



PARISH FINANCIAL SERVICES NEWSLETTER

MINIMUM WAGE INCREASE

Effective January 1st, 2014, the Washington state minimum wage increased to \$9.32 an hour. Please review your employees' wages, and adjust if necessary, to be sure all employees meet this new minimum. Employers are not required to post the minimum wage poster, but **MUST** continue to post the *Your Rights as A Worker* poster which can be found here:

<http://www.lni.wa.gov/IPUB/101-054-000.asp>

IMPORTANT END OF YEAR REMINDERS!

Tax Letters:

Tax letters to your donors must be distributed by January 31st.

1099's & W-2's:

All Independent contractors who received payments totaling more than \$600 in the 2013 calendar year must be issued a 1099 by January 31, 2014. Parishes, schools and faith communities must also complete an accompanying 1096 and submit it with copies of the 1099's to the IRS.

ANNUAL TAX EXEMPT STATUS RENEWAL

By now you should have received a communication from Property & Construction Services about renewing the tax exempt status for your site. The renewal form and any additional required information is due back to the Property & Construction Services by February 1. If you didn't receive your renewal packet, please call 206- 382-4283 or 1-800-809-4923 immediately. Thank you.

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ANNUAL BUDGET LETTER

The Annual Budget Letter, which contains budget information for fiscal year 2014-2015, will be mailed to Pastors, Priest Administrators and Pastoral Coordinators on or before February 1st. If you do not receive the packet within a reasonable time, please check with your Pastoral Leader.

ANNUAL LAY PENSION BILL

The Annual Lay Pension bill was mailed on January 13, 2014. Please review the billing report thoroughly to make sure that all the information on it is accurate. If you find any information that is inaccurate, please make the necessary changes on the report to correct it. Mail a copy of the billing report along with your check to the Benefits Services Office in the envelope provided by January 31st. Please note: if you are late with your payment, your employees may lose investment earnings on the amount that should be contributed to their account. A late contribution is a serious violation of the Lay Pension Plan document and significantly increases the liability of the parish or school as well as the Archdiocese. To reimburse employees for lost earnings we will bill a late charge to locations whose pension contributions are postmarked after January 31, 2014. The late charge is a per-day percentage of the total amount due.

BACKGROUND CHECK RESULTS IN SETA NET PROFILES

We continue to get calls from Coordinators wondering why a completed background check is not showing up on the monthly

compliance reports. **Please remember to submit the correct SETA Net Participant ID # when you submit a background check.** If the ID number is not provided, there is no guarantee the system will be able to match the background check with the participant.

SEP COORDINATOR WEB CONFERENCE

If you are a new SEP Coordinator, or have not yet attended an SEP Coordinator Web Conference, please join us on **Tuesday, 4 February at 10am.**

Intended for all SEP Coordinators in archdiocesan parishes, schools and programs, new or existing, this web conference will be an opportunity to talk about Safe Environment requirements, annual verification and the SETA Net Database.

Unfortunately, the session can only accommodate 40 SEP Coordinators. **Please register online via SETA Net “Schedule of Classes”**, to reserve your space. Only the SEP Coordinators who register in advance will receive the log-in instructions for the conference.

LOOKING AHEAD....

As we begin the new year, it is a great time to check-in about Safe Environment compliance in your parish, school or organization so there are no last-minute surprises when you are trying to verify your compliance in the Spring.

How many of your employees and required volunteers have completed their annual Safe Environment training? Set an earlier deadline for your community; it will be much easier for you in the spring to verify compliance.

Do all of your employees and required volunteers have an updated background check? Please remember that background checks must be renewed every three years. Please also remember to submit all background checks with the SETA Net ID number so all background check results will be connected to the participant's SETA Net profile.

...continued...Has your parish and/or school hosted the Called to Protect for Parents and Families which is required each year? Remember, you don't have to host this class every year but simply offer it to your community. So, collaborate with your deanery; take turns hosting this training with other parishes and schools in your area!

APRIL – CHILD ABUSE PREVENTION MONTH – April is Child Abuse Prevention Month. Please look at your calendars to see what you can do in your community to highlight the importance of child abuse prevention. Resource packets will be sent out in February.

FEBRUARY PAA TRAINING: Don't forget to register for the February 19th PAA Training session covering Finances & Compliance and Catholic Mutual Group. Deadline to turn in registration forms is Tuesday February 11th! Emailing your attendance does NOT reserve your spot, please send in the form by the due date. Notify us of cancellations 24 hours prior to the session.

CATHOLIC
MUTUAL
GROUP
SAFETY
CORNER

We would like to remind everyone to please submit contracts to Catholic Mutual for review prior to executing the agreement. Don't think of the insurance as an after-thought, but as an integral part of the contract process. Remember, your signature can be legally binding and you may be agreeing to something which is not in your best interest or that of the Archdiocese. We are experienced in reading "the fine print," and we are here to assist you. If you are unsure whether or not to submit a contract for review, please do not hesitate to contact our office. 206-382-3494 or 1-800-809-4926.

ARCHDIOCESE OF SEATTLE

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2014 LEADERSHIP REGISTRATION IS OPEN!

Are you getting your share of the nearly \$3Million in Parish Rebates?

Our team is here to work with you to ensure your success! Our goal is always to improve on the previous year – we'll share new statistics and techniques to reach your parishioners to encourage them to give! **We'll discuss the booming growth of donors using electronics to give and how you can tap into your share!** Parishes who embrace ALL the best practices we have put forward WILL succeed - it's been proven in many instances when our team meets with a parish struggling to meet their goal!

We are asking that the Pastor/Pastoral Leader attend a session and the KEY person(s) who is accountable for the Appeal at your parish to attend!

Attendance is especially crucial for those who haven't attended in at least two years! We need to update you on using a QR code, email and smart phone communication, parish website links and more!

Register at www.seattlearchdiocese.org/leadership

February 21	Friday	St. Charles Borromeo, Tacoma
February 26	Wednesday	Sacred Heart, Lacey
February 27	Thursday	St. Thomas, Tukwila
February 28	Friday	Isaac Orr, Seattle
March 6	Thursday	St. Pius X, Mountlake Terrace
March 7	Friday	St. Joseph, Vancouver
March 12	Wednesday	St. Charles, Burlington
March 13	Thursday	St. Madeleine Sophie, Bellevue
March 14	Friday	Isaac Orr, Seattle

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

Appeal Kick-Off Weekend - April 26/27

Presentation/Ask Weekend1 – May 3/4

Presentation/Ask Weekend2- May 10/11

Follow-up/Ask Weekend1 - May 17/18

Follow-up/Ask Weekend2 - May 24/25

SAVE THE DATE:

**ANNUAL PAA
GATHERING**

APRIL 2 & 3, 2014

**HELD AT THE ARCHBISHOP BRUNETT
RETREAT AND FAITH FORMATION CENTER
AT THE PALISADES. DETAILS TO COME.**

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LEPERS...I HEAL LEPERS.



Memo

To: PAAs, Bookkeepers and Payroll Administrators
From: Payroll Services Office
Date: December 5, 2013
Re: **Action Needed:** Paying for the Services of Vowed Religious Members

During the transition to our new payroll system we realized that a few parishes and agencies currently use the ADP Payroll system to pay vowed religious orders for the services of their members. ***Beginning in January, 2014 you will need to pay them through accounts payable instead; they will not be paid through UltiPro.***

There were a couple of reasons for this decision. First of all, the payroll system will try to issue IRS W2 forms to everyone paid via the system, but vowed religious members should not receive W2s. The other reason is that the locations that are currently paying their Vowed Religious order members via payroll actually enter the name of the religious organization into ADP and use another field for the person's name. This would not transmit correctly from UltiPro to HRInTouch because only the name of the organization would be transmitted and not the name of the vowed religious member, so the benefit enrollment and eligibility system would not be able to identify the member.

Vowed religious members will still be tracked in the UltiPro system, but for benefit enrollment and demographic information only. They will be reported with zero hours and zero rates, and so vacation and sick leave will not accrue and cannot be tracked in UltiPro. ***This means that locations who have vowed religious members who earn vacation, sick and personal leave time will need to track the time manually and not through the payroll system.***

Thank you for your attention to this.

BSO\Projects\Current IPBS Work\Memo re Using AP to Pay VR.docx

BENEFITS SERVICES
206-382-4566
TOLL FREE: 1-800-950-4904
FAX: 206-382-3493
Benefitservices@seattlearch.org

PAYROLL SERVICES
206-274-7662
TOLL FREE: 1-800-348-9092
FAX: 206-957-8898
Payrollservices@seattlearch.org

WORKERS' COMPENSATION
206-903-4618
TOLL FREE: 1-800-457-9306
FAX: 206-382-4372
Workerscompensation@seattlearch.org

PAA TRAINING SESSION REGISTRATION FORM

WEDNESDAY, FEBRUARY 19, 2014

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 Finances and Compliance and Catholic Mutual Group.

REGISTER BY: TUESDAY FEBRUARY 11, 2014

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