

August 2010

Special points of interest:

- There are multiple "Engaged Church" workshops available in October. Reserve your spot by August 31st!!
- The Parish Annual Report is now **PAST DUE!** Please submit your report **ASAP!**
- Unclaimed Property reports must be filed by **September 1st!**

Inside this issue:

Parish Stewardship—Engaged Church Workshops	2
Parish Annual Report	2
Safe Environment Updates	3
Notes from PFS	3
Unclaimed Property Requirements	4
Safe Environment Training Requirements	5—6

Parish Financial Services Newsletter

2010 Annual Catholic Appeal

2010 Annual Catholic Appeal Wrap Up

It is not too late to request an updated donor report from the Appeal office to spend some time reviewing the names on the summary reports you sent to us and compare them with the reports we have been sending you throughout the campaign. Most of the previously submitted adjustments, omissions and corrections have been made. Email us at aca@seattlearch.org if you have adjustments that need to be made. Please put in the subject line: Parish reports.

Parish Updates

Many of you should have received an email from Joy Eugenio, database coordinator, regarding the importance of Parish Updates. Please take the time to read the email and if you have any questions, please contact her at parishupdates@seattlearch.org or 206-748-7999.

Thank you for all the hard work and successes during the 2010 Annual Catholic Appeal!

2011 Campaign Dates -

As you may know, Easter is April 24, 2011. We have adjusted the Appeal dates accordingly:

Announcement Sunday - May 1, 2011
 Education Sunday - May 8, 2011
 Commitment Sunday - May 15, 2011
 Follow Up Sunday - May 22, 2011

Thank You! Rick, Monica, Marilyn and Joy



Build Hope Collection 2010

The Build Hope collection, supporting the Catholic Campaign for Human Development and the Catholic Communication Campaign, takes place the weekend of **September 11th-12th**. Nationally and locally, these campaigns fund human development projects for the poor and modern communications efforts to spread the Gospel.

Parish staff: please send your parish check, with "Build Hope" referenced in the memo, to the Missions Office at 710 9th Ave Seattle WA, 98104. We ask that you please do not combine checks. Do not hesitate to contact the Missions Office with any questions, (206) 382-4580 or www.seattlearch.org/buildhope.

Thank you!
 Missions Office staff

Parish Stewardship

Engaged Church Workshops

Registration Deadline is August 31st!

Capacity is limited! If you wish to participate, please respond promptly!

[Registration Forms](#) to print and return with payment are available online.

For additional information, contact [Scott Bader](#).

Parish Engagement

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

Knowing and Leading Parish Engagement TWO DAY WORKSHOP

Pastors, parish staff and lay leaders will learn the dynamics of engagement and specific actions, that when implemented, will increase parish-ioner engagement.

Monday, October 11th - Tuesday October 12th
9:00 AM – 4:00 PM
St. John the Baptist Church, Covington

Knowing and Leading Parishioner Strengths TWO DAY WORKSHOP

Participants will leave fully equipped to serve as 'strengths advocates' and lead small groups within the parish.

Wednesday, October 13th - Thursday, October 14th
9:00 AM – 4:00 PM
St. John the Baptist Church, Covington

Strengths & Engagement General Session Summit

Learn how The Engaged Church program increases parishioner engagement in every area of parish life. This introductory session is for everyone who is new to The Engaged Church and wants to learn more.

Friday, October 15th
9:30 AM – 3:30 PM
St. John the Baptist Church, Covington



Parish Annual Report 2009/2010

The parish annual report was due on August 13th, 2010. Thank you to everyone who submitted the report on time! Those of you who have not, please get it in ASAP!!!

SAFE ENVIRONMENT PROGRAM: 2010-2011 FALL PROGRAM MATERIALS

Attached to the PFS Newsletter, please find the 2010-2011 *Training Requirements* outlining the training requirements for the Archdiocese of Seattle. You will also find the *Log-on Instructions for Ar-matus Online Training*, which may be distributed to your employees and volunteers as needed in order to ensure compliance with the Safe Environment Program.

A Fall Safe Environment Packet will be sent to the Safe Environment Coordinator in the next week. However, here are a few reminders about the Safe Environment Program:

- All training must be completed and verification submitted to the Safe Environment Office by May 31, 2011. You are encouraged to set earlier training deadlines locally to ensure that you can meet the archdiocesan compliance verification deadline.
- Please remember that every parish and school must offer the course *Called to Protect for Parents & Families* to the community each year. You are encouraged to collaborate with other parishes/schools in your area and co-host one training that multiple locations can promote.
- If your community does not have a certified *Called to Protect* trainer, please identify someone in your community who can attend a Train-the-trainer session. The first session is September 15 & 22. Information and Application will be included in the Fall Packet.

A complete packet of Safe Environment materials will be sent to the Safe Environment Coordinator at every parish & school. You may find additional resources and forms in the SETA Net Database under "Forms/Articles", in the Manager's Toolkit and in the Safe Environment Program Coordinator's Handbook. If you have any questions, please call the Safe Environment Office at (206) 274-3188 or sep@seattlearch.org



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>

PRF Withdrawal Request Forms

PLEASE fill out all withdrawal requests COMPLETELY. We are receiving a lot of withdrawal requests with either just a signature, with no parish name, parish ID, or signer name; or a request to wire the funds with no bank and/or acct info. Incomplete forms can cause significant delays and a completely filled out request will facilitate timely receipt of funds requested.

Parish Appraisals

We are currently in the process of completing appraisals at all parish locations. You may be contacted by Suncorp to schedule a time for a parish site visit. If you have any questions, please call Emily Lee or Ed Williams.

ADP Client Services

When contacting ADP for any reason, please call 1-866-257-5150. This number will reach a group of individuals with knowledge of Archdiocesan related payroll issues.



ARCHDIOCESE OF SEATTLE

Parish Financial Services
710 9th Avenue
Seattle, WA 98104

Phone: (800) 422-5417
Fax: (206) 382-4279
E-mail:
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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Unclaimed Property Reporting Requirements

A reminder to everyone that Unclaimed Property Reports must be filed by **September 1, 2010**. The State is asking us to go back as far as we can and specifically back to July 1, 1998. Any payroll checks that have not been cashed or reissued and were written prior to June 30, 2009 need to be reported. Any vendor payments, stipends, facility deposits, and tuition refunds that were not cashed or reissued and were written prior to June 30, 2007 also need to be reported. **If you do not have any Unclaimed Property to report, the State still requires that you file a "Negative Report."**

Please be sure to verify any items that may be Unclaimed Property before you file your report. If you have payments to vendors that were never cashed, verify that no payments were made twice. With reimbursements to employees or parishioners, try to contact them directly to resolve the issue. One question that was raised at the gathering involved gifts or monies given to needy individuals. These payments DO NOT qualify as Unclaimed Property and do not have to be reported.

There are 2 ways reports can be filed: One is by downloading the free reporting software at www.wagers.net and the other is by downloading the forms from the Unclaimed Property Website at <http://ucp.dor.wa.gov/>. All reports should be filed using the parish Tax-ID number. This means that most schools and parishes will need to combine their information into one report. The State has a list of all the Tax-ID numbers and will be reporting back to us who has filed. Any parish that does not file by the September 1st deadline will be contacted by our office and any parish that does not file by the State mandated November 1st deadline will have an on-site audit by the state which may result in penalties and fees.

A few tips on completing the report:

The following fields can and should be left blank:

Washington Holder Number

Sequence Number

Date & State of Incorporation

UBI Number (unless the parish has one assigned)

We encourage all parishes to file their reports as soon as possible. If you have any questions or need clarification on a specific item, please contact Nicole Beller at nicole.beller@seattlearch.org or (206) 382-4573.



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

All Church Personnel* are required to complete annual Safe Environment training as outlined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment.

PLEASE NOTE: All training requirements must be fulfilled by May 31, 2011. However, since Verification of parish & school compliance must also be received on or before May 31, 2011 in the Safe Environment Office, you may want to set an earlier local deadline for your employees and volunteers in order to meet the Verification deadline.

2010-2011 TRAINING REQUIREMENTS

⊕ ALL NEW CHURCH PERSONNEL*

All new Church Personnel are required to complete *Called to Protect for Ministries* **within 90 days of beginning service.**

- ~ Once *Called to Protect for Ministries* is completed, no other training is required until after July 1, 2011.

⊕ ALL RETURNING CHURCH PERSONNEL*

All returning Church Personnel, who have completed *Called to Protect for Ministries* in a previous year, must complete one safe environment training update in the *Armatus* program.

- ~ The *Armatus* program is an online training system which allows participants to take the class at their convenience, from any computer with internet access.
- ~ Training must be completed by May 31, 2011.

⊕ ALL PARISHES & SCHOOLS

Each parish and school **must** offer *Called to Protect for Parents & Families* to their community.

- ~ This may be offered in collaboration with other parishes or schools but **MUST** be made available and advertised to parents in the community once a year.
- ~ This class must be held separately from *Called to Protect for Ministries* and must be offered before May 31, 2011.

⊕ ALL SCHOOLS

Safe Environment Training in Catholic Schools:

- ~ Pre-Kindergarten through Grade 3 will complete *Talking About Touching*.
- ~ Grade 7, Grade 9 and new high school students will complete *Called to Protect for Youth*.
- ~ Verification of all children & youth training is due on May 31, 2011.

* Church Personnel is defined as all clergy, all employees and any volunteer with ongoing unsupervised contact with minors & vulnerable adults.



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

Log-on Instructions for *Armatus* Online Training



Log into SETA Net (Safe Environment Training Database):

- On any computer with internet access, go to www.seattle.setanet.org.
- Click "My Obligations".
- Enter your First Name, Last Name and Street Address (**do not include city, state, zip**).
- Click "Submit".

Review your personal information and update your profile as necessary:

- Please make sure that all locations at which you work or volunteer are identified.
 1. Example – If you volunteer at your parish AND at your child's school, please make sure both locations are identified.
 2. If you work/volunteer at a new parish or school, please make sure to add the new location to your profile.
- Verify accuracy of address and email address.
- Click button that says "Update Information and Continue".

Class Assignments:

- ***You only need to complete ONE class each year to satisfy your training requirements.***
- This course will be listed in the section titled, "Classes You Are Currently Required to Take."
- Click the class title of the course you are required to take.
- Write down the logon and password that is assigned to you.

Take Online Course:

- Click link below logon/password that says, "Click Here to Open Praesidium Logon Window"
- This will open a new page and send you to the Armatus webpage.
- Log-in using the logon/password given to you in SETA Net.
- Complete Course.
- Your SETA Net profile will be updated within 48 hours of completing the online course.

If you need assistance logging-into the system, it most likely has something to do with the address stored in the database. Please see your local parish/school coordinator for assistance.