Diocese of Winona-Rochester

FINANCE TIMES

ISSUE 15

WINTER 2019

For Parishes, Schools and Cemeteries throughout the Diocese of Winona-Rochester

From the Desk of the Finance Officer

Andrew Brannon, CPA, Chief Finance & Administrative Officer ● abrannon@dowr.org

Hello Everyone,

I wish you well during this Advent season of preparation for the birth of the Christ-child. Don't let the busyness of year-end administrative tasks overshadow the anticipation and joy of Christ's birth.

The staff of the Finance Department has put together this newsletter to best guide you in many once-a-year tasks. This particular newsletter is lengthy, but in an electronic environment, it puts resources right at your fingertips in a cost effective way.

The finance team's mission is to serve God though service to you. One way to serve you is to give you the tools and resources to do your job well. One giant step forward in determining how we can help you better was to ask you! Your response to the recent survey of Bookkeepers and Administrators was phenomenal. Sixty-one people provided responses to our questions. We are now busy in completing a plan to best utilize that information. Once we have that complete, we will share with you the responses as well as the plan.

The survey's purpose was four-fold – 1) to determine the years of experience of the parish bookkeepers, 2) to determine the ParishSoft modules available to parishes, 3) to determine the ParishSOFT modules actually used by parishes, and 4) to solicit from you questions or problems you've encountered, as well as future training you'd like to see offered. All of your responses covered ways we can help in areas such as accounting, human resources, benefits, and ParishSOFT Accounting and Family Suite software modules.

I thank you for your hard work and your service to your parishes, schools and cemeteries of the Diocese of Winona-Rochester. May you experience a most blessed Advent and Christmas seasons.

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Free photo from Pixabay.

David Fricke ● dfricke@dowr.org

Minnesota Minimum Wage going up January 1, 2020

Recently the Minnesota Department of Labor announced that the minimum wage rates are being adjusted for inflation beginning January 1, 2020 to $10 per hour for large employers. This is an increase of 14 cents over the current $9.86 per hour rate. The Diocese of Winona-Rochester highly recommends all parishes, schools and related institutions of the diocese to use the large employer rate of $10 when paying employees. All employers in the diocese are reminded to post the updated minimum wage poster in their workplace before January 1, 2020.

All required posters for the workplace are available from the State of Minnesota website free of charge. The link is as follows: https://www.dli.mn.gov/about-department/workplace-posters. In addition you can find the posters on the Diocese of Winona-Rochester website. Click on Offices/Human Resources and then scroll down to Other Information/Labor Posters.

Proposed Overtime Changes are Now Final

On September 24, 2019, the Department of Labor (DOL) announced a final rule that would make more than 1.3 million additional American workers eligible for overtime. Currently the minimum salary for an employee to "qualify" for exemption from the current law is $455 per week ($23,660 annually). The new proposed minimum salary is $684 per week ($35,568 annually). The new earnings thresholds account for growth in employee earnings since the thresholds were last updated in 2004. Meeting the salary threshold does not automatically make an employee exempt from overtime pay; the employee's job duties also must primarily involve executive, administrative or professional duties as defined by the regulations. The final rule is effective January 1, 2020.

A similar proposal was scheduled to take effect in December of 2016 under the Obama Administration, however a federal court blocked the start of the rule in late November, 2016. Those employees in various leadership roles will recall that back in 2016 instructions were issued to ensure that all entities in the diocese had examined the positions that existed in their organization. A key element of those instructions were to examine job descriptions for accuracy.

What should Administrators with leadership responsibility do before January 1, 2020?

Recently guidelines were sent to all Parish Administrators, Bookkeepers, etc. highlighting the appropriate steps that should be taken in order to adhere to these new regulations. Please contact the Office of Human Resources [David Fricke at dfricke@dowr.org or (507) 858-1250] if you did not receive the communication or have questions.

Contact Information

Address:	Diocese of Winona-Rochester 55 West Sanborn PO Box 588 Winona, MN 55987		**Internet:** www.dowr.org www.catholicmutual.org **Fax:** 507-454-8106 (Pastoral Center) 800-335-8141 (Catholic Mutual)
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News Regarding Benefits...

Julia Sandsness ● benefits@dowr.org

DOW-R Frequent Health Insurance Question

We have an employee who wants to enroll in the diocesan health insurance plan but didn't do it when the employee was hired nor during open enrollment. What can be done?

Employer-sponsored health insurance limits enrollments to new hires and open enrollment. In the scenarios above, the only way the employee can enroll in health insurance is by having a qualifying event, which are regulated by the Affordable Care Act (ACA). A couple of events such as denial of health coverage and/or spouse cancelled insurance by choice are not qualifying events.

To obtain coverage, the employee must enroll within 30 days from the qualifying event. The exception to this is of an employee losing Medicaid or MinnesotaCare, which the enrollment must be received within 60 days of the event. The DOW-R form used is the A-2 and can be found on our website https://www.dowr.org/offices/human-resources/index.html in Section A. The employee is required to submit documentation of the qualifying event.

2016 Group Renewal Bulletin
Blue Cross and Blue Shield of Minnesota
Service Cooperatives

BlueCross BlueShield Minnesota

Special enrollment

The only time employees or eligible family members are able to join a group is at the annual open enrollment period or with a qualifying event. Qualifying or triggering events are listed below. Notice period is 30 days except for Medicaid /SCHIP events.

Special Enrollment Triggering Event	Coverage Effective Date
Loss of Minimum Essential Coverage (does not include loss due to failure to pay premiums or rescission): Γ Loss of eligibility for employer-sponsored coverage Γ Termination of employment or reduction in hours I Legal separation or divorce L Loss of dependent child status I Death of employee I Move outside HMO service area Γ Exceeding the plan's lifetime maximum I Employer bankruptcy I Employee becomes entitled to Medicare Minimum Essential Coverage includes coverage under specified government sponsored plans (including Medicare and Medicaid), employer-sponsored coverage, individual market policies, grandfathered coverage, and other coverage recognized by the Secretary of the U.S. Department of Health and Human Services.	First day of the month following the event.
Gaining or becoming a dependent due to marriage.	First day of the month following the event.
Gaining a dependent due to birth, adoption or placement for adoption.	Date of birth, adoption or placement for adoption.
An individual gains or loses eligibility for Medicaid or MinnesotaCare (notice must be received within 60 days of the event).	If application is received between the 1st and 15th of the month, coverage will be effective on the 1st of the following month. If application is received between the 16th and the end of the month, coverage will be effective on the 1st of the following second month.

Note: This chart states the legal requirements. In some cases, we've been more generous and will not be changing our existing enrollment guidelines. Example: gaining or becoming a dependent due to marriage, in most cases coverage is effective the date of marriage.

More News Regarding Benefits…

Julia Sandsness ● benefits@dowr.org

DOW-R BlueCross BlueShield (BCBS) $1000 Deductible Plan Changes

For employees on the $1000 deductible plan: As previously conveyed during open enrollment, employees will automatically be enrolled in the $1500 deductible plan on January 1, 2020. New identification cards will be issued by BCBS. If a new card is not received by January 20, please email benefits@dowr.org and a new card will be requested.

Delta Dental—Important Employee Communication

Delta Dental of Minnesota is launching a new service and technology platform effective December 2, 2019. The attachment for information important to employees who are on DOW-R healthcare.

DELTA DENTAL

Important Employee Communication

The busy open enrollment season is here. At Delta Dental of Minnesota, we are excited to launch our new service and technology platform later this year!

New Member Portal

- The URL will remain www.deltadentalmn.org/members
- The new portal will allow employees to:
  - ✓ View and print ID cards
  - ✓ View dental claims activity in real-time
  - ✓ Access detailed dental benefit information
  - ✓ View and print Explanation of Benefits (EOB)
  - ✓ Choose to receive electronic EOB
- Effective December 2, the new portal will be available. Employees will be prompted to register. Historical information will be available.

Customer Service Phone Numbers

(651) 406-5916 or (800) 553-9536

New Claims Submission Address

Delta Dental of Minnesota
PO Box 9120
Farmington Hills, MI 48333-9120

New Claims Appeal Address

Delta Dental of Minnesota
PO Box 30416
Lansing, MI 48909

Paper claims and appeal submissions to the current addresses will be forwarded to the new addresses. Claims submitted electronically will be redirected to the new address.

Delta Dental of Minnesota ID cards

- **New ID cards** will be issued to all existing subscribers in late January 2020. A new subscriber ID number will be assigned and linked to the current member ID number. *Note: New dental plan enrollees who receive an ID card in December, 2019 will not receive a new ID card in January, 2020.*
- **Existing ID cards** and ID numbers will remain valid and can be used to submit claims.

Further—Flexible Benefits 2019 and 2020

Please remind 2019 enrolled employees to use any of their available flexible spending benefit by 12/31/19.

If an employee missed the 2020 open enrollment, DOW-R will try to get an exception to enroll them. For employees enrolled in 2019 and again in 2020, they will not be receiving new debit cards. Anyone new to flex in 2020 will receive a new debit card.

Contact Julia Sandsness if you have questions.

Dave Fricke • dfricke@dowr.org

"Roth" Option Available January 2020

David Fricke, Director, Human Resources

The Diocese of Winona-Rochester recently announced that beginning in January 2020 the diocesan sponsored Lay 403(b) Retirement Plan through Lincoln Financial will allow for "Roth" contributions.

For those employees not familiar with the term "Roth" contributions, below is a brief comparison of the current "Traditional" (pre-tax) contributions and "Roth" (post-tax) contributions:

Traditional: Pay taxes later	**Roth: Pay taxes now**
Take home **more pay today** in exchange for paying taxes on your account when you retire.	Take home **less pay today** in exchange for not having to pay taxes on your account when you retire.
Pretax: **Pay no taxes now** on the money you invest, which lowers your taxable income right away.	After-tax: **Pay taxes now** on the money you invest so you can enjoy a tax break later.
You may pay a penalty if you begin withdrawing money before age 59 ½.	You may pay a penalty if you begin withdrawing money before age 59 ½.
	You can't withdraw funds until they've been in your account for five years.
In retirement, you'll pay taxes On the money you invested –and On the earnings.	**In retirement, you won't pay taxes** on the money you Invested – or on the earnings.
Required minimum distributions that start at age 70 ½ apply to these assets.	Required minimum distributions that start at age 70 ½ apply to these assets unless they're rolled into a Roth IRA.

The Diocesan sponsored Lay 403(b) Retirement Plan has a 3% discretionary contribution as well as a matching contribution of $1 for $1 on the first 3% of compensation. Whether participating employees contribute in the traditional (pre-tax) or Roth (post-tax) option, both the discretionary and matching contributions made by your employer will be pre-tax, as is subject to taxes when withdrawn.

The Diocese of Winona-Rochester is pleased to make this enhancement to the Diocesan Lay 403(b) Retirement Plan.

IRS Standard Mileage Rate for 2020

Beginning January 1, 2020, the standard mileage rates for the use of a car (also vans, pickups, or panel trucks) may change. The 2019 rate is $ 0.58 cents per mile driven for business use.

The new rate was not available as of the date this newsletter was published, but it should soon be available at:

https://www.irs.gov/tax-professionals/standard-mileage-rates

(Unless you're taking your dogsled, then stock up on treats...for humans and dogs! Photo from Adobe Stock.)

Office of Finance: Parish Accounting Support

With all the travel during this busy holiday season, we thought rerunning the article (below) might be helpful. When travelling, please be careful, make sure you have a winter survival kit in your car, and plan for extra time to safely reach your destination!

Catholic Mutual Group News

Ryan Christianson ● rchristianson@catholicmutual.org

Greetings and Happy Holidays from the Catholic Mutual risk management office. As I reflect over the nearly 14 years I have been with Catholic Mutual here in the Diocese of Winona-Rochester, I would like to thank and extend my appreciation to all locations for the efforts you make in continuing our goal of creating a culture with safety in mind. Together we have completed over 2,000 on site safety inspections, your welcoming reception and continued support and response is very much appreciated.

To supplement our diocesan and CMG on-site inspection program, CMG has developed a learning management platform, CMGConnect. This platform houses a number of online training videos and resource documents. Nationwide, over 335,000 accounts have been created. Here in the Winona-Rochester diocese, we have over 700 users registered with 19 different training courses available. These curriculums include training related to transportation, youth ministry, parish festivals, school safety, facility safety, cyber liability, and church best practices.

One area of potential liability exposure within the Church is related to driving and transportation. The diocesan transportation policy requires all drivers (employee and volunteer) of location owned vehicles as well as personally owned vehicles being driven on church/school business to complete the Catholic Mutual Be Smart Drive Safe defensive driving course. Also (as a CUP requirement) is to have at least one person in an administrative position for each location (or group of cluster locations) view the online training program entitled Church Transportation – Is it Necessary and Ministry Based?

While a number of individuals have completed our defensive driving course, only a hand full have viewed our Church Transportation – Is it Necessary and Ministry Based? video thus far. Please make this a top priority as we head towards 2020. These training resources can be found at www.CMGConnect.org. Thank you.

Free photo from Pixabay.

New Remittance and Collection Forms for 2020

Ann Ringlien • aringlien@dowr.org

With a new year right around the corner, please make sure you are using the correct remittance form when sending in checks for Special Collections after January 1. Included with this newsletter is a copy of the '2020 Special Collections Remittance Form' that should be used throughout 2020. (Remember, the calendar for Special Collections runs on a calendar year, not fiscal year.) Also included is a listing of all the 2020 Special Collection dates. Please see pages 7 and 8.

After January 1, please make sure you are using the correct remittance form (says '2020' at the top) for any money sent in for Special Collections. A copy of the DOW-R Remittance Form for 2020 is on page 16.

The Special Collections and DOW-R Remittance Forms (PDF & Excel formats) can be found on our website at https://www.dowr.org/offices/finance/frequently-requested-topics.html (found under 'Finance Office, Frequently Requested Topics').

Diocese of Winona-Rochester Special Collections

Remittance Form 2020

Parish: _____

City: _____

Date: _____

Mail Check(s) to:

Diocese of Winona-Rochester Special Collections

PO Box 588 - Winona, MN 55987

Note: If you use this as a spreadsheet, totals are formulas.

2020 Special Collections**

Please make check payable to: Diocese of Winona-Rochester Special Collections

		Parish GL	
January	Latin America (50%)	*2201*	
January	Catholic Communication (50%) (Communications Apostolate)	*2202*	
Ash Wednesday	Aid to Church in Eastern/Central Europe	*2203*	
During Lent	Rice Bowl	*2204*	
March	Catholic Relief Services (Bishop's Overseas Appeal)	*2205*	
April	Holy Land	*2206*	
May	Catholic Charities (mail directly to Catholic Charities)	*2207*	*Do not include in total*
	Amount sent to Catholic Charities: $ _____		
June	Peter's Pence (Holy Father)	*2208*	
Summer	Missionary Coop *Organization:* _____	*2217*	
August	Black & Native American (50%)	*2210*	
August	Catholic Home Missions Appeal (50%)	*2209*	
October	Propagation of Faith (Mission Sunday)	*2211*	
November	Campaign for Human Development	*2212*	
November	Archdiocese for the Military Service* **Taken in 2019. Not taken in 2020 or 2021*	*2215*	
December	Retirement Fund for Religious (90%)	*2213*	
December	Catholic University (10%)	*2214*	

Other Special Collections (i.e. Natural disaster relief, etc.)

_____ _____

_____ _____

_____ _____

Total Special Collections $ -

**Please remit special collections to 'Diocese of Winona-Rochester Special Collections' within one month of collection.

January 1, 2020

Special Collections – Office of the Society of the Propagation of the Faith

Throughout the year, the Diocese of Winona-Rochester sends in monies collected for all special collections. At the end of the year, we must complete an audit report of all the amounts collected for each Special Collection. Please help us out by making sure you have sent in all the monies collected during the year for any of the Special Collections by the end of December. Thank you!

Mary Hamann • mhamann@dowr.org

Diocesan Special Collections Dates – 2020
Diocese of Winona-Rochester

Collection	Date Of Collection	Occurrence
Latin American (50 percent) Catholic Communications (50 percent)	January 26, 2020	4th Sunday in January
Church in Central and Eastern Europe	February 26, 2020	Ash Wednesday
Rice Bowl	During Lent	During Lent
Catholic Relief Services	March 22, 2020	4th Sunday of Lent
Holy Land	Good Friday April 10, 2020	Good Friday
Catholic Charities	Mothers' Day May 10, 2020	2nd Sunday in May
Peter's Pence	June 28, 2020	Sunday in June closest to Feast of SS Peter and Paul on June 29
Catholic Home Missions (50 percent) Black and Native American (50 percent)	August 30, 2020	Last Sunday in August unless it occurs on Labor Day weekend, then will be the Sunday before
Propagation of Faith (Mission Sunday)	October 18, 2020	2nd to the last Sunday in October
Campaign for Human Development	November 22, 2020	Sunday before Thanksgiving Day
Retirement Fund for Religious (90 percent) Catholic University (10 percent)	December 13, 2020	2nd Sunday in December
Collection for the Archdiocese for the Military Services	Not taken in 2020	Sunday before Veterans' Day every third year (2019)

Catholic Mutual…"CARES"

Ryan Christianson ● rchristianson@catholicmutual.org

Copyright Compliance

What is Copyright?

Copyright law is designed to protect people who produce original literary, musical, dramatic, artistic, or other works. It covers nearly everything that can be seen, heard or touched: books, CDs, movies, photographs, plays, and more.
The law gives original authors, artists and photographers the exclusive right to:

- Copy, print or reprint the work.
- Perform it publicly.
- Sell or distribute it.
- Revise it, arrange it, or transform it.
- Record it.

These rights belong to the person who created the content, not anyone who has access to it.
The existence of a copyright isn't always obvious. U.S. law doesn't require a copyrighted work to bear a copyright notice, so it's a good idea to research copyright information before displaying or copying work that isn't original, particularly images and material obtained from the internet.

Someone who infringes upon a creator's rights can be fined from $500 to $20,000 per infringed work, even if the violation was unintentional. If an organization knowingly breaks the law, additional penalties can be added.

Copyright Protection Guidelines

The only sure way to avoid infringing on a creator's rights is to obtain permission before using their work. Some owners grant permission freely. Others may charge a fee or may refuse to let you use their work at all. In addition, parishes/schools can use the following guidelines to prevent copyright issues:

1. **Only use materials that are not copyrighted.** Many works are freely available because their copyrights have expired and they are considered part of the "public domain." Parishes/schools should also consider using photographs or images they have created themselves.

2. **Secure permission from copyright owners before use.** The copyright owner may be able to be located using the information listed on the copyrighted material. If there is no copyright information listed, contact the publisher directly, since that organization may be the copyright owner

3. **Stay within "fair use" guidelines.** Fair use allows the limited use of copyrighted material without the author's permission for educational purposes, criticism, news reporting, and research. The original author must be credited for material used. There are, however, no specific guidelines for how much of a protected work can be copied without permission, so be cautious when doing so.

4. **Buy a blanket license or subscribe to a royalty/copyright free image service.** Blanket licenses allow the use of specific copyrighted works for certain purposes while the license is in effect. The licenses allow churches to use copyrighted songs and other materials, within certain limits agreed upon. The following licensing companies are some that may be helpful to your parish: Oregon Catholic Press/OCP Publications, GIA Publications, World Library Publications/J.S. Paluch Company, Inc. In addition, there are numerous companies that can provide access to royalty/copyright free images and photos like Shutterstock.com, Graphicstock.com, Bigstockphoto.com, Adobestock.com and many more.

Although there are a few limited exceptions to copyright protection, your parish/school should always investigate the copyright status of any photograph, image, literary, musical, dramatic, or audiovisual work before using them. Simply giving credit to the creator of copyrighted works used in a bulletin or program is no defense against charges of copyright infringement. When in doubt, do not use something that you are not certain you have the right to use.

Rev. 10/19

Photo from Adobe Stock.

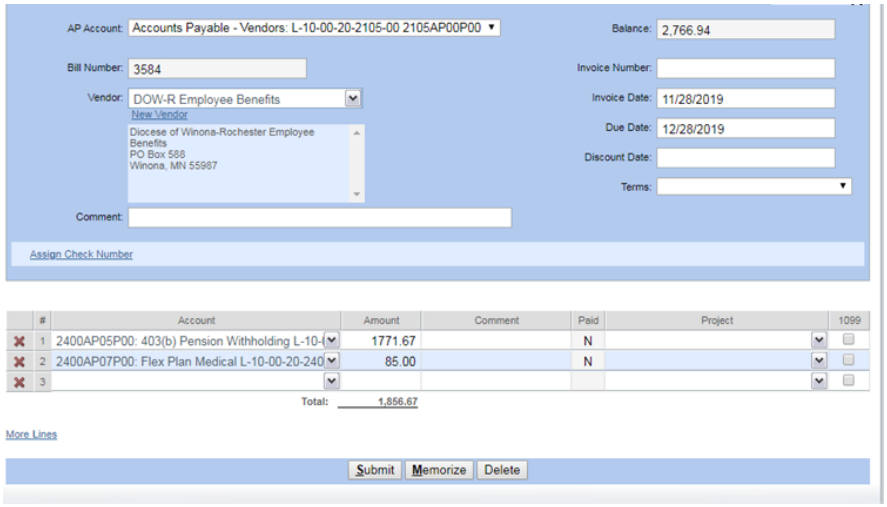
Office of Finance: Parish Accounting Support

Cindy Olson • parishsupport@dowr.org

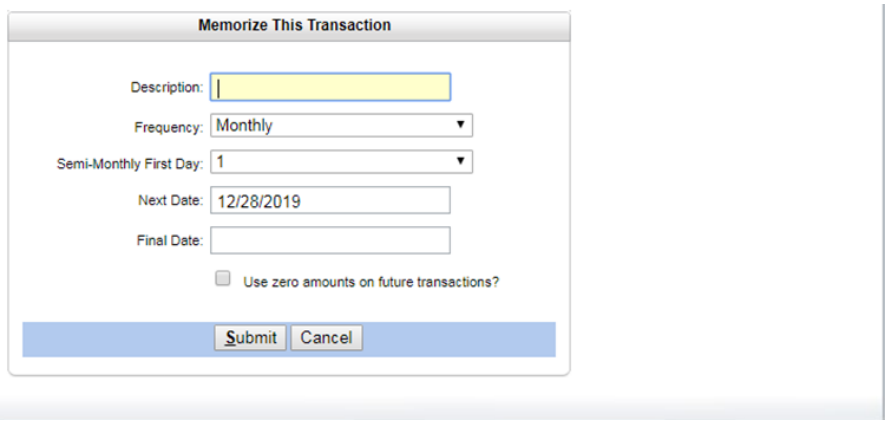
How's your memory??

For me, it is very helpful to have recurring bills, journal entries, credit card transactions and/or deposits memorized within ParishSOFT accounting so that they will be generated and show up on my screens to serve as a reminder to enter the transactions. Memorizing transactions is easy and it can save you time in the long run. For bills, here is the process:

Choose a bill that you want to memorize



Click on the memorize button

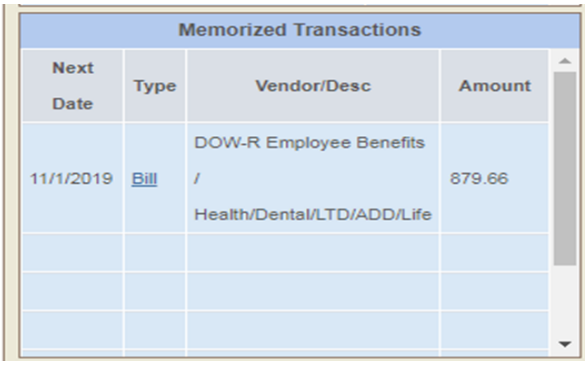


On this screen:

1. Name the bill (for instance Monthly Pension)
2. Set the frequency from the drop-down options (set the first day if you are using the semi-monthly frequency)
3. Choose the next date and final date (if applicable)
4. Decide whether you want to memorize the amounts currently on the bill or if you would like the bill to come up with zeros in the amounts by checking the check box or leaving the check box blank.
5. Click on Submit.

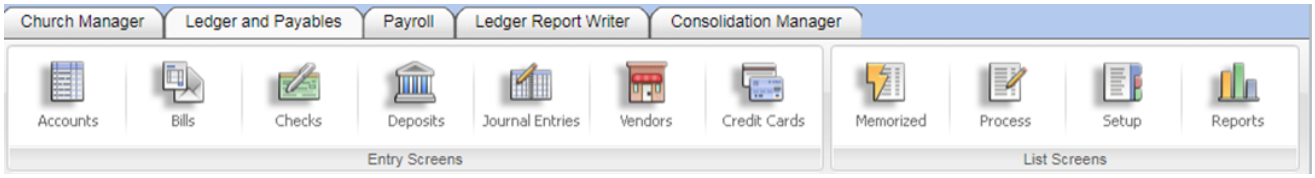
The process is similar for the other transactions; each type of transaction has the memorize button.

How do you generate the transactions? On your main screen for Ledgers and Payables, you will see this box to remind you that there are transactions waiting:

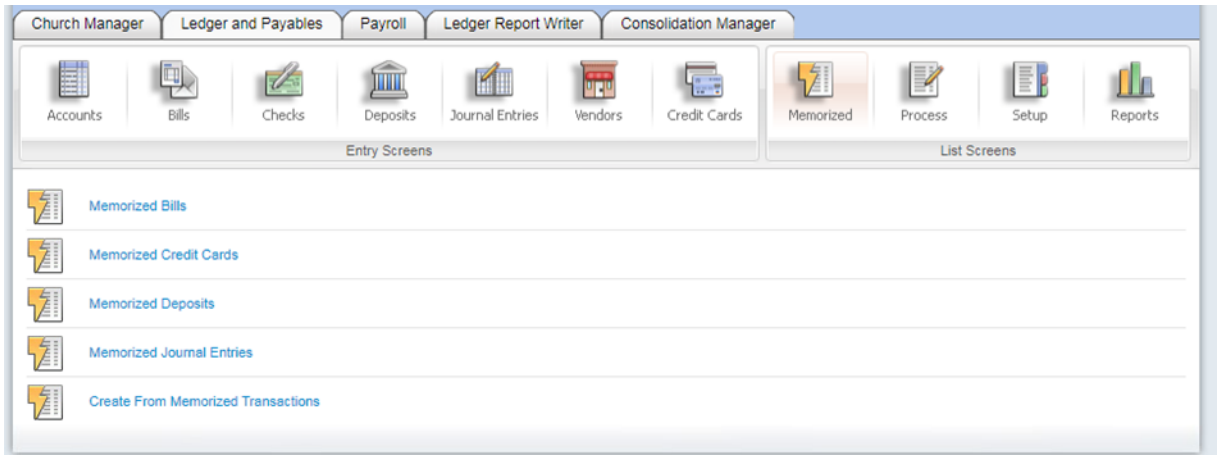


How's your memory?? (continued)

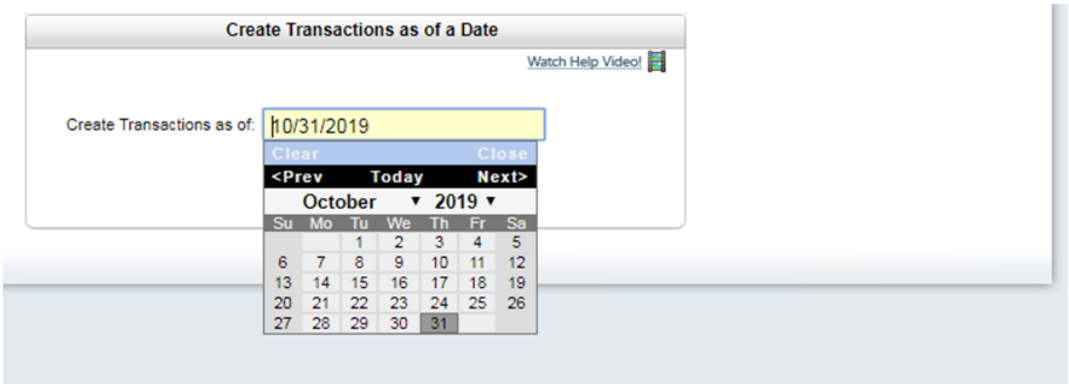
To create the transactions, click on "Memorized"



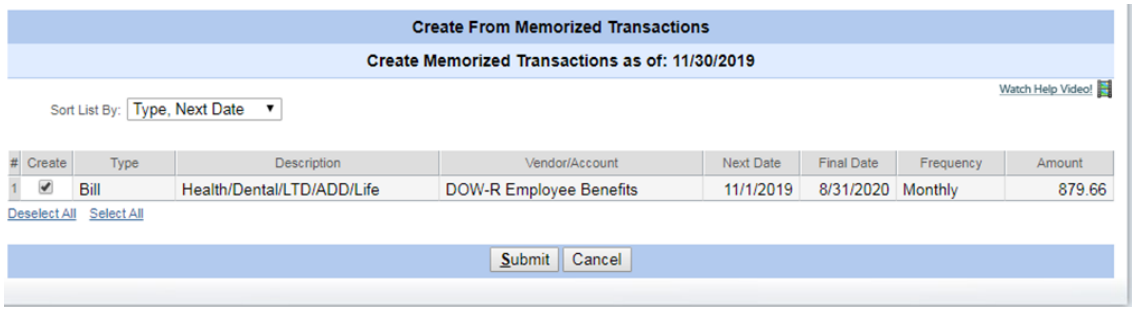
Select "Create from Memorized Transactions"



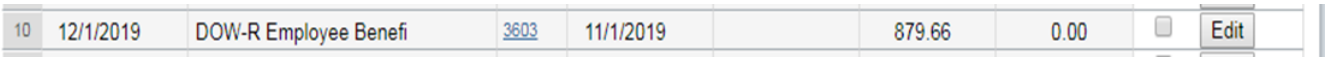
Select your date:



A list of the memorized entries will display:



Click on Submit and you will see the entries in the transaction lists where you are able to edit them (in this case it is a bill so you will see it on the check screen in the bills open for payment).



For more information and a video training, click on this link:
https://support.parishsoft.com/hc/en-us/articles/115002020007-PSAv-L-P-Memorized-Transactions-Video-

And, don't forget, you can memorize financial statements and reports as well!
https://support.parishsoft.com/hc/en-us/articles/115002286788-PSAv-L-P-Memorized-Report-Groups-Video-

Office of Finance: Parish Accounting Support

Cindy Olson • parishsupport@dowr.org

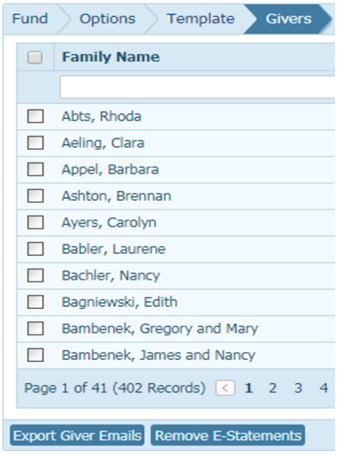
End of Year giving

As we approach the end of the calendar year, remember how to determine which year to use for gifts:

1. Gifts delivered to the organization by the end of the day on December 31 should be entered into the 2019 calendar year.
2. Gifts initiated on-line before midnight 12/31/2019 are considered 2019 gifts (this would include bill pay transactions initiated through the donor's bank).
3. Gifts **postmarked** December 31 or earlier are considered 2019 gifts.
4. Remember that a donor dating a check in December does not necessarily make it a December gift; it has to meet the IRS guidelines.

You are able to use a December 31 **posting** date in Family Suite for the gifts and use a January **deposit** date to differentiate the year of the gift.

Contribution Statements



ParishSOFT Family Suite will create customized contribution statements for your parish or organization. Remember, members also have the option of printing their own contribution statements through **My Own Church.** All you need to do is remove the prior year's electronic statements (go to Offering, Reports, Contributions, Statements and navigate to the giver tab). Choose Remove E-Statements and let the process run for a few hours before going back to generate the current year statements. I usually sent out an e-mail (using export giver e-mails) to let everyone know when the statement are available on-line.

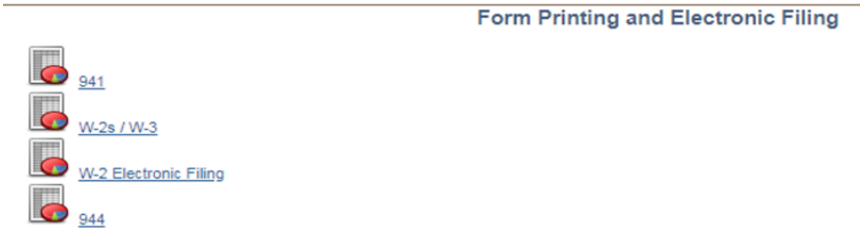
Complete instructions are available through PathFinder.

W-2s, 1099s, W-2Gs

Have you issued any required W-2G forms for gambling winnings at your fundraising events? If not, fillable forms are available at the IRS website. You will need a 1096 submission form to send to the IRS which has to be their scannable form.

Check now to make sure that you have all the tax identification numbers for any vendors that would require a 1099. ParishSOFT will generate plain paper forms that you can send to your vendors but you will need the pre-printed IRS 1099 form and the 1096 transmission form to submit to the IRS. Talk to locations around you to share a packet of forms.

Plain paper W-2 forms are also able to be printed from ParishSOFT. You can buy perforated blank forms that have the IRS required wording on the back from office supply stores. For those of you with 50 or fewer employees, you are able to submit the forms on-line through the SSA Business Services website for free after you register. See https://www.ssa.gov/bso/bsowelcome.htm for more information. Registration is easy! There is also the option of submitting the forms electronically through the ParishSOFT software for a fee (see third item below on the forms tab in the payroll module).



ParishSOFT usually updates in early December to get the new forms and upcoming tax tables loaded for us. They also have training available through Pathfinder on all aspects of end of year reporting.

Christmas Gifts and W-2s

Yes, I'm sad to say that the IRS views gifts of money or gift cards as taxable income. This applies to **both** volunteers and employees. So, if this is the route taken to show appreciation, please see the information below from the December 2018 Finance Times:

Holiday gifts.

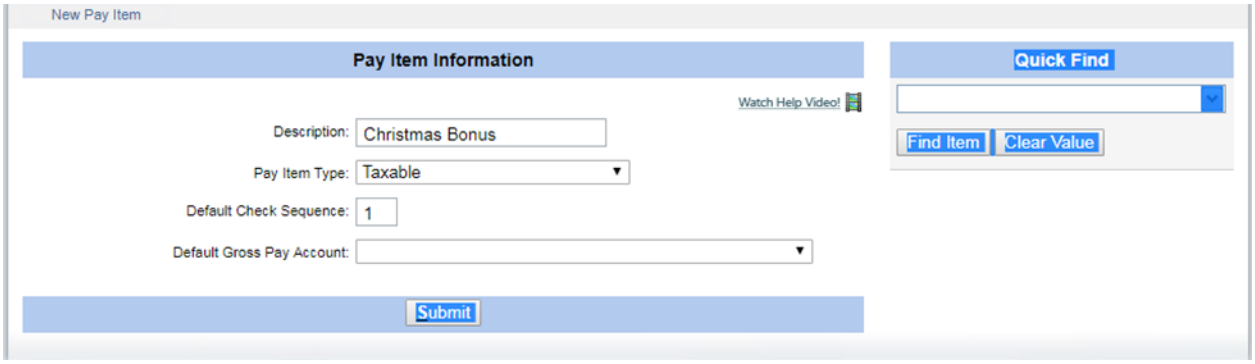
If your employer gives you a turkey, ham, or other item of nominal value at Christmas or other holidays, don't include the value of the gift in your income. However, if your employer gives you cash, a gift certificate, or a similar item that you can easily exchange for cash, you include the value of that gift as extra salary or wages regardless of the amount involved.

Christmas Gifts and W-2s (continued)

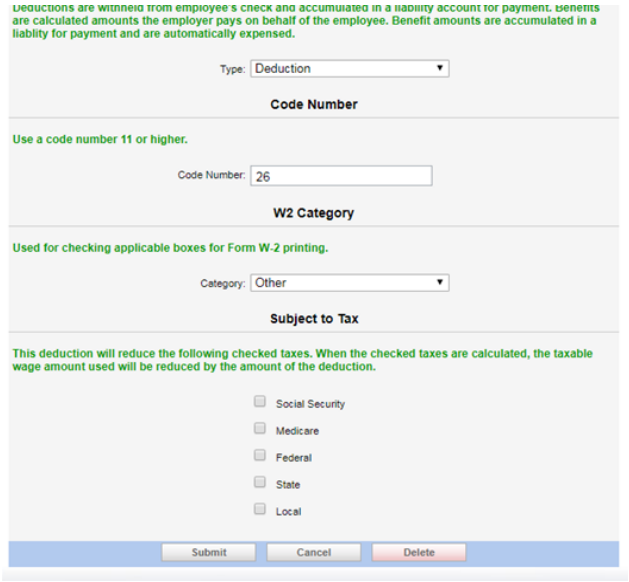
Really?? Even if it is just a $25 gift card? Even if the CCW made the gift? Yes, even if it is just a $25 gift card and yes, even if the CCW made the gift.
So, how does this work in parish soft? Here are some examples:

The parish gives each employee a gift card valued at $100.

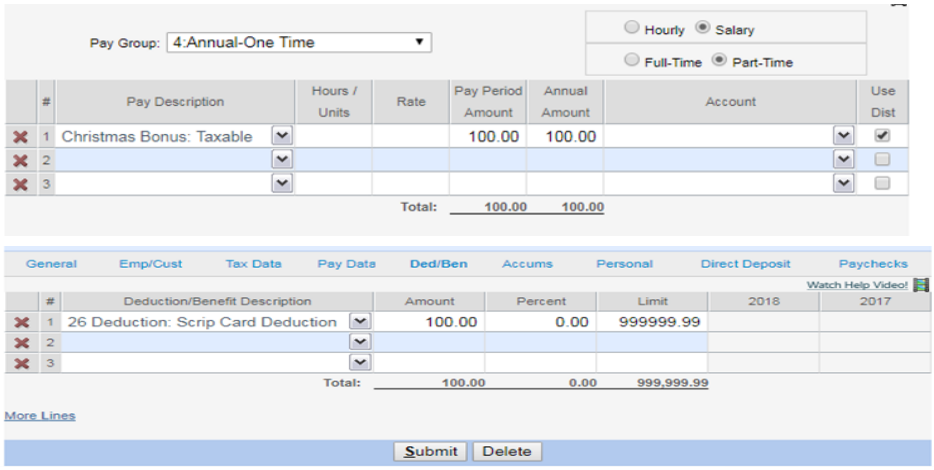
1. In the payroll system you set up a pay item called Christmas Bonus (or just Gifts to employees). This is what it would look like. You may code it to wages or employee appreciation.



2. You set up a deduction called Christmas Bonus deduction (or just Gifts to Employees deduction). This will be coded to the same expense account as the pay item. Note that you do not check any of the check boxes.



3. In your payroll around the time the cards will be distributed, add the pay item to your employee records and add the deduction for the same amount.



Office of Finance: Parish Accounting Support

Cindy Olson • parishsupport@dowr.org

Christmas Gifts and W-2s (continued)

4. This will add the income so the system will withhold taxes and it will deduct the amount (since you are not paying the money to the employee but giving them a gift card instead). The net effect will just be the withheld taxes.
5. After closing the payroll, either delete the pay item and deduction or make them zero on each employee record so you don't accidentally process them again!

The parish gives each employee a monetary gift of $100.

1. Once again you will use the pay item but you will not need the deduction.
2. If the gift is a flat $100, all you need to do is put it in your payroll on the Christmas Bonus (or Employee Gift) line and let the system do the rest.
3. If the gift is to net to $100, it is best to handle it as a separate check and divide the amount of the gift by 100% minus the Social Security and Medicare tax rates of 7.65% (6.2% plus 1.45%) and any pension withholding rate for that employee. So, for our example, we will say that the employee is having 3% withheld for pension. You would divide the $100 by .8935 (100%-7.65% -3%). The pay amount would calculate to $111.92.

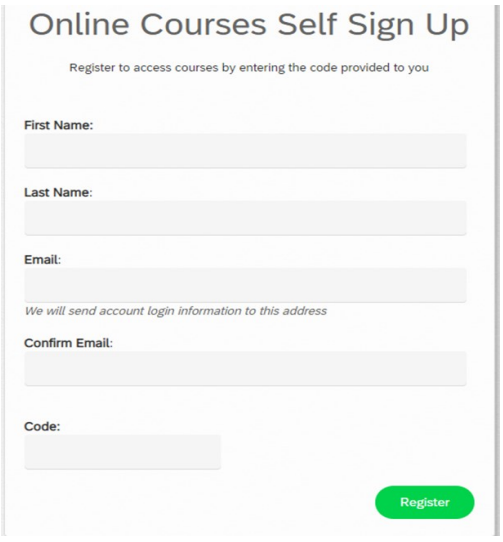
The parish or CCW gives the priest a gift of $100.

1. You would again use the pay item Christmas Bonus or Gifts to Employees.
2. If the gift is given separately, it works best to run it through payroll and have the system cut a check (remove any direct deposit bank information for the priest first if this is the route you are taking). Run the payroll with just the Christmas Bonus or Gift pay item.
3. If the gift is given in the form of cash which came from parish funds, the amount is both added and deducted in a payroll (see the first scenario). In the case of a priest, since there are no taxes withheld this will simply add the amount to the W-2.

Questions? Let me know!!

New Training Available from ParishSOFT!

When you received your renewal bill from ParishSOFT in October, you also received a flyer that looks like this:

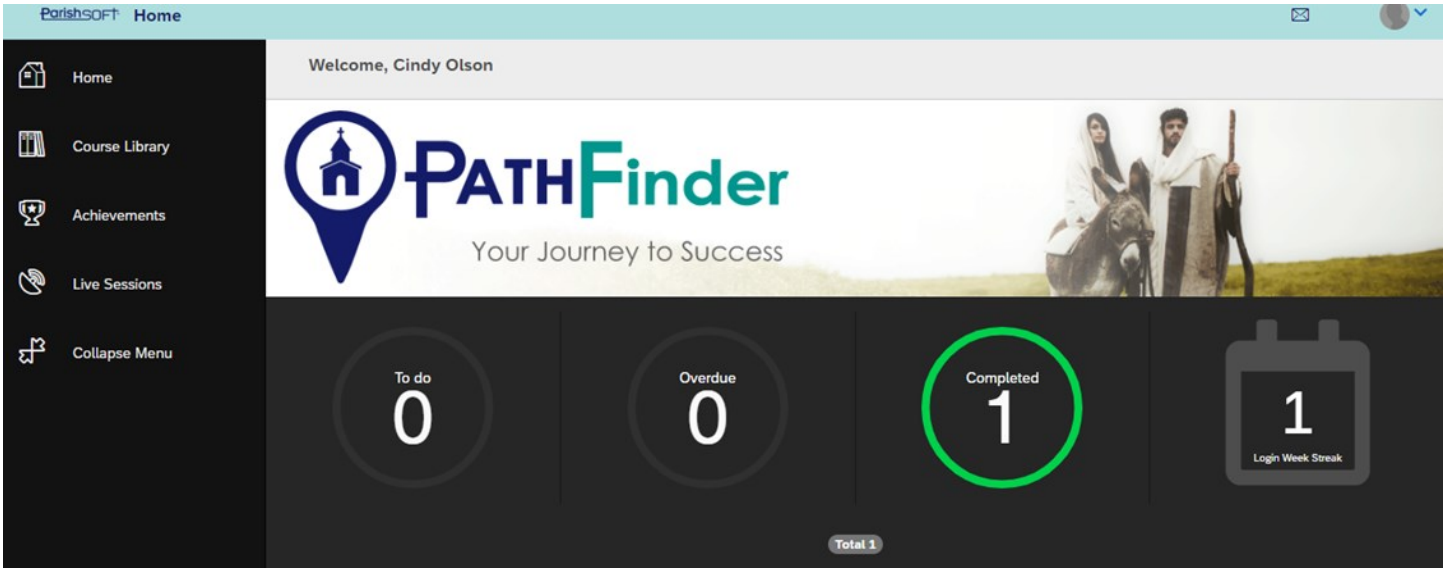


ParishSOFT is introducing a new on-line training option as a part of your subscription. To enroll, go to: https://parishsoft.litmos.com/self-signup

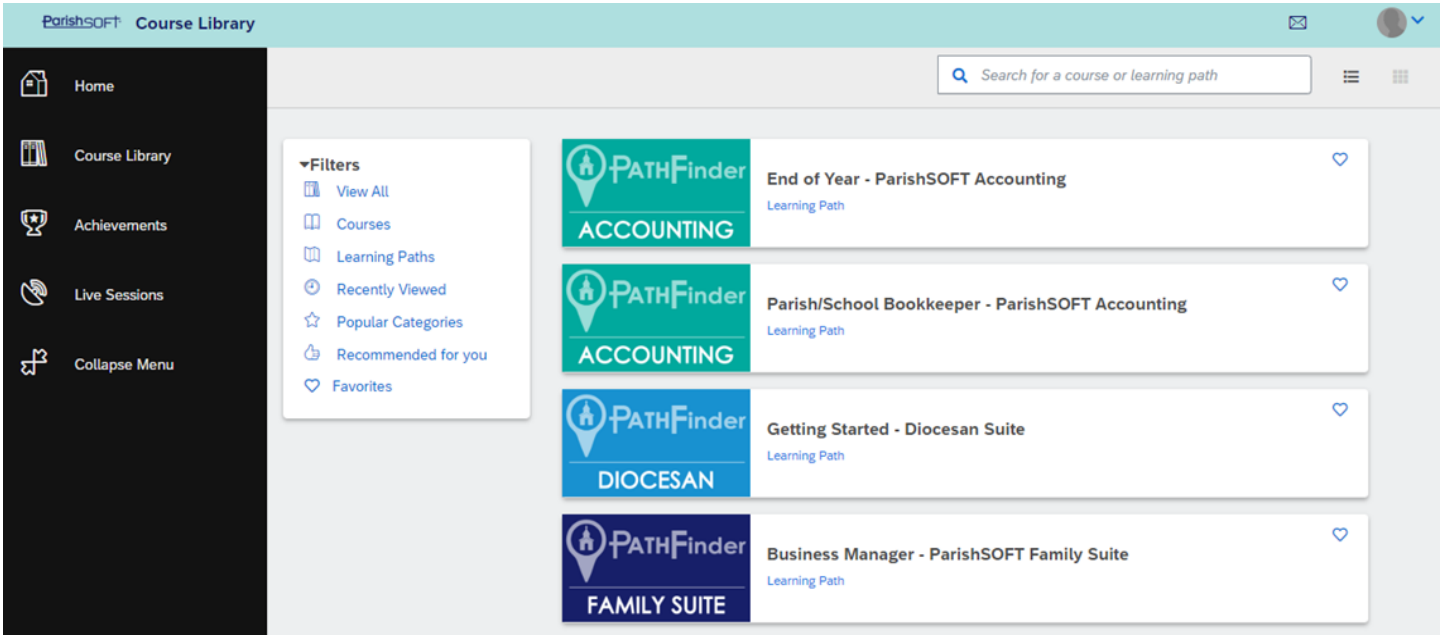
You are able to register to have access to the whole list of on-line courses. The code to enter is: **Welcome**

New Training available from ParishSOFT! (continued)

Once you are set up, you will log-in to this screen:



By clicking on Course Library, you are able to view all the offered courses:



There is a long list of courses for all modules of ParishSOFT Family Suite, Accounting and On-Line Giving. Check it out! You control when and where you watch the training.

Dear Parish Colleagues,
Best Wishes for a Merry Christmas and a Happy New Year!
We are Blessed to work with you! – The Finance & Human Resources Staff at the Diocese of Winona-Rochester

Photo on right by Margaret Burnett, a free download on *Unsplash*.

Diocese of Winona-Rochester

Remittance Form
2019/2020

Mail Check(s) to: **Diocese of Winona-Rochester: Finance Office**
PO Box 588
Winona, MN 55987

Parish: _____
City: _____
Date: _____

You may combine the payments from the top two left sections into one check.

Questions: Ann Ringlien, 507-858-1247 or aringlien@dowr.org Note: If you use this as a spreadsheet, totals are formulas.

Diocese of Winona-Rochester Invoice(s)

Please make check payable to:
Diocese of Winona-Rochester

	Invoice #	Amount
Diocesan Assessment		
Clergy Education		
Other_____		
Other_____		
Other_____		

Non Invoice Payments to Diocese of Winona-Rochester

Please make check payable to: ***Diocese of Winona-Rochester***

Payment for	Amount

Total ***Diocese of Winona-Rochester*** check **$** -

Check number _____

Diocese of Winona-Rochester Self Insurance Invoice

Please make a separate check made payable to:
Diocese of Winona-Rochester Self Insurance

	Invoice #	Amount
Self Insurance		

Check number _____

Employee Benefit Invoice(s)

Please make a separate check payable to:
Diocese of Winona-Rochester Employee Benefits

	Invoice #	Amount
BenMedDenLifeADDLTD Invoice #		
BenSuppLife Invoice #		
BenFlex Invoice #		
Lay Pension - 2012.07		
Priest Health Insurance Invoice #		
NIFP Assessment Invoice #		

Total ***DOW-R Employee Benefits*** check **$** -

Check number _____

Pension Plan for Priests for the Diocese of Winona-Rochester Invoice

Please make a separate check payable to:
Pension Plan for Priests of the Diocese of Winona-Rochester

	Invoice #	Amount
PPP Parish Assessment:		

Total ***Pension Plan for Priests of the DOW-R*** Check **$** -

Check number _____