



The Parish Annual Report is now past due! If you have not sent in the completed report, please do so ASAP!

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Parish financial services newsletter

THIRD PARTY CHECKS through Parish Financial Services:

We've had several requests recently, so it is time for a reminder that Parish Financial Services does NOT write checks or send payments to a third party. Checks from PRF are written to the Parish. The only exception to this rule is Earnest money/ Escrow payments sent on behalf of a parish can be sent to the escrow company. Following this practice of not sending checks or electronic funds to a third party, will help you keep your books in order and keep us out of trouble with the IRS. As a general rule, the IRS requires that you issue a Form 1099-MISC to each person to whom you have paid at least \$600 in rent, services (including parts and materials), prizes and awards, or other income payments. To ensure you are following the guidelines on the IRS, checks or fund paid to others on your parish behave should come from your parish.

Also, please make sure you request your withdrawal(s) in enough time to ensure you receive your checks or electronic funds in time to send or process payment of fund to your various vendors/contractors.

Parish Financial Services will issues checks to the parish or wire funds to the parish bank. The funds will be sent out within two business days after the request is received in our office. If it is a request that has to be approved by the Property and Construction office the process may take longer depending on the information needed by them to approve the request.

STOCK AND MUTUAL FUND DONATIONS:

We are entering that time of year again and with the market gaining confidence, so does our volume of stock donations! Please notify our office when you have a parishioner interested in making a stock, mutual fund or stock certificate donation. Also, please be sure to keep the most recent version of the stock donation form available to all your parishioners and stress to them the importance of completing it and sending it to our office. The process for a few types of these donations are lengthy and your patience is appreciated when we send out the notification letters that a gift or deposit into your PRF account was made. Encourage donors to make their gift before the end of the year as Stock Certificate, Computer-share and Mutual Fund donations have a longer processing time of 4-10 weeks. The form is attached to this newsletter and also available on our website: http://www.seattlearchdiocese.org/Assets/PFS/273_PFSStockDonationForm2014.pdf Contact Emily Lee at (206) 382-7316 or Emily.lee@seattlarch.org for any questions regarding stock donations.

BANK ACCOUNT CHANGES FOR PAYROLL:

Please notify the Payroll Services office of bank account changes before your account has been closed. Our office must have 10 business days in which to change your bank account information. Once the PSO office is notified, new ACH and Bank Impound forms will be sent to you. New bank changes affect your net payroll deduction that is swept by the Archdiocese and your taxes which are swept by Ultimate Payment Services. Please make sure your location has enough funds in the old bank account to be able to sweep net payroll and taxes until you are notified by the PSO office that the new bank information is in place. Your help with this is greatly appreciated!

UPDATE ON CLAIMS REPORTING INSTRUCTIONS:

Arthur J. Gallagher Risk Management Services Reminder!

Be sure to report all Claims telephonically to Sedgwick Claims Management Services using the Call in Number (866) 471-9518. When you call in a claim be prepared to provide as much detail about the incident you are reporting. Note: this is a claim intake reporting number only. Once the claim has been reported, it will be assigned to an Adjuster who will work with the individual designated as the contact person regarding further claim details.

If you have any questions about this process, feel free to call Judy Graf (425) 586-1044 or Stephen Erni (425) 586-1002.



PARISH STEWARDSHIP

Parish Stewardship Renewal Campaign

Get Ready to

BLAST OFF!

DO THESE FOUR THINGS NOW

To Ensure a Smooth Start to Your Successful Campaign!

Everything you need is at the [Parish Stewardship/Parish Resources](#) webpage.

- 1) ***Click 'Stewardship of Time, Talent and Treasure' to download the 2014/2015 PDS files, or access 'Files for Parishes without PDS'***
- 2) *Prepare your Annual Report*
- 3) *Line up your Witness Speaker*
- 4) *Order your Bulletin Covers for Stewardship directly from Catholic Printery*

The time to prepare is now!

Questions? Please contact Steve Homiack at 206-903-4619 or 1-866-381-2033



2014 Update:

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!

The 2015 Campaign Dates and Leadership Sessions are set - Mark Your Calendar!

Appeal Kickoff Weekend - April 19, 2015
Presentation/Ask Weekend 1 - April 26, 2015
Presentation/Ask Weekend 2 - May 3, 2015
Follow-Up/Ask Weekend 1 - May 10, 2015
Follow-Up/Ask Weekend 2 - May 17, 2015

2015 ACA Leadership Training Sessions (12-3pm, lunch included)

1	February 17	Tuesday	Isaac Orr, Seattle
2	February 19	Thursday	St. Cecilia, Bainbridge Island
3	February 20	Friday	St. Thomas, Tukwila
4	February 26	Thursday	St. Charles, Burlington
5	February 27	Friday	St. Charles Borromeo, Tacoma
6	March 5	Thursday	St. Rose, Longview
7	March 6	Friday	Isaac Orr, Seattle
8	March 11	Wednesday	Sacred Heart, Lacey
9	March 12	Thursday	St. Pius X, Mountlake Terrace
10	March 13	Friday	St. Madeleine Sophie, Bellevue



Many parishes or parish schools engage in fun-runs or walk-a-thons. After an inquiry from one parish who noticed that other fun runs required participants to sign a hold-harmless, we asked Archdiocesan attorney Will Crowley to draft one for entities in the Archdiocese to use. It is attached in this edition of the PFS Newsletter.

ARCHDIOCESE OF SEATTLE PARISH FINANCIAL SERVICES

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Seattle, WA 98104

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Emily Lee:
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**The Office of Hispanic Ministry with the Co-sponsorship
of Our Sunday Visitor cordially invite you to attend:**

PARISH IN-SERVICE

**Hispanic Ministry in Catholic Parishes:
The State of the Question**

Featuring:

Dr. Hosffman Ospino



WHEN

Oct 9th, 2014

9am - 3pm

WHERE

St. Louise de Marillac Church

141 156th Ave SE, Bellevue, WA 98007

This in-service is ideal for parishes who have not yet implemented Hispanic Ministry and may be considering how to serve the Hispanic community in their area.

It is also ideal for parishes who may want to determine the next step in the development of Hispanic ministry.

REGISTRATION PORTAL

<https://adobeformscentral.com/?f=OxdNbXmcVUxbOmGYMGAcig>

About a full quarter of all Catholic parishes in the United States serve Spanish-speaking Catholics and their families.

This is part of a growing trend transforming the Catholic experience in the country.

This workshop is a unique opportunity to engage firsthand with data and analysis emerging from the recent *National Study of Catholic Parishes with Hispanic Ministry*.

Dr. Ospino, professor of theology at Boston College, served as the principal investigator for this project and he will share revealing statistics, trends, questions, transitions, and strategies to better plan Hispanic ministry in parishes and dioceses.

For more information

contact:

Isaac Govea

206-382-4825

isaacg@seattlearch.org



Archdiocese of Seattle,

710 Ninth Avenue

Seattle, WA 98104

Please print clearly • One entrant per form/copies

First Name: _____ Last Name: _____

Date of Birth: _____ / _____ / _____

Mailing Address _____ City _____

State: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

PLEASE READ AND SIGN: I know that running or walking a road race, regardless of distance, is potentially hazardous activity. I should not enter and participate unless I am medically able and properly trained. I agree and abide by any decision of a race official relative to my ability to safely complete this road race and I further agree that race officials may authorize necessary emergency treatment for me. I also understand that police protection will not be provided, and that both vehicle traffic and spectators will be present along the course and I assume the risk of running under such conditions. I further assume any and all other risks associated with participating in the event including, but not limited to illness, traveling to and from the event, falls, contact with spectators, other participants, objects on or near the course path, the effects of the weather (including temperature extremes and humidity) and the surface condition of the roads, all such risks being known and appreciated by me.

Having read this waiver and knowing these facts, and in consideration of the acceptance of my entry, I hereby for myself, my heirs, my executors, administrators or anyone else who might on my behalf, covenant not to sue, and waive, release and discharge _____ of _____, race officials, volunteers and any and all other sponsors, suppliers, agents, independent contractors and any other personnel in any way assisting or connected with this event from any and all claims or liability of any kind or nature whatsoever arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons or parties named in this waiver. This is to certify that my child has permission to compete in this event, is in good physical condition and that event officials may authorize necessary emergency treatment.

ENTRIES CANNOT BE ACCEPTED WITHOUT A VALID SIGNATURE!

Signature

Date

Signature of Parent (if Minor)

Date

HOLD HARMLESS AGREEMENT (Participant)

The undersigned agrees to release, waive, indemnify, exonerate, hold harmless, insure against and defend _____, their agents, any agency thereof, and assigns, for any claims, demands, and causes of action (including defense costs and attorney fees) arising out of or pertaining to, any loss, damage, threat, injury, or death sustained by the undersigned, the undersigned's children or family, or any and all persons, or property, and caused by any negligent act or omission whatsoever, of whatever nature or breach of duty related to the activity, program, or event identified above and/or use of federal facilities. **This release and document applies whether or not any claim, demand, action, or suite is based on, or alleged to be based on, in whole, or in part, the negligent act or omission, or similar conduct, of those parties hereby released and indemnified.**

The undersigned does hereby assume all risks and hazards incident to or attendant with participation in the activity, program, or event identified above. The undersigned hereby acknowledges that he/she possess adequate personal/family medical and hospitalization insurance coverage in case of bodily injury.

Completion of this form is voluntary, and the undersigned consciously and intelligently accepts the responsibility imposed by this agreement; however, the undersigned acknowledges failure to execute this agreement may result in the possible inability of the facility to perform or provide the service(s) requested or offered.

The undersigned acknowledges that he/she has the authority to sign this agreement as a participant in _____ or as the parent/legal guardian of a minor child participant.

Signature on behalf of Minor Child (if Applicable)

Printed Name of Minor Child

Date

DID:_____ (Office Only)

PID:_____ (Office Only)

ARCHDIOCESE OF SEATTLE STOCK DONATION FORM

INSTRUCTIONS FOR MAKING A DONATION:

1) Contact Emily Lee at Parish Financial Services at (206) 382-7316

2) **Contact your Broker to inform them of your request. They will be able to help direct you on the paper work that you need to present them to release your stock.**

3) Complete the information below, then either email, mail, or fax this form to your parish and Parish Financial Services, "Attn: Emily Lee" at (206) 382-4279.

Donor's Name:_____		Phone:_____	Fax:_____
Address:_____		City:_____	State:_____ Zip:_____
Donating # of Shares:_____	Company Name:_____		Approx. Value (if known) : _____
For:_____ Parish _____ School _____ City:_____			
<u>For the Benefit of (Please provide either number of shares, or dollar amount in the spaces provided):</u>			
Stewardship (Weekly Collections):_____, Capital Campaign (Building Fund):_____			
Annual Catholic Appeal:_____, Crozier Society:_____, Fulcrum Foundation:_____			
Catholic Community Services:_____, Planned Giving Annuity for:_____			
Other:(Org name):_____		(Amount):_____	
Other:(Org name):_____		(Amount):_____	

Please Note: Mutual Fund donations experience longer processing times. Please keep this in mind when donating at the end of the Calendar year.

Donor's Broker Firm:_____

Account Executive:_____ Phone:_____

(If you do not have an account executive, only the firm information is needed)

INFORMATION TO GIVE DONOR'S BROKER ON OUR ACCOUNTS:

*** TAX ID#: 91-0778147**

D.A. Davidson: Acct title: Corporation of the Catholic Archbishop of Seattle.

Acct Number: 11402604 **DTC:** 0361 **Acct Exec:** Miles Otoupal (425) 881-6665

(*Please use for all Mutual Fund Donations that can be transferred to an outside firm)**

OR

Bank of America: Acct title: n/o Corp Cath Arch of Seattle-Sub

Acct Number: a/c 16-100-1213370 **DTC:** 0955 **Acct Exec:** Nancy Atkinson (206) 358-0912

Thank you for completing this form. Please Mail or Fax to:

Emily Lee
Parish Financial Services
Archdiocese of Seattle
710 9th Ave, Seattle, WA 98104-2017

Fax: (206) 382-4279

*For more information on stock donations please contact (206) 382-7316 or email: emily.lee@seattlearch.org