

PARISH FINANCIAL SERVICES

NEWSLETTER

Volume 12, Issue 5

PARISH REVOLVING FUND INTEREST RATE CHANGES

After considerable research, thought, and deliberation, the Parish Revolving Fund Commission of the Archdiocese has recommended a change in interest rates for both loans and savings accounts with the Parish Revolving Fund.

After consultation with the Archdiocesan Finance Council, Archbishop Sartain has approved the recommended changes to be **effective July 1, 2015:**

- **PRF savings rates will automatically drop to 3.25%..**
- **Parishes will have their loan interest rates – both current loans and future loans – drop to 5.5%.**

The following factors are motivating this change:

First, the PRF wants to support and encourage borrowing for important capital projects in our parishes.

Second, the PRF wants to align our rates more closely to market rates while ensuring long-term stability for parish planning.

In order to be able to utilize the lower rate on loans, parishes will need to sign new loan agreements, based on the balance of your PRF loan (principal and interest) at the end of the 2014-2015 fiscal year. We will send you a new loan agreement in early-mid July for your pastoral leader to sign and return to the PRF office.

If your parish PRF accounts include accounts for the school or cemetery, we would ask if you would please forward this information to the appropriate person in your parish school or cemetery who deals with those accounts.

If you have any questions, please don't hesitate to contact Scott Bader (about the overall change), ScottB@seattlearch.org 206.382.4585 or Loretta Griffin (about the mechanics or paperwork).

lorettag@seattlearch.org 206.382.4501

PARISH REVOLVING FUND NOTICES:

Beginning about July 10, the PRF office will begin to send out new loan agreements based on the balance of your PRF loan (both principal and interest) at the end of the 2014-2015 fiscal year.

Please note that this loan agreement will be sent to the attention of your pastor/priest administrator/pastoral coordinator, so you may want to be on the look out for the document to ensure it gets signed and returned as soon as possible.

The new loan agreement will be effective once we receive the signed agreement.

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Parishes that need to make adjustments and/or corrections before year end, need to have their request in our office on or before **June 15th**. We cannot guarantee your request will be processed in time to be reflected on your year-end statements if we don't receive it by June 15th.

PARISH ANNUAL REPORT IS ONLINE!

It might be tempting to ignore the fact that the Parish Annual Report forms are now available, because, after all, the fiscal year does not end until June 30th.

However, now is a good time to begin to get some of the other, non-financial ‘ducks lined up’ so that they do not delay your Parish Annual Report.

For instance, review what information you might need from your school, faith formation program, or youth ministry program, in the event that the staff in charge of those programs are gone this summer, you can ask them for that information now.

If you are newly responsible for the Parish Annual Report this year, now is the time to check out what is required in the annual report at:

<http://www.seattlearchdiocese.org/Archdiocese/Chancellor/PAR.aspx> .

OFFICE OF PROPERTY & CONSTRUCTION SERVICES:

CONTRACTS AND CHARTERED TROOPS

Contract and Agreement Processing

There are two changes that will be **effective June 1, 2015**.

*Archdiocesan Signature – If the agreement requires Archdiocesan signature, the contract or agreement must be received by Property and Construction Office by Tuesday at Noon. It will be signed and returned by Friday at Noon. Agreements received after that time frame will be signed and returned the following week no later than Friday at Noon. Keep in mind if the agreement is missing items or a Good Faith Asbestos Survey has not been completed, this may extend the signature time for the Archdiocese. The policy for when the Archdiocese signs an agreement is on the Archdiocese Website under the Property Page, Forms and Contract.

Only one contract original is needed. If this agreement will need Archdiocesan signature, return the original to the Property and Construction Office for signature. Once signed, a copy will be returned to the parish/school or archdiocesan agency and the contractor.



Independent Organizations: Boy Scout Troops

We continue to get questions regarding the status of Boy Scout Troops. This is a confusing topic since an individual Troop's status depends on how it is organized or “chartered”.

Parish Chartered Troops — a Troop that is “chartered” by the parish is considered a parish program. As with all other parish programs, all Safe Environment policies of the Archdiocese of Seattle must be followed and the parish is responsible to ensure Safe Environment compliance. The bank account for the troop must also comply with Archdiocesan

policies, e.g. account is included in the parish financial records and the pastor is a signer on the account.

Non-Parish Chartered Troops — a Troop that is not “chartered” by the parish is an independent entity and is simply using a room in the parish to meet. These troops will not participate in the archdiocesan Safe Environment Program. However, they must have a signed “Facility Use Agreement” which also states that they have met the obligations of the Charter (background checks, abuse prevention training and abuse prevention policies) in accordance with the policies of Boy Scouts of America. The troop bank account is not included in parish finances.



SCHOOL FINANCES BEST PRACTICES:

Working with the **Office for Catholic Schools**, we are suggesting some best practices to help increase the knowledge and understanding of school financial information and also to help encourage smoother relationships between the school and parish.

Many of our parishes and schools do these practices already – one reason we are recommending these best practices:

-At the end of the fiscal year, as the school budget is closed, the principal and the school budget team/school commission should make sure there is alignment of the school costs centers to the chart of accounts, using the indices of vitality financial template and review the school roll up report that goes into the Parish Annual Report, and the principal should sign off on this submittal – by August 1. (Remember, the Annual Report is due on August 15!).

-When the Parish Annual Report is completed, share a copy of the Annual Report with the principal as a check to verify accuracy of the School portion, and ask the Principal (as well as, of course, the pastor and PAA) to sign off on the Parish Annual Report to show consensus of accuracy before submitting the Annual Report.

-schedule quarterly meetings between the pastor, principal, PAA/Business Manager, and bookkeepers to review and monitor the patterns and trends of the school budget.

To review the financial procedures for schools, please visit and download:

<http://www.ocsw.org/files/uploads/3669/Indices%20of%20Vitality%20PPT%20May%207,%202015.pdf> Thank you!

CHANGES IN CURRENT PRACTICE CONCERNING EXEMPT SCHOOL PROPERTY USE BY THIRD PARTIES

See below for clarification and change of procedures for outside vendors providing services on school property, including Teachers who provide after school hours tutoring !! Keep the offerings educational !! It continues to be the responsibility of the principal to be sure that all vendors are in compliance and meet all current archdiocesan requirements for Safe Environment and Background Checks currently in place to assure the safety of the students.

Here are the relevant excerpts from **WAC 458-16-270(6)(d)** that allows exempt school property to be used by third parties:

(6) Examples of uses that do not nullify the exemption. In order to clarify the property tax exemption for schools and colleges, this subsection describes and gives examples of the types of use by third parties not entitled to a property tax exemption that do not nullify the tax exempt status of property owned or used by or for a school or college. The following examples should be used only as a general guide. The tax results of other specific situations must be determined after a review of all of the facts and circumstances. In the following examples, as long as any rent or donation associated with the use is reasonable and does not result in net income to the school or college, the exemption is not affected. (continued on page 4..)

(...) (d) Exempt property is used by third parties for educational or instructional programs, such as private instruction, tutoring, driving instruction, English as a second language or other language courses, examination preparation, or other similar programs. These programs are consistent with the educational programs of the school or college and the property remains exempt as long as the property use is contracted for and permitted by the school or college and the uses are consistent with the educational programs of the school or college.

“Net income” is defined in WAC 458-16-165 as rent that exceeds maintenance and operation expenses on the portion of the property being rented.

Stewardship & Development

FREE Workshops & Lunch!

This June, the Stewardship & Development office is bringing in 2 key partners to help our parishes drive and improve communications as we journey together to grow the engaged Church! We hope that you will take advantage of these wonderful opportunities to learn about some specific best practices your parish can embrace to strengthen parish communications.

OPPORTUNITY #1 - OUR SUNDAY VISITOR Register today at <http://tinyurl.com/osvwkshop>

WEDNESDAY, JUNE 3rd 9:30am – 3:00pm (Chancery, Isaac Orr room)

Have you been needing a starting point or a new look at what you are currently doing? We encourage everyone to come take a look!

Parish Websites

Social Media

Offertory Envelopes

Online Giving

Increased Offertory

OPPORTUNITY #2 - myPARISHAPP

FRIDAY, JUNE 12th 10:00am – 2:00pm (Chancery, Isaac Orr room)

myParish App will present:

Digital Strategy Tools That Can Help You Build Stronger Communities of Engaged Parishioners!

We think of communication technology as a means to disseminate information, but Christ created a community of believers through personal invitation, not through disseminating information. Instead of using new technology to simply communicate information, learn how these new tools can help you cultivate parish conversation through a spirit of personal invitation - including helpful tips and practical take-home tasks for:

Mobile Apps

Social Media Tips – Facebook, Twitter, YouTube

Management tools – Hootsuite, TweetDeck, Analytics

Hear from local parishes using the New App!

What can you do now?

Most of you may be aware that several of our parishes are currently piloting a mobile app as part of their overall communications strategy. As we explore other mobile apps, we encourage you to consider this key communication tool to stay connected to your parishioners throughout the week. Mass times, Daily readings, faith-building resources.....all in the palm of your parishioners' hands!

REGISTER by email to steve.homiack@seattlearch.org

OPPORTUNITY IN THE OFFICE OF THE VICAR FOR CLERGY

The Office of the Vicar for Clergy is currently searching for a Chief of Staff. This position reports to Fr. Gary Zender, Vicar for Clergy. Please review the attached job posting from the Archdiocesan website http://www.seattlearchdiocese.org/Assets/HR/6121_EXT.pdf.

If you have any questions regarding the position, please contact Jennifer Clemens, Assistant Director of Human Resources at (206) 382-4574 or jennifer.clemens@seattlearch.org.



The Archbishop Follow-Up letter will be in homes starting June 2nd. Please be sure you sent out your Pastor Follow up letter on time (scheduled on May 12th) so as not overlap or follow to close in front of the Archbishop's letter.

Keep the Annual Appeal website visible to your parishioners – it continues to work!!

We have more than 3,000 online gifts entered to date with an average gift of \$470! Publish the donate link in your bulletin, your parish website, email and social media.

www.seattlearchdiocese.org/donate

For mobile users: <https://www.seattlearchdiocese.org/Stewardship/MobACA/MobDonate.aspx>

If you are still not at goal or are trying to attain a larger rebate– continue to ask at ALL Masses and keep pledge envelopes stocked in the pews.

If you have ANY questions, please contact us by phone or email. We are here to support you in any way we can - thanks for all you do!

Maggie Stiles at 206-382-4274 or Monica Lewis at 206-382-4353 or toll free at 800-809-4921.

ARCHDIOCESE OF SEATTLE

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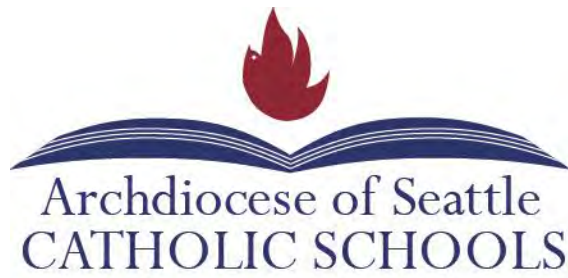
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Chart of Accounts Updates

PFS has updated the Chart of Accounts contained in the Parish Accounting Manual. Specific updates are listed in the table below. If you have any questions regarding these updates, please contact Sarah Dama at (206) 382-4573 or sarah.dama@seattlearch.org.

Account	Action	New/Revised Definition
4204 – Tuition Discount	Add	This is a contra-revenue account.
5240 – Payroll Service Fee	Discontinue using beginning July 1, 2015 (see 5921)	
5235 – Benefits Administrative Fee	Discontinue using beginning July 1, 2015 (see 5922)	
5241 – HSA Employer Contribution	Add	Employer contribution to employee HSA.
5242 – FSA Employer Contribution	Add	Employer contribution to employee FSA.
5921 – Payroll Service Fee	Add	Costs associated with payroll processing.
5922 – Benefits Administrative Fee	Add	Costs associated with benefits administration.
5923 – HSA/FSA Administrative Fee	Add	Costs associated with HSA/FSA administration.
6171 – Parish Stewardship Donations	Revise definition	Donations made in accordance with the Parish's Stewardship plan. It has to be donated to an outside organization, OR, a parish group that serves those outside the parish exclusively or almost exclusively (e.g. St. Vincent de Paul).
6191 – Loss on property damage	Add	Loss incurred on property due to natural disasters or other events.



OCS Program 80 Protocol

Office for Catholic Schools Protocol and Timeline for Level I Elementary Schools:

- ☐ End of June - early July: Principal closes school budget as the fiscal year ends.
Principal aligns the school cost centers to the Program 80 School Roll-up report.
- ☐ By August 1: The School Commission or School budget team vets the Program 80 School Roll-Up report.
- ☐ August 1: Program 80 School Rollup Report is submitted to the PAA/Pastor.
Principal Signature: _____ Date: _____
- ☐ By August 15: Parish report is completed and the Principal receives an electronic copy to verify that the Program 80 School Rollup Report of the Annual Parish Report is accurately portrayed.
- ☐ The Pastor/PAA and Principal will sign off on the Parish Annual Report showing consensus of accuracy before submitting the document to Parish Financial Services, Archdiocese of Seattle.

Principal Signature: _____ Date: _____

Pastor Signature: _____ Date: _____

PAA Signature: _____ Date: _____



Dear Pastors, PAA's, and Stewardship Contacts,

Don't miss this exciting opportunity to renew your Stewardship Passion with great topics, exciting speakers and a chance to network and build friendships with like-minded Catholics at the 10th Northwest Regional Stewardship Conference! Stewardship for all levels!

Friday, June 26 – Saturday (half-day), June 27, 2015, St. Joseph Catholic Church, Kennewick WA.

Four distinct tracks from Engagement to Social Media. Here are some of our dynamic speakers:

- **Bishop Tyson**
- **Bishop Emeritus Skylstad**
- **Fr. Daniel Barnett**
- **Stephanie Moore**

A closer look at some of our trending topics:

- **Pope Francis' Stewardship**
- **Spanish Stewardship**
- **Creating a Parish Covenant**
- **Strengths and Engagement**

We hope as many of you as possible can attend this latest Regional Stewardship Conference for Region XII (Alaska, Washington, Oregon, Idaho and Montana)!

Register today at: <http://yakimadiocese.org/stewardship-conference>