

MERRY CHRISTMAS FROM PARISH FINANCIAL SERVICES

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CHANCERY HOLIDAY HOURS: CHRISTMAS & NEW YEARS

The Chancery will be closed:

- Friday Dec 19 (limited afternoon hours)
- Tuesday Dec 23 (limited afternoon hours)
- **Wednesday Dec 24-Friday Dec 26th**
- Wednesday Dec 31st (limited afternoon hours)
- **Thursday January 1, 2015**
- **Friday January 2, 2015**

Quick message from the Parish Revolving Fund:

* If you would like your PRF deposits reflected in your December 2014 statement summary, it must be at our office by 11am on Wednesday December 31st.

December 2014				
Mon	Tues	Wed	Thurs	Fri
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2

WASHINGTON STATE MINIMUM WAGE INCREASE ON JANUARY 1, 2015

Washington's minimum wage will increase \$.15 to **\$9.47** per hour beginning January 1, 2015. This reflects a 1.59% increase over the current minimum wage of \$9.32. Please ensure that all employees meet the new minimum. If you have any questions or concerns, please contact Matt Boswell, Assistant Director of Human Resources, at (206) 264-2083 or mattb@seattlearch.org.

IRA CHARITABLE DONATIONS

The provision that allows donors, 70^{1/2} or older, to donate as much as \$100,000 a year from their individual retirement accounts directly to eligible charities without having to include any of the transfer as part of their gross income has been reinstated this year retroactive to January 1, 2014. This reauthorizes the IRA charitable rollover through December 31, 2014 and the transfer must be made directly from the IRA to the organization. We know this is a limited window of time but please contact our office if you have any questions or refer your donors to our office. Emily Lee at (206) 382-7316 Emily.lee@seattlearch.org or Scott Bader (206) 382-4585 scott.bader@seattlearch.org

ANNUAL LAY PENSION BILL

The Annual Lay Pension bill will be mailed on January 13, 2015. 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 31, 2015. 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, 2015. The late charge is a per-day percentage of the total amount due.



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 and use your debit or credit card for immediate processing. 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.

If you would like to donate stock, call 206-382-7316 or 800-422-5417.

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!

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 Annual Catholic Appeal 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

2015 ACA Campaign Material Order Site is open –

An email was sent to all parishes on Dec. 11th with instructions. If you did not receive this email, please contact us at aca@seattlearch.org to request instructions.

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

ARCHDIOCESE OF SEATTLE

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Justin Schrier:
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 (206) 382-4845

Emily Lee: Office Coordinator/
 Database Specialist
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From Property and Construction Services:

We welcome Robin Marshall, as the new Administrative Assistant in the Office of Property and Construction Services.

Our recent Parish Financial Operations Reviews have shown that many parishes that have credit cards do not have a written credit card policy in place. Below is a sample credit card policy for your reference. If you have any questions, please contact Scott Bader or Sarah Diamma.

PARISH CREDIT CARD POLICY

Regular, full-time employees may be issued a business credit card with written approval from the Pastor. Any credit card the Parish issues to an employee must be used for parish business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed by the Parish. To be eligible for a corporate credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the Parish, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The Parish credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card.

Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges.

Misuse of a Parish credit card for these, or any other type of unauthorized transactions in violation of this policy, i.e., incurring financial liability on the Parish's part that is not within the scope of the employee's duties or the employee's authorization to make parish business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Parish via deductions from pay until the unauthorized amount is fully repaid.

Each card will be limited to a maximum of \$x. Increases to the established maximum may be made on a case-by-case basis with written approval by the Pastor.

Lost or stolen cards must be reported immediately to the Pastor, or PAA.

Parish credit card expenditures must be reconciled and submitted with original receipts to the PAA within 10 business days of the statement date. Undocumented expenditures will, in accordance with IRS regulations, be considered compensation and will be included on the individual's W-2 or 1099. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

I have read the Parish credit card policy and I understand that personal or unauthorized charges, cash transactions or failure to provide original receipts on a timely basis, or other violations of this policy may result in withdrawal of the card and withholding from my pay of any unauthorized amount.

Employee Cardholder

Date