions are structured to provide the tools you need to be more effective than ever! Come and see ways to ensure your parish's successful campaign for the Stewardship of Treasure.

Registration is Free!

Meal Included

Go to - <http://www.seattlearch.org/StewardshipTraining>

Questions? Please contact Scott Bader

206-903-4619 or 1-866-381-2033

And remember - Start thinking about who your witness speakers will be!



Mission Cooperation Plan

The **Mission Cooperation Plan** is a three-year cycle which assists mission-sending societies in their appeals for funds and vocations.

Year One: The parish is asked to host for a weekend a visiting missionary or representative (approved by the Archbishop's office) for a weekend, allowing him/her to speak at the parish masses and appeal for funds.

Year Two: The parish name is given to our local Maryknoll Promotion House for possible contact by Maryknoll missionaries to do an appeal. (This is a long-standing arrangement because of the nature of Maryknoll's association with the Archdiocese and the Missions Office. Maryknoll is the U.S. Church's foreign mission society.)

Year Three: The parish is not asked by the Missions Office to welcome a mission cause. However, some parishes arrange on their own for such a visit or can contact the Missions Office for suggestions.

Parishes participating in MCP, please collect *all* donations and send your parish check to the Missions Office. Do not give funds to the speaker. The Missions Office will combine the funds from all the parishes assigned to the mission cause and will forward the collection. *The only exception to this guideline is for the Maryknoll missionaries (year two of the cycle).* The parish collection is to be given to the Maryknoll speaker and the speaker is authorized to receive any collection envelopes they may have provided. Please do not hesitate to contact the Missions Office with any questions, phone: 206-382-4580, e-mail: missionsoffice@seattlearch.org, website: <http://www.seattlearch.org/Outreach/Missions/PontificalMission/Mission+Cooperation+Plan+Participants.htm>.



Important Information About Background Checks

Please make note of the following updates and reminders...



SETA NET PARTICIPANT ID

Please include the applicant's SETA Net Participant ID when submitting

background checks. There is a spot on both the paper Background Check Form and the CICS online form to provide the SETA Net Participant ID. This will ensure that background check records are linked to the correct SETA Net Profile.

The SETA Net Participant ID can be looked up in SETA Net by searching for the participant or pulling a report for your entire location. See page 21 in the [Safe Environment Program Coordinator's Handbook](#) for more information.

DUPLICATE BACKGROUND CHECKS

In efforts to reduce unnecessary costs, we are attempting to eliminate duplicate background checks. If an employee or volunteer works in multiple locations within the archdiocese, and there is a recent background check on-file, you do not need to run another background check.

When you submit a background check for an individual that has a current background check on file at an archdiocesan parish or school, you will receive a warning message. The message will indicate that there is a current background check on-file and identify the location which ran the check. Please contact that location to obtain the results and necessary paperwork for your files.

If you receive a call from another archdiocesan parish or school, please assist them by sending them copies of the Background Check Results for their records. Thank you for your assistance.

PLEASE USE CORRECT CICS ACCOUNT TO SUBMIT BACKGROUND CHECKS

Did you know that each parish and each archdiocesan school has an online account established with CICS Employment Services? In order to track background checks properly, **please use the correct account for each background check.**

School employees and volunteers need to be submitted under the school account. Parish employees and volunteers need to be submitted through the parish account. If you typically have one staff person process all background checks for both locations, you may continue to do so. However, please have that individual log-into the CICS system under the correct account. Please see page 20 of the [Safe Environment Program Coordinator's Handbook](#) for more information.

SOCIAL SECURITY NUMBER REMINDERS

Background Checks may NEVER be submitted without a valid Social Security Number. Any background check submitted without a valid number will NOT be approved for employment or volunteer work. If a volunteer is unable to provide an accurate Social Security Number, they are welcome to volunteer but not in a capacity that requires a background check.

Please verify the Social Security Number before submitting the Background Check to CICS. We are seeing a large increase of returned background checks because the Social Security Number is not valid. The majority of these are caused by the wrong number being submitted to CICS when entered in the system. This may be due to a typo when the number is entered or simply that the number written on the form is illegible. Please verify all information before submitting the background checks.



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parishfinancialsvcs@seattlearch.org

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

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



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Notes from PFS

New PFS Website

The Archdiocese has launched a new website! On the PFS portion of the site you can find forms, past editions of the PFS Newsletter and the Parish Accounting Manual. Check us out!

<http://www.seattlearchdiocese.org/Archdiocese/pfs>

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. Please note that you should return the **Signing Authority** form even if you are not delegating this authority so we have a sample of your signature on file. Please see the attached form or you can download the form at: <http://www.seattlearchdiocese.org/Archdiocese/pfs/forms.aspx>.

Safety program for Safe Driving—Catholic Mutual

You can find the Be Smart - Drive Safe video at www.cmgdrivesafe.com. Your employees are able to choose the English or Spanish version of the program. There is a short form to fill out before the training starts and test results are e-mailed to the trainee and any additional e-mail addresses they provide.

Parish Address Changes

Holy Family Auburn
505 17th St. SE
Auburn WA 98002

Holy Family Kirkland
7045 120th Ave. NE.
Kirkland, WA 98033.

For the most up-to-date directory listings and information go to the Archdiocesan On-line Directory at www.seattlearchdiocese.org.