



PARISH FINANCIAL SERVICES NEWSLETTER

July 2016

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Attention all Pastoral Leaders, Principals, PAAs, and Bookkeepers

For all Seattle employers, the City of Seattle has a new notification requirement:

Each employee working within the city limits of Seattle must receive a written notification regarding their pay from their employer.

- ✦ We must do an initial notification now for each current employee (see LINK below)
- ✦ Then we must do additional notifications each time the terms and or conditions of employment change for an employee and the change affects their pay

We must also do an initial notice when we hire a new employee

Let us know if you have questions or if we can help!

Matt Boswell at (206) 264-2083 or matt.boswell@seattlearch.org

Jennifer Clemens at (206) 382-4574 or jennifer.clemens@seattlearch.org.

<https://seattlearch.box.com/s/4yfrukj5x0grngrudezeoebwwz7ba12h>



From the Office of PFS:

Unclaimed Property:

A pastor recently reminded us that the Washington State Department of Revenue Unclaimed Property website has unclaimed property for some of our parishes – even some groups, such as local Knights of Columbus have funds. We encourage you to take a look.

Go to: <http://ucp.dor.wa.gov/>

Ethics Hotline Open:

The Archdiocese has contracted with Navex for an Ethicspoint website and hotline to better enable our people – staff, lay leadership, etc. – to report ethical concerns in regards to parish and diocesan operations (not related to Safe Environment matters).

This hotline and website is now live and available for use. You can checkout the website at www.seattlearchdiocese.ethicspoint.com.

Posters and brochures were sent to your parish.

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Parish Accounting Manual to be updated:

An ad hoc committee of PAAs and Bookkeepers has been working on a major review and revision of the parish accounting manual – the first in about a decade. Some highlights to be aware of and prepare for:

- Sunday collection counting by Mass will become a required practice
- parishes will no longer be required to depreciate assets but may continue to do so.
- definition of Chart of Accounts Revenue Account #4101 - Sunday Collections will be updated.
- #5540 - Rectory Food in the Chart of Accounts will be moved to the Benefits section of the Expense accounts

Other updates are relatively minor or editorial in nature. The committee hopes to complete its work in the next few months, after which we will update Parish Accounting Manual document for release.



Office of Property & Construction



We are currently receiving the annual notices from the County Assessors' Offices on change in property values and have seen significant increases in values on both exempt properties, and in some cases, taxable properties. For budgeting purposes, it would be a good idea to go on your county website and note the value changes for your properties. Call Annie Roy if you need assistance with this. (206) 382-4283.



SAVE THE DATE!

Parish Stewardship Commitment Renewal Training Sessions are coming up in the month of September. Please mark your calendars for one of the following dates.

A registration link will be sent to you in early August:

- September 7 – Wednesday – St. Charles, Burlington
- September 7 (Evening)-(Spanish)
- September 8 – Thursday – St. Rose, Longview
- September 9 – Friday – Isaac Orr Room at the Chancery, Seattle
- September 10- Saturday-(Spanish) Isaac Orr Room at Chancery, Seattle
- September 13 – Tuesday – St. Gabriel, Port Orchard
- September 14 – Wednesday – Sacred Heart, Lacey
- September 15 – Thursday – St. Madeleine Sophie, Bellevue
- September 16 – Friday – St. John the Baptist, Covington
- September 21 – Wednesday – Sacred Heart of Jesus, Seattle
- September 22 – Thursday – St. Charles Borromeo, Tacoma



Rebate Checks

If your payments have exceeded your goal, you can expect your first rebate check in mid-August!

A check this early indicates your pledge fulfillment is proceeding nicely! **Continue to send discrepancies or omissions you find on your donor report as these can affect rebates – send an email to aca@seattlearch.org and include your parish name and ID, donor name, Arch ID# if known and description for research. Maggie will be out of the office July 25-29; your patience is appreciated during that time.**

Matching Gifts

Consider communicating Matching Gifts on a monthly basis in your bulletin, on your website, Facebook, mobile App or email alerts to parishioners. Sample article:

DID YOU KNOW your Annual Catholic Appeal gift could be doubled?

Many companies **MATCH** gifts to the Annual Appeal! Check if your employer has a **Matching Gift** program and help us maximize our **REBATE** for our parish project. 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 800-809-4921 if you have any questions. Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114 **Thank you!**

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Property and Construction Services

206-382-4851 (phone)

1-800-809-4923

206-382-4266 (fax)

To: All Facility Personnel-Parishes and Schools

From: Ed Foster, Director of Property and Construction Services

Re: Safety Trainings

2016 Maintenance and Custodial Safety Trainings

The Office of Property and Construction Services and Human Resources team up to present the Annual Safety Training which is a requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards. Here are the dates and locations:

SAFETY TRAINING DATES FOR YOUR FALL CALENDAR – 8:30 a.m. to 12:00 p.m.

9/28/16 – Our Lady of Perpetual Help - Everett (Wednesday)

9/30/16 – St. Rose - Longview (Friday)

10/5/16 – St. Ann - Tacoma - (Wednesday)

10/6/16 – St. Madeleine Sophie - Bellevue (Thursday)

10/12/16 - Catholic Archdiocese of Seattle (Wednesday)

Please let us know which site you are planning to attend by faxing the completed form to (206-382-4266), emailing it to Robin.Marshall@seattlearch.org or call (206-382-4851).

According to State law, newly hired maintenance and custodial employees must be trained within a 60 day window. If you have an employee that will not be able to meet this requirement because of timing, please call the office and we will discuss the options for training before the fall dates.

Just a reminder: If you have updated to the new SDS binder and want to bring your old MSDS binders for the mandatory 30 year storage, please bring to the training. We will be happy to archive them for you.

Safety Training 2016

Contact Name: _____ Parish/School (City) _____

Site Attending: _____ Date: _____

Attendee/s & emails: _____
