

## **Funny you should ask...**

*Newsletter from Parish & School Financial Services, Archdiocese of Milwaukee  
March 5, 2013 --- volume 2, issue 1*

*This newsletter is electronically sent to parish and school directors of administrative services, business managers and bookkeepers. If you have any suggestions for topics, please [let us know](#).*

[Click here](#) to view all issues of *Funny you should ask...* **Please note: you must be logged in on the [archmil.org](#) website** to access *Funny you should ask...* issues.

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### **New Associate Director of Parish & School Financial Services**

We have welcomed Katie Esterle as our new Associate Director! Katie started on February 11, 2013. Her phone number is 414-769-3377 and her email is [esterlek@archmil.org](mailto:esterlek@archmil.org).

### **IRS Mileage Rate For 2013**

The IRS has announced the business use of an automobile may be reimbursed up to \$0.565 per mile without inclusion on an employee's W-2. The IRS may make changes mid-year. We will send out a broadcast if that happens.

Also note that help out priests are always paid at the IRS maximum rate, even if your employer chooses a lesser amount.

### **Healthcare Tax Credit Forms**

One of the provisions in the legislation is a credit for small employer health insurance premiums. The credit is available to tax exempt entities such as our parishes and schools. The deadline for filing is May 15.

We have posted a [workbook and the necessary forms on the archmil website](#) (click on the link) for you to complete and submit.

The credit is up to 25% of the amount of the health insurance premiums paid by the employer. It phases out as the number of full time equivalent employees exceeds 10 and as average wages exceed \$25,000. Based on a sample of parishes, we believe that entities

with up to 35 employees may qualify for at least a partial credit. Download the workbook, Form 8941 and Form 990-T from the link above and follow the instructions. We ask that you email a copy of the completed workbook to our office ([parishfinance@archmil.org](mailto:parishfinance@archmil.org)) so we may track the savings associated with this credit. ***Last year, 54 parishes or schools received \$169,000 of refunds from the IRS.***

If you have any questions about this credit, or if you need help completing the workbook and IRS forms, please call Jay Frymark at 414-769-3336 or e-mail our office at [parishfinance@archmil.org](mailto:parishfinance@archmil.org).

## **Sales Tax on Telecommunication and Utility Bills**

Double check your telecommunications and utility bills for Wisconsin, county and stadium sales taxes. Our parishes and schools are exempt from state sales taxes. We have noticed that telephone, cell, internet, gas and electric bills sometimes include sales taxes even though the parish or school were initially set up as sales tax exempt. Contact the provider and have the sales tax removed and request previous sales taxes to be refunded.

## **Mailing Checks to Archdiocese of Milwaukee**

In the September issue of *Funny you should ask...*, information was provided on how to make checks payable for various items. The current check issuing guidelines for fiscal 2012/13 are available by [clicking here](#) (you must be logged in on archmil.org). Even though many of those items need to be paid on separate checks, we encourage you to save some postage and mail them all in one envelope. Please remember to attach any necessary remittance information to each check. The checks will be appropriately distributed when they arrive.

Check issuing guidelines for [fiscal 2013/2014 are available by clicking here](#) (you must be logged in on archmil.org).

Check issuing guidelines are periodically modified. Always check the revision date to make sure you are looking at the most recent version.

## **Catholic Stewardship Appeal 2013**

Please note the new mailing address for the 2013 CSA. This mailing address changes with each appeal year.

Catholic Stewardship Appeal 2013  
PO Box 78709  
Milwaukee, WI 53278-0709

## **Good Friday/Holy Land and CRS Rice Bowl Collections**

Good Friday is March 29, 2013. Please remember to promptly remit this collection. Be sure to note 'Holy Land' or 'Good Friday' on the check or check stub. Checks should be made payable to and mailed to: Archdiocese of Milwaukee, ATTN: Kim Kasten, PO Box 070912, Milwaukee, WI 53207-0912. (Please do not combine this with any other items.) Each year this collection is forwarded to the Commissariat of the Holy Land.

Operation Rice Bowl has a new name: CRS Rice Bowl. If you have any questions on the Rice Bowl collection, please contact Kathy Shine at 414-758-2285. Checks should be made payable and mailed to: Archdiocese of Milwaukee, ATTN: Social Justice Ministry, PO Box 070912,

Milwaukee, WI 53207-0912. Be sure to note “CRS Rice Bowl” on the check or check stub, AND indicate if you are submitting 75% or 100% of the alms. (Please do not combine Rice Bowl with any other items.) Along with your donation, please complete and submit the [25% Designation Form](#) (click the link). This collection funds local hunger and poverty alleviation programs as well as food security projects which support agriculture, nutrition, education, and self-sufficiency in communities around the world through Catholic Relief Services. Last year, the 25% portion of proceeds directly supported programs within the archdiocese including: 15 SVDP chapters, 3 homeless shelters, 35 parish food pantries and meal programs, and also helped one parish purchase two new freezers for their pantry.

## The Quarter Ahead

### March 2013

- 1<sup>st</sup> – Third payment due on current year assessment (75% of total is due)
- 9<sup>th</sup> – [Participants’ Protected Self-Insurance data request](#) emailed to all participants
- 20<sup>th</sup> – BAAM meeting (at Our Lady of Lourdes)
- 31<sup>st</sup> – Quarter End

### April 2013

- 5<sup>th</sup> - Participants’ Protected Self-Insurance data forms due
- 11<sup>th</sup> - Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15<sup>th</sup> – Present budget to Parish Council for discussion and approval
- 24<sup>th</sup> – BAAM retreat – REVISED DATE (3/18/13)
- 30<sup>th</sup> – Form 941 (Quarterly Payroll Reporting) due to IRS for quarter ended 3/31
- Lay pension reports for Jan-Mar (1Q) mailed

### May 2013

- 15<sup>th</sup> – Submit deficit budget to Archdiocese for review
- 15<sup>th</sup> – BAAM meeting ( at Our Lady of Lourdes)
- Finance Committee to present balanced budget to Parish Council for review
- Health Insurance Open Enrollment information sent out in first half of May
- Priest assignments announced
- Lay pension information and payment for 1Q calendar year due

### June 2013

- 1<sup>st</sup> – Final payments for assessment, property and liability insurance, priest pension due for fiscal year
- 7<sup>th</sup> – Health Insurance Open Enrollment closes (approximate date)
- 13<sup>th</sup> – Building Commission Meeting. Attendance by appointment only. Contact [Linda King](#) (414-769-3340)
- 15<sup>th</sup> – Priest compensation form due to employer
- 15<sup>th</sup> – Submit balanced budgets to Archdiocese for review
- 30<sup>th</sup> – Fiscal Year Ends

## Excel Tip

Want to know if a particular cell in a worksheet is part of a formula? Use the Trace Dependents feature in Excel to find out.

First, click on the cell in question. Then, in the Formulas tab, select "Trace Dependents" and lines will appear to connect that cell to any other cells that depend on it. If no other cells depend on it, a pop up message will indicate that. Click on "Remove Arrows" to remove the arrows and lines.

You can do the reverse in "Trace Precedents" to find the pieces of a formula. It works much like using F2 to edit a cell, except that the lines and arrows appear, allowing you to move around the worksheet without leaving the cell open to edit. Click on "Remove Arrows" to remove the arrows and lines.

Have an Excel tip to share? [Let us know!](#)

## Contact Us

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