

# PARISH FINANCIAL SERVICES NEWSLETTER

## From the Office of PFS:

\* Audit may be a bad word ~ but the PFOR  
Questionnaire doesn't need to be avoided  
until the Review!

While the Parish Financial Operations Review isn't something we tend to look forward to (it's really not an audit), reviewing the questionnaire, perhaps once a year, can be a useful thing. The questionnaire is designed to be a good 'check-up' tool to help implement best financial practices in your parish. You can always find the questionnaire here:

[http://www.seattlearchdiocese.org/Assets/  
PFS/281\\_PFORComplianceHRMarch2016.doc](http://www.seattlearchdiocese.org/Assets/PFS/281_PFORComplianceHRMarch2016.doc).

\* There is still time to evaluate PAA Days.

If you haven't evaluated PAA Days 2016, you can still take a few minutes and do an evaluation on Survey Monkey at:

<https://www.surveymonkey.com/r/PAAdays2016>

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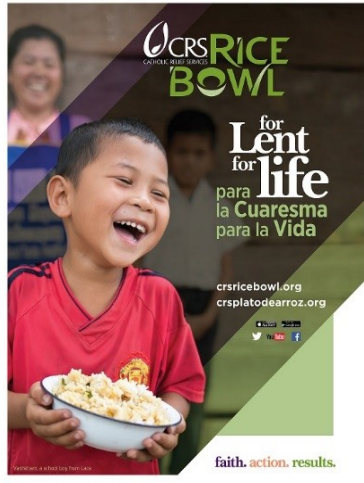
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**Thank you** for participating in the Rice Bowl Lenten program of prayer, fasting and almsgiving—with special thanks to all the staff and volunteers who count the coins and folded-many-times bills! 75% of the total donations will be used by Catholic Relief Services overseas for development projects, and 25% will remain here for hunger-fighting projects in western Washington.

Currently your Missions Office is going through grant applications from parishes, schools, St. Vincent de Paul Conferences, Catholic Community Services/Catholic Housing Services, and others. If your parish or school has not yet applied, but is considering asking for a garden or food security-related grant, the **deadline is April 29, 2016**.

Visit <http://www.seattlearchdiocese.org/ricebowl> for application materials, or contact us directly.

AND... we are preparing for next Lent. The featured countries for Rice Bowl 2017 will be India, Zambia, El Salvador, Mexico, and Ethiopia.

As always, we appreciate hearing from you about what is working well and what could be changed for the better, in serving our parishes and schools, and our sisters and brothers in need. Email [missions.office@seattlearch.org](mailto:missions.office@seattlearch.org) or call 206.382.4580; 800.869.7028. [www.seattlearchdiocese.org/missions](http://www.seattlearchdiocese.org/missions).

*God shows himself ever rich in mercy, ever ready to treat his people with deep tenderness and compassion...*

Pope Francis, Lenten Message 2016

## Camp Don Bosco and Camp Hamilton Promo Materials Arriving at Parishes!

Summer weather is here and each parish should have received Summer Camp Marketing Materials in mid-April in two different ways.

- 1.) Bulletin inserts are should have arrived at all parishes from the Catholic Printery on April 17<sup>th</sup> with the regular Catholic Printery Bulletin delivery. A second insert will be arriving for deanery parishes closer to camp for the weekend of May 1<sup>st</sup>. Please help spread the word on the great opportunities that await your parish youth at Camp Don Bosco and Camp Hamilton by including the inserts in your bulletins or making them available in your parish vestibules.
- 2.) Parishes and schools should have also received a box of promotional post cards and informational posters in the coming weeks. Please encourage our Faith Formation Directors and/or Youth Ministry leadership to make the information available at your children's and youth programs. And consider hanging the informational posters in your vestibules, parish information areas or other visible spaces.

For more information or additional post cards, contact [casey.ross@seattlearch.org](mailto:casey.ross@seattlearch.org) or visit [www.seattlearchdiocese.org/camping](http://www.seattlearchdiocese.org/camping).

Thank you for helping to let your families know about the great Catholic Summer Camp opportunities available from the Archdiocese!



## News from the Office of Property & Construction:

It appears that many of the counties are offering free workshops in how to identify and control knotweed. If interested, you can go on to your county's website and find information about this.

### **Clarification on the 2014 update of RCW 84.36.020 - Church Exemptions**

As all of you should know by now, the 2014 revisions to the property tax exemption statute RCW 84.35.020 provides consistency between all the various exemption categories AND gives churches and other nonprofits flexibility when offering their property for rent or use with the community. The general rules have not changed – church property can be loaned or rented to non-profits for non-commercial purposes, fundraising events on church property require 51% of the profits be donated back to the church. These general rules are supplemented by provisions which now allow churches to rent or loan their property for non-exempt uses up to 50 days per year. Churches may also allow their property to be used for business activities on up to 15 of those 50 days. The revisions to RCW 84.36.020 were not meant to create new uses for church property, but rather to allow the various uses that were already happening to continue and to be legal specifically in the area of fund-raising events such as; Sausage Fests, Holiday Bazaars and the like. Please continue to call our office when you have questions on the use of our exempt properties. Annie Roy- 206-382-4283 or [annier@seattlearch.org](mailto:annier@seattlearch.org)

### **Announcement Regarding Exempt properties**

A reminder to those who manage our exempt facilities. It is very important to adhere to the various statutory provisions of the Revised Code of Washington and the corresponding rules found in the Washington Administrative Code. Of particular importance in managing existing property exemptions is knowing when a big area of concern is with old rectories. If you have a parish building that is no longer being used as a rectory, the Department of Revenue needs to know it is not exempt as a rectory, but for church purposes. Similarly, if you have rental property or caretakers, this needs to be reported property. Please contact us if you have any questions.

### **Liturgical Changes or Renovation Concerning the Building**

As you begin the planning process for any changes, upgrades, additions or renovation within the Church contact Ed Foster in the Office of Property and Construction Services. This type of work may require Archbishop's approval and adequate time is needed for review. If a liturgical consultant is needed, contact Andrew Casad in the liturgy office.



### **PARISH DATABASE SYSTEM:**

**Are you using Parish Data Systems – Church Office Management?** Join more than 90% of our parishes who are using it – the Archdiocese is partnering with a local PDS rep to provide support and more if you move from your current database software to PDS!

**We have a One-Time Offer for you that will expire May 31st!** The Archdiocese of Seattle will purchase PDS for you and include the maintenance contract, data transfer and training! Contact Bryan Gummersall by May 31<sup>st</sup> at 206-255-5074 to secure this one-time deal!



**The 2016 Annual Appeal is well underway! Key things this week:**

**PRESENTATION/ASK2 WEEKEND, APRIL 30 / MAY 1**

Make another strong **ASK** this Sunday– consider Smartphone use at Mass for parishioners to make their pledge/gift online if you haven't done so in the past.

Ask for an electronic copy of the witness talk and put on your parish website after the presentation weekend.

**Be sure to REPLENISH** pledge envelopes and pencils in the pews and after **ALL** Masses

**Be sure to put your Parish ID** on processed pledge envelopes before sending them to our office

**Promote Online Giving**– average gift amount is higher and they are processed faster – which means faster reporting back to you! [www.seattlearchdiocese.org/donate](http://www.seattlearchdiocese.org/donate)

**Visit our PARISH RESOURCES** page on our website for more details and/or for other useful items: [www.seattlearchdiocese.org/resources](http://www.seattlearchdiocese.org/resources)

Before we begin uploading the new 2016 donor reports to Sharefile, please delete (or save in a folder) the 2015 reports. Login to Sharefile and checkmark the reports you want to delete, then select More Actions and then Delete.

**For Questions, call or email us**

**Maggie Stiles at 206-382-4274 or Monica Lewis at 206-382-4353**

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Parish Reports Request/General Inquiries

[aca@seattlearch.org](mailto:aca@seattlearch.org)



## **PARISH STEWARDSHIP**

### **HURRY!**

### **ONLY 1 WEEK LEFT TO REGISTER!**



### **'Engagement' Workshop - Thursday, May 5, 2016**

Whether your parish is deeply involved in Engagement or brand new to this concept, you should attend this **FREE**, comprehensive workshop!

Come hear national leader Stephanie Moore talk about new, practical ways for your parish to implement 'Strengths' – an important component of Engagement.

In addition, we'll make a major announcement to help make 'Strengths' more actionable in your parish! Come learn ways to increase Engagement among your parishioners and see your parish come alive with stewardship!

For parish staff and lay leaders both new and experienced to Engagement.

**10:00 AM – 2:30 PM Chancery - Isaac Orr Conference Room Lunch Included!**

### **REGISTER NOW BY EMAIL:**

[steve.homiack@seattlearch.org](mailto:steve.homiack@seattlearch.org)

## **HR: Update on Proposed Changes to the Fair Labor Standards Act and Budgetary Considerations**

The proposed changes to the law that allows certain employees to be paid on a salary basis vs. an hourly basis (also known as the Fair Labor Standards Act), is expected to be announced by/before July 2016 with an implementation of the new regulation by September/October 2016. HR does not recommend making any changes to your current workforce until the actual changes are approved and communicated by the Department of Labor due to the fact that all proposed changes are not final. While you should still move forward with any routine annual salary increases typically scheduled in July, you should be prepared to make salary adjustments to affected employees in response to changes when they are officially announced by the Department of Labor.

Currently in order to be classified as exempt from minimum wage and overtime an employee must meet ALL of the following tests:

- 1) Earn no less than \$455/week gross pay.
- 2) Be paid a fixed amount on an annual basis (salary).
- 3) Meet the duties of one of the approved exemptions (typically the Executive, Administrative or Professional test).

The new proposed regulation is expected to increase the salary test to **\$970/week gross**. Actual salary must meet that minimum with no prorating for part-time work. The annual equivalent that has been communicated by the Department of Labor is **\$50,440/year**. One other aspect of the proposed change is to build in an annual increase to this amount - so although 2016 will be approximately \$50,440, that number will increase each year based on a predetermined index. In addition to meeting the salary test, the employee must also continue to meet one of the duties tests in order to be classified as exempt from the FLSA.

Please reference the attached presentation that was provided at the March 2016 PAA Days conference at the Retreat Center. There are strategies discussed to determine how you will best address the pending changes for your workforce. If you would like to discuss any strategies, please don't hesitate to contact Jennifer Clemens or Matt Boswell in the Human Resources department.

<https://seattlearch.box.com/s/ksbb5rhj5le7ltobf685jmxqfihyu79j>