

# Parish Financial Services Newsletter

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## PRF ACCOUNT ADJUSTMENTS

PAA's and Bookkeepers, if you need to make year-end adjustments to your PRF accounts and want it reflected in this fiscal year, please send your adjustment information to Loretta Griffin or Arlene Stace in the PRF Office by 6/20/18. Although we will do our best to accommodate your needs, we cannot guarantee that your adjustments will be included on this fiscal year-end statement if we receive it after the deadline.

Thanks for your attention to this matter.  
Loretta Griffin

### Archdiocese of Seattle

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## ACH Payments from the PRF

To save the parishes and schools from having to pay wire fees, the PRF department has now implemented ACH as a way to receive your withdrawal request funds instead of wires (you first heard about this during the PAA days in March). All ACH payments will be processed on Tuesdays and Thursdays in most cases you will received the funds on the next Business day, however if you are requesting over \$25K you will received your funds within two business days. Please fill out the form

([http://www.seattlearchdiocese.org/Assets/PFS/14852\\_PFSACHPayments.pdf](http://www.seattlearchdiocese.org/Assets/PFS/14852_PFSACHPayments.pdf))

and email it back to PRF department as soon as possible, and we will get you set up to start receiving your withdrawal request funds via ACH.



### \*Look Out for Fraudulent Emails\*

Please remind your staff!

We've had parishes receive emails cleverly appearing to come from the pastor to the bookkeeper, along the following lines:

"Hello \_\_\_\_\_, How are you doing today? I have an important wire I want you carry out before the wire deadline for the day. Let me know the details you would need to process the wire transfer. Thank You, Fr. \_\_\_\_\_."

Frank Feeman, our CFO, reminds us that Archdiocesan policy absolutely prohibits wire transfers to be authorized without personal contact. Please share this with anyone in your parish office that might be able to set up wire transfers for the parish.

Thanks to everyone who is being so vigilant and on the lookout for all the scams that are out there.

FYI— These emails happen so often, there is no need to notify the PFS of this scam. We run this reminder every six months regardless.

## Coming Soon... 2017-2018 Parish Annual Report Forms

The forms will be available on our website the week of May 20; an email notification will be sent to PAA's as soon as they are posted.

- The Parish Annual Report will be based on parish data between July 1, 2017 and June 30, 2018.
- Once again, we are using electronic forms and also using box.com to collect your report.
- The report is due August 15, 2018. You will receive instructions about uploading the report to your parish folder at box.com in late June.
- If you have general questions about the PAR, please call Ben Altenhofen in the Chancellor's Office at (206) 654-4655 or email [ben@seattlearch.org](mailto:ben@seattlearch.org)
- **FOR DIOVIEW USERS:** If your parish is using DioView, your financial data for Section IIA will be submitted via file upload to DioView. You will only submit specific information requested in Section II-A: Table 3: Assessment Information.

For questions specific to the financial sections, please call Sarah Diama, Assistant PFS Director, at (206) 382-4573 or (800) 422-5417 or email [sarah.diama@seattlearch.org](mailto:sarah.diama@seattlearch.org)



## Look Out for Fraudulent Billings

Always confirm that you owe a bill before paying it. We've noticed an uptick in fraudulent billings being sent to parishes and schools. Make sure you verify that someone on staff has actually ordered the item or the service was actually performed.

## Festivals and Insurance - Best Practices:

We have developed a Vendor Application for fairs and festivals that is located on our insurance website – please take a look. <http://www.seattlearchdiocese.org/Archdiocese/Insurance/forms.aspx>

Ideally your parish will get Certificates of Insurance from ALL incoming vendors, but if you are unable below are some internal Risk guidelines you may use:

1. **Arts & Crafts** - Card Lady, Quilt Lady – LOW Risk
  - A) Parish should always request insurance
    - i) some of these vendors will have and if available parish should obtain with additional insured status
  - B) If no insurance available, parish needs to properly vet these vendors
    - i) Parish will be responsible for all vendor caused liabilities (collapsing table, fire, damage to another exhibitor's booth etc.)
2. **Licensed Food Vendors** – rotary clubs, food trucks etc. – HIGH Risk
  - A) Parish should always request insurance with additional insured status
3. **Interactive Vendors** – musicians, attractions-bounce houses, photo booths etc. – MEDIUM/HIGH Risk
  - A) Parish should always request insurance with additional insured status

An FYI to put all of this in perspective: There was a claim from a few years back (not an ARCH claim) where a client of our insurance broker had a small music event and a guest/customer who attended the event brought a claim against their client because his ear drum burst from the volume of the music!!

Also, please remember that the parish deductible for property insurance will be going up to \$5,000 per incident in July.

If you are renting any tents or equipment for your festival, the contract you sign with the rental company will ask for insurance. You may obtain a certificate of insurance using the form from our website

<http://www.seattlearchdiocese.org/Archdiocese/Insurance/Forms.aspx>.

As an option to relieve the pressure of the \$5,000 deductible, you may have the choice to purchase insurance through your rental agreement for a nominal cost.

## PARISH STEWARDSHIP

The Parish Stewardship Yearly Commitment Renewal order site will be opening next week. This early opening (it will close early as well) is due to the fact that many parishes are in Wave 2 of the *Called to Serve as Christ* Campaign. Please watch your Inbox for an email that includes the link to the site and order as soon as possible.

**Please take note:** The Peter's Pence Collection pew kits were shipped May 14. You should receive your materials by Memorial Day Weekend. The date of this year's collection is June 23/24.

If you have questions regarding the order site or Peter's Pence, please contact Steve at [steve.homiack@seattlearch.org](mailto:steve.homiack@seattlearch.org) or Kathy at [kathy.clark@seattlearch.org](mailto:kathy.clark@seattlearch.org).



The Archives has started daily Instagram postings and they are really fun and interesting. They can be accessed at <https://www.instagram.com/seattle.archdiocese.archives/>. I encourage you to take a look at them!





**The Archbishop Follow-Up letter** data is being sent to our printer on May 29th. Please make sure to get in your processed envelopes as soon as you get them (**along with a summary sheet**). This will help us enter as many donors' gifts as possible into our system so that they won't receive the follow-up letter.

**Before sending in processed pledge cards/envelopes, remember to:**

- put your **Parish ID** on them – if you receive sealed Business Reply Envelopes, write your parish on the front of the envelope
- **keep the cards/envelopes in the same order** as they appear on your summary sheet
- **Place label in the UPPER RIGHT corner** – avoid covering up the pledge info
- **We do not accept COIN**– change out with paper money

***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 [maggies@seattlearch.org](mailto:maggies@seattlearch.org)

Monica Lewis at 206-382-4353 [monical@seattlearch.org](mailto:monical@seattlearch.org)



**PLANNED  
GIVING**

## **IRA Charitable Rollover**

The **IRA Charitable Rollover** became law a few years ago. It continues to be an excellent option for people over a certain age who do not need all or a portion of their IRA income, and want to benefit charities, such as your parish communities.

**Consider sharing the criteria accordingly with your parishioners:**

- Donor must be age 70 ½ or older
- Donor may transfer up to \$100,000 directly from IRA to qualified charity (such as your parish and/or school)
- Gift may be made at one-time, or multiple times within a single year (as long as total does not exceed \$100,000)
- Gift may satisfy all or part of required minimum distribution (RMD)
- Gift may be made at any time of year (though most donors choose year-end)

Questions? Contact Charisse Valtinson in the Planned Giving Office at 206-274-3117 or [charisse.valtinson@seattlearch.org](mailto:charisse.valtinson@seattlearch.org)



## How can our parishes Care for the Earth *and* Care for the Poor?

### **Care for the Earth, Care for the Poor:**

#### **A Laudato Si' Summit**

Saturday, June 2<sup>nd</sup>

10:00am – 3:30pm

Seattle University/Lemieux Room

This will be a day for Catholics to come together in prayer, learning and action around *Laudato Si'*, the encyclical from Pope Francis, which invites everyone (all people of goodwill!) to *Share the Journey* in Care for the Earth *and* Care for the Poor. Keynotes include Dan Misleh (Executive Director, Catholic Climate Covenant) and Caroline Brennan (Global Humanitarian Response Team, Catholic Relief Services). Special blessing offered by Archbishop J. Peter Sartain. Consider joining or sending a delegation from your parish or school community to join in this archdiocesan effort! Sponsors include your [Missions Office](#).

This is a **free** event and lunch will be provided. For more information and to register, visit [www.ipjc.org](http://www.ipjc.org).

## Pastoral Care & Outreach

- **Know Your Rights & Mental Health Care for Immigrants**

- Protect yourself and your family
- How to interact with enforcement agents
- How to develop an emergency family plan
- How to care for your family's mental health

Flyer: [http://www.seattlearchdiocese.org/Assets/PastoralCare/13716\\_KnowYourRights.pdf](http://www.seattlearchdiocese.org/Assets/PastoralCare/13716_KnowYourRights.pdf)

- **Conozca Sus Derechos**

- Protéjase a sí mismo y a su familia
- Cómo interactuar con agentes de inmigración
- Cómo desarrollar un plan familiar de emergencia
- Cómo cuidar la salud mental de su familia

Flyer: [http://www.seattlearchdiocese.org/Assets/PastoralCare/13718\\_ConozcaSusDerechos.pdf](http://www.seattlearchdiocese.org/Assets/PastoralCare/13718_ConozcaSusDerechos.pdf)

- **Protégé a tu Familia! Protect Your Family!**

The Intercommunity Peace and Justice Center will host a Spanish workshop featuring attorneys who will help develop emergency family plans for immigrant community members.

Saturday, June 2<sup>nd</sup> at Delridge Community Center in Seattle. 10:00 AM - Interactive Workshop.

1:30 PM - Individual Consultations in Spanish.

- **Care for the Earth, Care for the Poor: Laudato Si Summit**

A summit marking the third anniversary of Pope Francis' landmark encyclical *Laudato Si'*.

Saturday, June 2<sup>nd</sup> at Seattle University from 10:00 am – 3:30 pm. Register by May 29<sup>th</sup> to assure a spot!

There is no cost to attend.

Registration Link:

<https://www.eventbrite.com/e/care-for-the-earth-care-for-the-poor-a-laudato-si-summit-tickets-43906254790>

- **Fostering Futures: Explore Becoming a Foster Parent**

There is a critically high number of foster children in Washington State, and that number continues to rise.

Please come learn about how you can get involved in volunteer opportunities, providing temporary care.

Wednesday, May 23<sup>rd</sup> at Immaculate Conception Parish, Seattle. 6:30 – 8:30 PM. Presenters include: Former foster kids, foster parents, CCS social workers.



ARCHBISHOP BRUNETT  
RETREAT CENTER AT  
THE PALISADES

**Upcoming Retreats: Register online at [PalisadesRetreatCenter.Org](http://PalisadesRetreatCenter.Org)**

**MAY 18-20**

“Pre-Cana: Retiro Pre-Matrimonial de Parejas”

Retiro de Encierro en Español

Alvaro y Ana de la Cerda & Erika y Mario Gutierrez

**JUNE 15-17**

“Waking Up, Growing Up, Growing Wise: The Spiritual Dynamics of the 12 Steps”

12 Step Retreat for Men & Women

Led by Dr. Mary Cross & Fr. Jim Harbaugh, SJ

**JUNE 22-24**

“And the Desert will Bloom: Experiencing More of God’s Grace in Everyday Life”

Men’s & Women’s Retreat

Led by Fr. James Northrop

**JULY 13-15**

“Weekend Silent, Self-Directed Retreat”

Men’s & Women’s Retreat

Mass, Adoration, & Confession Available

**AUGUST 3-5**

“Betrothed: A Preparation for the Sacrament of Marriage”

A Retreat for Engaged Couples

Led by Dr. Sarah Bartel & Nathan Bartel

**AUGUST 24-26**

“St. John Paul II, Divine Mercy, and Healing of Memories”

Women’s Silent Retreat

Led by Dawn Eden

**OCTOBER 5-7**

“Five Ways to Tune Your Interior and Spiritual Life”

Sponsored by the Lay Carmelites of WA & BC

Led by Br. James Lindsay, OCD

***Tolton: From Slave to Priest***, the powerful live production performed by actor Jim Coleman and directed by Leonardo Defilippis of Saint Luke Productions, will be presented at the following locations throughout the Archdiocese:

- June 5<sup>th</sup> at 7:00 p.m. at Holy Redeemer Catholic Church, Vancouver WA
- June 6<sup>th</sup> at 7:30 p.m. at Holy Rosary Parish, Edmonds WA
- June 9<sup>th</sup> at 7:00 p.m. at Our Lady Star of the Sea, Bremerton WA
- June 10<sup>th</sup> at 7:00 p.m. at Immaculate Conception Church, Seattle WA with a reception at 5:30 p.m.

Meet Fr. Augustus Tolton, the first African American priest, in this one-man multimedia performance. From his dramatic escape from slavery to his courageous struggle in the face of prejudice, Fr. Tolton’s inspiring life centers around his message reconciliation and hope. This riveting drama is filled with all the elements of professional theater, runs 75 minutes, and is suitable for ages 10 and up. Learn more at [www.toltondrama.com](http://www.toltondrama.com)