

PARISH FINANCIAL SERVICES NEWSLETTER

HOW ONE CHURCH RECEIVED AN UNEXPECTED TAX BILL

A church in Mount Vernon, Washington, thought it didn't owe taxes. But that changed after a recent state audit, when the state said the church owed \$180,000 in back taxes and penalties, according to a TV news station.

The church charges admission to a small amusement center. All profits support the church's ministry. Previously, the church thought that since these admission fees supported the ministry, taxes were not owed. The state's department of revenue disagreed, although it lowered the amount owed to \$58,000 after reviewing the case and waived all penalties and interest if the church can commit to paying.

The church is now racing to raise the money, hoping the community and members can help cover the costs.

Michael Batts provides a comprehensive, easy-to-understand analysis of how unrelated business income, and the possible taxes owed from it, works for churches in a recent *Church Law & Tax Report* article (now offered as a download). In part of the article, he explains:

Unrelated business activities in a church may include:

- Operating a public restaurant;
- Operating a revenue-generating parking lot;
- Selling non-religious items in a bookstore (such as computers, cosmetics, and popular secular books);
- Providing administrative services to other unrelated organizations for a fee;
- Conducting travel tours that are not adequately religious or educational in nature; or
- Selling advertising in the church's newsletter.

A church is permitted to conduct an insubstantial amount of unrelated business activity. If a church engages in a substantial amount of unrelated business activity, the church could lose its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

(by Matt Branaugh and Michelle Dowell for *Christianity Today*, August 30, 2011)

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Can't open
the emails
sent from
the
Chancery?
Step by step
instructions
on pages
5-8.

After a fantastic going away party about 5 months ago, I'm finally having the good grace to go away. The past 25+ years have been a great experience. I'll never forget the many wonderful people I had the pleasure to work with both in the Chancery and in our parish communities. And, being Irish, I also won't forget the few who weren't so wonderful! I'm sure retirement will be a great adventure and I hope some of our paths cross in the future. Thanks for everything and best wishes.

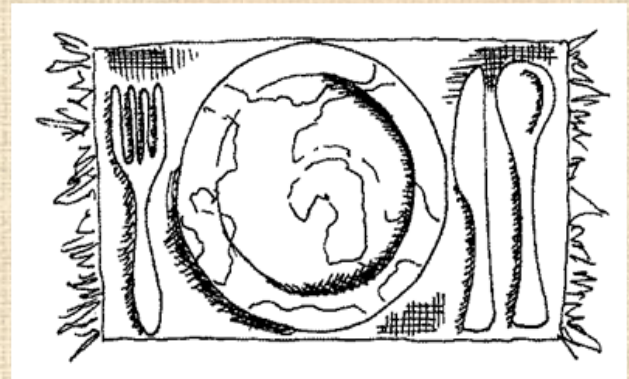
-Ed Williams

"The Eucharist commits us to the poor."
(Catechism of the Catholic Church)

'Tis the season of thanks, and we in the Missions Office wish for you to know our gratitude for being partners in the Good News work of solidarity throughout the year.

The table of the world *(Prayer by Sue Cooper of CAFOD)*

God of solidarity
 We sit around your table Lord, the table of the world,
 Hungering for nourishment, companionship and peace.
 Many, Lord, do have their fill and go to bed well-pleased,
 While others suffer want, neglect and night brings no release.
 Lead us back to the table Lord, the table of the world,
 Crying out for justice, in solidarity for all.
 Bring changes in our lives, not just empty words,
 So all enjoy creation, the good things of the earth.
 Then let us sit at your table Lord, the table of the world.
 Amen.



**MISSIONS
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**MAILING REGARDING INSURANCE
RENEWAL REVIEW**

Pastors, Priest Administrators, Pastoral Coordinators and PAA's please keep a look out for a mailing that will be sent in the beginning of December from the office of Administration and Finance to your Pastor. As many of you are aware we have made changes in our Insurance and Risk Management program at the beginning of the new fiscal year. This mailing packet will be an opportunity for you to review your property locations, values and automobiles (if applicable) and notify the Insurance Program Manager of any discrepancies or updates in time for your renewal billing. Please forward you questions to Maggie Parros at (206) 274-3120 or maggie.parros@seattlearch.org.

**PURSUE MATCHING
GIFTS**

Many employers match donations that can double parishioner donations to the parish (or part of the parish mission). Encourage your parishioners to check with their employer to see if they match gifts. Even if they wont match funds given for parish operations, they might match for an amount given to the school (or the portion of a parishioner's giving to the parish that goes to the school via the subsidy) or other particular program such as social outreach, faith formation, or capital projects. It is definitely worth the effort to pursue these matching gifts. If you have any questions feel free to call me, Scott Bader at (206) 382-4585 or email at scott.bader@seattlearch.org.



2014 Update:

Encourage Matching Gifts and end of year payments on pledges. Here are the articles you can use in your bulletin or website:

Annual Catholic Appeal Matching Gifts



Thank you to those who have already fulfilled your Annual Catholic Appeal pledge! If you would like to help maximize our rebate this year for our parish project, please check if your employer has a **Matching Gift** program. Once your gift has been paid in full, you can apply for the match per your employer's instructions. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. **Tax ID # 91-0778147**. Call 206-382-4274 if you have any questions.

Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114

Annual Catholic Appeal Year-End Payments and Donations



Any payments or new gifts you want credited to the **2014 calendar year for tax purposes** need to be in the Annual Catholic Appeal office by December 31st. If mailing in the payment, the *postmark must be stamped by Dec 31, 2014 in order to be applied in the calendar year*.

To make a payment, visit www.seattlearchdiocese.org/pp or call the Appeal office at 206-382-4274. Please do not put ACA payments in the parish collection basket. Mail directly to: Annual Catholic Appeal, PO Box 14964, Seattle 98114. Final payments for the campaign are due in April 2015.

Haven't made a gift to the Appeal? It's not too late.

Go to: www.seattlearchdiocese.org/donate

Your generous support is greatly appreciated – 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)

Registration will begin in January

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

2014 ANNUAL LAY PENSION PREVIEW REPORT

The 2014 Annual Lay Pension Preview Report was mailed on November 14th. This is an opportunity for you to review the hours and earnings being reported for your employees and correct any errors prior to processing your last payroll for 2014. Please review the report thoroughly to make sure the information on it is accurate.

Pay group 1 – Data are pulled for the last pay check in October (Pay Date 10/21/14). The last pay check paid in October was for hours worked through 10/11/14.

Pay group 2 – Data are pulled for the last pay check in October (Pay Date 10/28/14). The last pay check paid in October was for hours worked through 10/18/14.

Cemeteries - Data are pulled for the last pay check in October (Pay Date 10/31/14). The last pay check paid in October was for hours worked through 10/25/14.

happy thanksgiving



GRACIOUS loving god, we give you thanks for the incredible blessings you give us each day. thank you for your unconditional love and help us to share that love with others.

ARCHDIOCESE OF SEATTLE

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PARISH STEWARDSHIP

Parish Stewardship Renewal Campaign Follow Up - Quick Reminders

- *Make sure you've mailed follow-up letters to parishioners who have not yet returned a commitment renewal pledge card.
- * Remember to thank those who have returned a pledge card by sending them a 'thank you' letter and/or posting a flyer in your bulletin listing ALL names of those who have returned a pledge card.

As Thanksgiving is upon us, the stewardship office wishes to thank you for your commitment to stewardship and for your efforts in this year's campaign. We appreciate you and wish to extend to you and your family a blessed Thanksgiving holiday.

Should you have any questions, please don't hesitate to contact us at

parishstewardship@seattlearch.org.

Archdiocese of Seattle Secure Web Mail

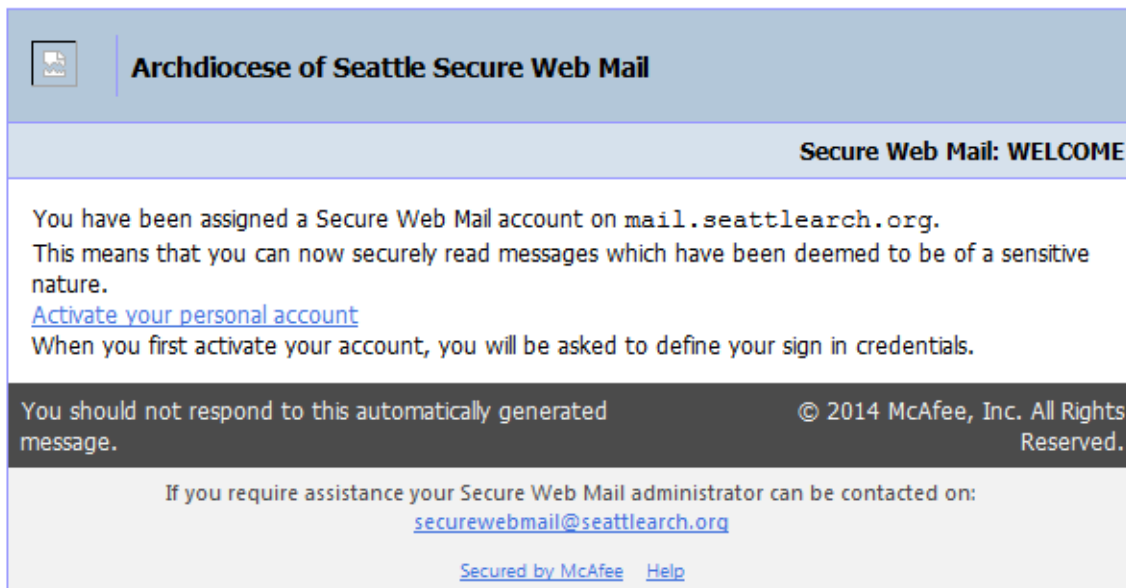
In order to protect the personal and financial information of Archdiocesan employees, volunteers, students, and others who do business with us, we have implemented encryption requirements on email messages leaving our mail server. If a message is sent which contains privileged or confidential information, the message must be transmitted in an encrypted form.

If your incoming mail server supports TLS (Transport Layer Security; a form of encryption commonly used when exchanging secure information across the internet), you will not see any change in how email messages are sent and received with Archdiocesan Employees. However, if our mail server is unable to establish an encrypted connection to yours, you will instead receive a message notifying you that a secure email has been sent. This message will contain instructions for how to access the information you were sent.

If you have not previously created a Secure Web Mail account, the first message you receive will be a welcome notice. Depending on how you view your email (on your phone, via a web browser, in Outlook, in Thunderbird, etc.), the message may be slightly different in appearance, but will look similar to the below, and will contain the same information.

Click on the Activate your personal account link (in blue text in the email message) to set up an account on the Archdiocesan Secure Web Mail server.

If you are using Windows 7, please be aware that you may need to access the Secure Web Mail site using the latest version of Firefox, Safari, or Chrome. Errors may occur when using Internet Explorer and Windows 7.



A web browser window will open, and will prompt you to enter a password and complete account setup. Please note that passwords must have a lower case character, upper case character, a number, and a special character (@, !, %, etc). Passwords must also be a minimum of 8 characters in length.

After you activate your account for the first time, when a secure email message is received, you will receive a notice like that below each time a new secure message is received.

Archdiocese of Seattle Secure Web Mail

Secure Web Mail: Tests2

You have a Secure Web Mail message from Ana.Torgerson@seattlearch.org .
A copy will be stored on mail.seattlearch.org for 30 days, then will be removed.
[Read Message](#)
You will be required to sign in to read this message.


You should not respond to this automatically generated message.

© 2014 McAfee, Inc. All Rights Reserved.

If you require assistance your Secure Web Mail administrator can be contacted on:
securewebmail@seattlearch.org

[Secured by McAfee](#) [Help](#)

Clicking on the Read Message link (in blue text in the email message) will open a web browser window, and take you to the Archdiocese of Seattle Secure Web Mail page.


Archdiocese of Seattle Secure Web Mail
?

Language: English

Email address:

Password:

[Forgotten your password?](#)

Sign In

[Disclaimer](#)

Enter the password you created previously, and click Sign In. If you have forgotten your password, click on this link to be sent instructions for resetting this information.

You'll be taken to your secure web mail box.

Archdiocese of Seattle Secure Web Mail

Mailbox (2)

☐ Delete
☐

☐ Torgerson Ana Kristine
Test Attachment (Kris Torgerson Date of birth: 11/5/90 Medical conditions: arthritis Ana Kristine Torgerson Information Services Group ...
11:19

☐ Torgerson Ana Kristine
Test Encrypted (Kris Torgerson Date of birth: 11/5/90 Medical conditions: arthritis Ana Kristine Torgerson Information Services Group ...
11:12

1-2 of 2
Display: 50 per page

Click on a message to open it.



If the message contains an attachment, it will be linked directly below the To: field. Clicking on the link (circled in red below) will open the attachment.

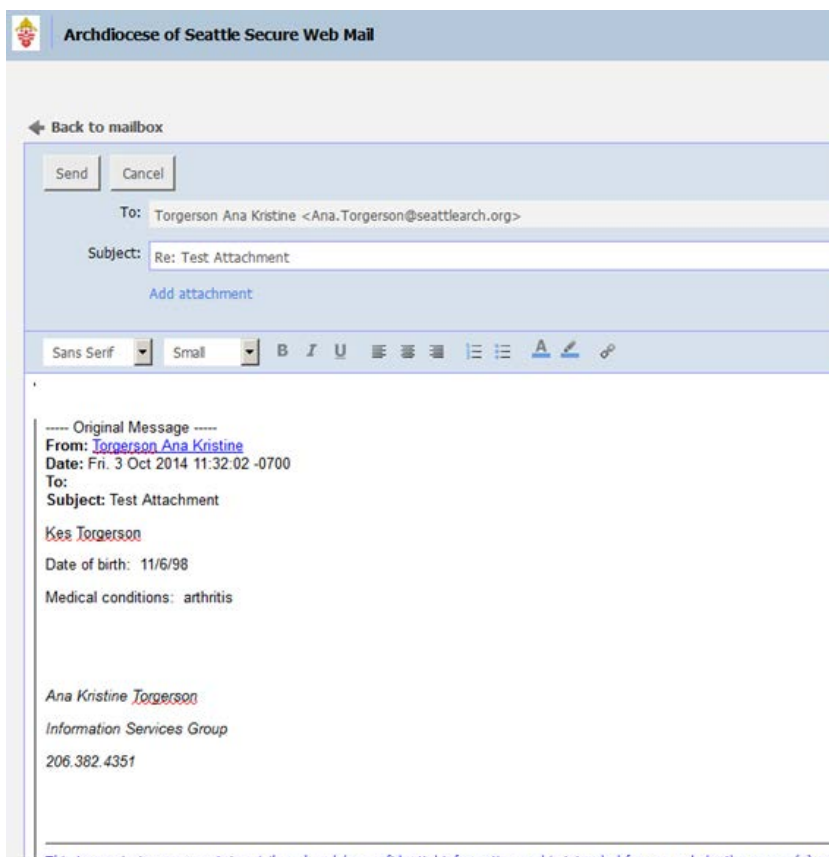


Depending on what type of file is attached and how your computer is configured, the attachment may open another software program.

To reply to a secure message, click the reply button (circled in red below).



A reply window will open, as below.



Type your response as desired, clicking the “Send” button when finished. Your response will be sent to the message sender in an encrypted form.

Please be aware that responses cannot be sent to anyone other than the message sender, and messages may not be forwarded to other addresses.

If you have questions or concerns, do not hesitate to contact the Archdiocese of Seattle – Chancery Help Desk at 206.382.4351 or helpdesk@seattlearch.org