

PARISH FINANCIAL SERVICES

Volume 11: Issue 4

Notice for 14/15 Budget Planning

The PRF Commission plans to reduce the interest rate on savings accounts to 4.00% from the current 4.25% effective July 1st. This is due to the continued slowing in construction projects and the extremely low returns on outside investments. Please consider this when you are preparing your 14/15 Operating Budget.

Welcome Scott Bader!

"After 19 years working as Director of Parish Stewardship I'm excited to be following in Ed William's footsteps to become the new Director of Parish Financial Services. I look forward to working with the great PFS staff and really thrilled to be able to continue to work with and serve the parishes – pastors, staff, lay leaders – in this new role for me" .-Scott Bader

From PFS: non-deductible donations

One of the out of ordinary issues we have involves "donations" made for the benefit of individuals. No matter how much we publicize this, we at PFS continue to get questions and I'm sure you get many that I never hear about. A publication called *Church Finance Today* devoted its February issue to this question and I found it very helpful. The main article addressed the requirements and operations of successful "Benevolence Programs" and a supplemental article addressed the question of handling "non-deductible" checks. Our policy is nominally that we do not accept non-deductible donations but I'm sure there have been some exceptions to that rule. This article defines the acceptable and non acceptable methods of receiving these funds. The link will take you to the site for this publication as well as the companion publication titled *Church and Tax Law Report*. While some of the information does not apply to our Corporate Sole structure, I find both very valuable resources for a relatively small subscription cost.- Ed W. <http://www.christianitytoday.org/ourbrands>

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2014 PAA Gathering: A momentous occasion

This year marked the 10th anniversary of our Annual PAA Gathering at the Archbishop Brunett Retreat and Faith Formation Center at the Palisades. Deacon Eric Paige and the wonderful staff warmly welcomed us as we started our gathering with keynote speaker Fr. Paul Magnano reflecting on his personal experiences, changes he has seen and his vision of the ministry in the future. After the presentation Fr. Magnano celebrated mass with us.

After lunch, John Eisen gave us an insightful breakdown of Lectio Divina and how to keep ministry in management. We then proceeded to our breakout sessions covering PAA roles as Facilities Coordinator with Ed Foster and Carrie Moschetti, Parish IT with Ana Kristine Torgerson, Laura Atkins and Diane Helley and HR Administrator with Matt Boswell and Terry Walter. We ended the educational portion of our day with Fr. Jack Walmesley's presentation on keeping your parish financially relevant and growing. Following our (continued on pg. 2...)

(continued...) social, we celebrated with a Dinner program recognizing PAA's with 15-30+ years of service. Pete Shepherd and John Meyer looking especially dapper in their tuxedo t-shirts, hosted the program and kept the crowd entertained while presenting the novelty gifts. During this time we also recognized the retirement of Pete Shepherd and Ed Williams.

Day two started with updates from Frank Feeman on Finances, Benefits Services with Geralyn Mirante-Marley, Payroll Services with Nicole Wright and finally the update from Mary Santi from HR in regards to the recent tax-return fraud that has victimized many Archdiocesan employees and volunteers. Our Attorney Aravind Swaminathan presented a step by step explanation of our actions tackling this issue. He was able to answer many audience questions. Ending our day we heard from Fr. David Mulholland and Leigh Stringfellow regarding our Pastoral Planning process. –Thank you to everyone that came out!

Two positions open at the Chancery: Office of Human Resources

HR Generalist (Exempt)

Collaborates with the Associate Director of Human Resources in the development, implementation, maintenance of the Archdiocesan (Chancery and Parish) human resources policies and procedures with specific emphasis on Chancery issues and concerns, and on the Archdiocesan salary administration, job description writing, job evaluation and grading, and employee on boarding.

HR Specialist (Non-exempt)

Manages the day-to-day office operations of the Human Resources Office which includes administrative and technical support to the human resources office staff. Assists with the development, implementation, and maintenance of the Archdiocesan (Chancery and parish) human resources policies and compliance with appropriate local, state and federal employment laws and regulations. Provides special projects support to the Director of Human Resources, as needed.

For full job descriptions and an application form, please visit <http://www.seattlearchdiocese.org/jobs>

Archdiocesan Records Retention Schedule Training

Dear parish administrators,

Throughout the spring and summer, Seth Dalby and Josh Zimmerman from Archives and Records Management are going to be visiting a central location in each of our deaneries to introduce the new archdiocesan records retention policies, explain how to use the retention schedule, and answer questions. The purpose of a retention schedule is to describe how long each class of parish records have to be kept and what to do with them when that period is over. Aside from freeing up storage space in your offices as quickly as possible, many of these policies have serious legal ramifications, so it is very important that at least one administrator from each parish attends these training sessions. You will be contacted in the next couple months to set up training dates. In addition, we will be offering two or three live webinars for those who cannot attend in person. If you have any questions or comments please email Seth Dalby at

seth.dalby@seattlearch.org

Mary E. Santi

Chancellor/Director, Human Resources



ATTENTION:**FACILITY MANAGER'S TRAINING SESSIONS ON THE
GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION:**

The Federal Government has adopted a new system for hazardous communication and the classification of chemicals. This system has been adopted by the State of Washington. In order to provide compliance with this new regulation, the Archdiocese will be offering two series of trainings. The first training is intended for supervisory personnel and will be through a 45 minute conference call with Pastors, PAA's and Facility Managers. The second training is intended for maintenance and custodial personnel and will occur as part of the fall Safety Training. During this time, updates to the Safety and Accident Prevention Program will be made available.

The dates, times and registration form for the sessions are being sent by e-mail to Pastors, PAA's, Facility Managers and the Chancery Weekly Mailing. If you should have any concerns or questions, please contact Nancy Guttormsen in the Property and Construction Services Office at nancyg@seattlearch.org or (206) 382-4851.

Parish Annual Report 2013-2014**Coming soon...**

It's April, and that means it is time to begin thinking about the Parish Annual Report!

The Parish Annual Report 2013-2014 will be available to download from the Archdiocese of Seattle Website in May

The PAR is due Friday, August 15, 2014

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

Archdiocese of Seattle
710 9th Ave
Seattle, WA 98104

Phone: 206-654-4655

Fax: 206-274-3110

Email: elizabeth.madsen@seattlearch.org

Catholic Mutual Group Safety corner: Events and Festivals

Summer is a popular time for festivals and other large-scale events at our parishes. For any of our parishes planning a festival, Catholic Mutual has provided a “best practices” safety checklist to help ensure the safety of everyone involved and reduce liability exposures that come along with these larger events. Please review the enclosed checklist and refer to www.catholicmutual.org for our online training course: *Safe and Successful Parish Festivals*. If you have any questions, please do not hesitate to contact our office at 206-382-3494 or 1-800-809-4926.

ARCHDIOCESE OF SEATTLE

PARISH FINANCIAL SERVICES

710 9th Ave
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

parishfinancialsvcs@seattlearch.org

Ed Williams:

Director of PFS

(206) 382-4585

edw@seattlearch.org

Sarah Diama:

Assistant

Director of PFS

(206) 382-4573

sarah.diama@seattlearch.org

Loretta Griffin:

Savings & Loan Manager

(206) 382-4501

lorrettag@seattlearch.org

Justin Schrier:

Savings & Loan Accountant

(206) 382-4845

justin.schrier@seattlearch.org

Emily Lee:

Office Coordinator/

Database Specialist

(206) 382-7316

emily.lee@seattlearch.org



**YOU'VE HEARD ABOUT IT! ... YOU'VE
THOUGHT ABOUT IT!**

... NOW JOIN THE EXCITEMENT!

Strengthened Church Yearly Workshops

**Introductory Summits
-Gets You Energized-**

NEW THIS YEAR: Offered in three different locations!

Wednesday, May 28, 2014

Summit—all summits are same program -

Sacred Heart, Lacey - 6 pm—9 pm

Thursday, May 29, 2014

Summit—all summits are same program -

Our Lady of Perpetual Help, Everett - 6 pm—9 pm

Friday, May 30, 2014

Summit—all summits are same program -

Archdiocese of Seattle, Isaac Orr Room - 9 am—Noon

Strengths Foundations – On the Path to the Strengthened Church

Understanding and Exploring Strengths

Explore Top 5 Talent themes 'strengths,' in parish ministry as well as in everyday life.

Wednesday, May 28, 2014 - Archbishop Brunett Retreat

Center at Palisades - 10 am—3 pm

Leading and Sustaining a Strengths Initiative in Your Parish

Focus on the steps of implementing and sustaining a strengths initiative in your parish.

Thursday, May 29, 2014 - Archbishop Brunett Retreat Center

at Palisades - 10 am—3 pm

**Print out registration forms at following link and send them with
check to:**

Kathy Clark

710 9th Ave

Seattle WA 98104

<http://www.seattlearchdiocese.org/Stewardship/PS/Engaged.aspx>

Safe and Successful Parish Festivals

Festivals and other large-scale events that go above and beyond the daily ministries of the Catholic Church create unique liability exposures. The Church is legally liable and ethically responsible for accidents that happen as a result of any involvement and sponsorship in these types of events. It is vital that churches and schools develop a "best practices" approach for any parish-sponsored event. Not only will this approach provide better assurance for the safety of everyone involved, it will also reduce the liability exposure associated with these types of large events.

By being aware of the "best practices" safety checklist and understanding the detailed information available in the Festival/High Risk Events Policy Manual, you will be better prepared to ensure a safer event and reduce or eliminate common claims associated with these types of events. The Festival/High Risk Events Policy Manual and the corresponding online training can be accessed through the Catholic Mutual's website.

Online risk management training is easy to access!

- Sign onto Catholic Mutual's website www.catholicmutual.org. Click on "Member Login". The user name is 0064sea and the password is service (all lower case letters).
- Click on "Login"
- Select "Online Training"
- Click on "Please click here."
- Select a subgroup – From the drop-down menu, select and click on your arch/diocese
- Select a subgroup again – From the drop-down menu, select your location
- Confirm your selection is correct
- Select *Safe and Successful Parish Festivals*
- Click on "launch course"

If you experience any trouble viewing the training courses, please contact OPUS at (913) 825-1618 or email help@opustraining.com. They will be happy to assist you.

Catholic Mutual Group
710 9th Ave
Seattle, WA 98104

Phone #800-809-4926
Fax #206-264-2094



Festival/High Risk Events - Risk Management Best Practices

Checklist

Supervision

- ☐ There is a designated Festival Chairperson (*overseen by staff person at parish/school*)
- ☐ There is a designated Supervisor for each operational area of festival (*overseen by festival chairperson*)
- ☐ There is designated Safety Coordinator to ensure all safety recommendations are met (*overseen by Chairperson*)

Vendors

- ☐ Vendor contracts/agreements have been reviewed by Arch/Diocese or CMG prior to signing
- ☐ Vendor Hold Harmless/Indemnity Agreement has been obtained by each vendor (*i.e. ride, game, food, security vendors*)
- ☐ Certificates of Insurance have been obtained from vendor with parish/diocese named as additional insured

Transportation

- ☐ Driving duties have been limited to a select number of properly screened individuals
- ☐ Drivers have taken "Be Smart - Drive Safe" online defensive driving course available on main page of CMG website www.catholicmutual.org
- ☐ Chairperson and Supervisors have taken "Church Transportation - Is It Necessary and Ministry-Based?"

Volunteers

- ☐ Are 18 years of age or older OR supervised by adult with parent permission
- ☐ Have been selected and matched to tasks according to training and/or skills
- ☐ Have a clear understanding of duties and risks associated with the assigned task
- ☐ Have been provided with personal protective equipment, if needed

Premises Safety

- ☐ Electrical cords and hoses have been rerouted, taped down or covered
- ☐ Adequate lighting has been provided
- ☐ Tent stakes and ropes have been secured
- ☐ Alternate plans are in place for inclement weather
- ☐ Emergency response procedures/evacuation plans have been developed
- ☐ Adequate number of trained security guards have been hired

Parking

- ☐ Valet parking will not be allowed
- ☐ There is adequate lighting in parking lots
- ☐ Adequate space for pedestrian traffic has been provided through parking lots
- ☐ Adequate space will be made available for emergency vehicles

Medical Services

- ☐ There is a First Aid station and supplies available
- ☐ An Automated External Defibrillator (AED) will be readily accessible
- ☐ Local police and hospitals have been notified about upcoming event
- ☐ Hand washing stations are provided

Food

- ☐ Appropriate food temperatures will be maintained
- ☐ Employees and volunteers have been informed of food-borne illness best practices

Alcohol

- ☐ Meet all State and local liquor licensing requirements
- ☐ Identification checkpoints are in place
- ☐ Colored bracelets will be provided for legal age individuals wishing to consume alcohol
- ☐ Trained bartenders will be used
- ☐ Alternate transportation will be provided for intoxicated patrons

Money/Cash Handling

- ☐ Background and credit checks will be completed on individuals working with money
- ☐ Tamper-proof of bags will be utilized
- ☐ Cash will be regularly collected from stands, alternating times and routes
- ☐ Three or more individuals will be involved in collecting cash
- ☐ Money will be counted by two or more people
- ☐ Cash will be kept in a locked safe and guarded by security
- ☐ Consideration has been given to using a ticket system

Activities

- ☐ Festival activities will not include any of the following: hot air/tethered balloons; helicopter rides; ATV rides/speed contest; gambling or liquor (when not approved by state statutes); bungee jumping; dunking booths involving individuals 21 years of age and under; or archery/firearms

Claim Procedure

- ☐ Accident Report forms on hand
- ☐ Staff is aware of claim reporting procedures

We have updated the Chart of Accounts to reflect current parish operations. The Parish Accounting Manual on the CCAS website will soon incorporate these updates. If you have any questions, please contact Sarah Dama at (206) 382-4573 or e-mail at sarah.dama@seattlearch.org.

Updates to the Chart of Accounts
Effective Date: April 14, 2014

Account	Action	Original Text	Revised Text
1265 –Doubtful Receivables	Edit	Include here an allowance for amounts due but which will probably not be collected. This account will normally have a credit balance.	Include here an allowance for amounts due but which will probably not be collected. This account will normally have a credit balance. Use in conjunction with account 6220.
1300 – Scrip Inventory	Add	None.	Value of Scrip inventory that is on hand. This should normally be recorded at cost (i.e., purchase price). Use in conjunction with account 6175 – Cost of Scrip Inventory Sold.
4120 – Building Fund Drive Revenue	Edit	Amount raised and <u>used</u> to fund new buildings.	Amount raised and <u>used</u> to fund new buildings. The unspent portion must be maintained as Restricted Revenue.
4121 – Capital Improvement Fund Drive Collections	Edit	Amount raised and used to fund major renovations or improvements to an existing building, purchase new equipment or make major repairs to capital equipment.	Amount raised and <u>used</u> to fund major renovations or improvements to an existing building, purchase new equipment or make major repairs to capital equipment. The unspent portion must be maintained as Restricted Revenue.
4350 – Scrip Sales	Add	None.	Gross amount of SCRIP sales.
6175 – Cost of Scrip Inventory Sold	Add	None.	This is the cost (normally recorded at purchase price) of Scrip inventory sold.
6220 – Bad Debt Expense	Add	None.	When using the allowance method, this is the amount required to bring up the Doubtful Receivables (account 1265) to its desired level. When using the direct write-off method, this is the amount of receivables that are determined to be uncollectable and written off the books.
6315 – E-mail	Edit	6315 - E-Mail	6315 - Internet and Web Services
6410 – Mileage Reimbursement	Edit	Cost of mileage allowance.	Cost of mileage reimbursement under an accountable plan.
6622 – Parish Stewardship	Edit	Costs of participating in the sacrificial giving program	Costs of participating in the Parish Stewardship program.
6623 – Home Mission Stewardship	Edit	6623 – Home Mission Stewardship Assessment – Cost of the Home Mission Stewardship Assessment	6623 – Parish Assistance Fund Assessment – Cost of the Parish Assistance Fund Assessment.