



# Parish Finance Update

**CHANCERY FINANCE TEAM**

**February 1, 2018**

# Agenda

- Opening Prayer
- Introduction of Chancery Team
- Parish Finance- Policies & Reporting
- Payroll Update
- Banking Controls
- On-Line Payments
- Quick-Books On-line
- Insurance Summary
- Other Items
  - Special Collections
  - Donations & GuideStar
  - Other
- Answers to your Questions

# Chancery Finance Support Team- Here to Serve!!

- Joe Passarello; 415-614-5511 [passarelloj@sfarch.org](mailto:passarelloj@sfarch.org)
- Mary Connolly; Controller, 415-614-5515
- Kathy Brooks; Accounting Manager, 415-614-5516
- Rodney Yee; Parish and School Finances, 415-614-5513
- Keshia Kelsey; Payroll Manager, 415-614-5539
- Kerry Kelleher; Finance/Systems Manager , 415-614-5514
- Siena Perez; Finance Department Support, 415-614-5510

# THE CHANCERY OFFICE- THE BALANCING ACT



Those in  
“administrative”  
positions **MUST**  
appreciate that the  
Church is not a business,  
but the ministry of Christ  
is called to bring the  
Good News to the ends  
of the Earth



Those in “pastoral”  
positions need to  
appreciate the critical  
role that efficient,  
effective  
administration plays  
in the success and  
future of the Church’s  
ministry



# Parish Finance- Policies & Reporting

Rodney Yee

# Parish Finance – Control Principles

Internal control is a system for ensuring achievement of the Archdiocese's objectives of operational effectiveness and efficiency, reliable financial reporting, and compliance with established guidelines. Effective internal control allows:

- Safeguarding assets
- Documentation
- Timely and accurate financial reports
- Compliance with policies and procedures

# Principles for Administration of Parish Finances

- The Pastor is responsible for financial decisions and will establish a balanced annual budget.
- All financial positions must pass a background check and be fingerprinted.
- All parishes will follow the uniform chart of accounts and established internal accounting controls
  - including online donations
- All financial activities will be the subject of regular parish financial reviews.
- All Bank accounts in financial institutions are included on the annual financial report and subject to the review process.

# Role of the Pastor in Finance Administration

- The Pastor is responsible for financial decisions and will establish a balanced annual operating and a 5 Year Capital Expenditure Budget in consultation with the Finance Council.
- The actual income and expenditures of the parish should be reviewed monthly by the Pastor and at least quarterly by Finance Council.
- The members of the Parish Finance Council must be given complete access to all financial records and documents relating to the parish.
- The Pastor must consult the Parish Finance Council concerning any major commitment of parish funds in excess of \$10,000.



# Role of Finance Council

Canon Law mandates a Parish Finance Council.

The role of the Parish Finance Council is to assist and advise the Pastor in overseeing and controlling the financial affairs of the parish.

## Structure of the Parish Finance Council:

- Members are appointed by the Pastor and must be active parish members. The Pastor appoints a Chairperson.
- There shall be at least three members and should meet at least quarterly- minutes should be kept.
- Members shall serve for 3 years (staggered terms).
- When a pastorate becomes vacant, the Finance Council ceases.

# Function of the Finance Council

- Review/establish a timeline for budget development and implementation.
- Review and approve operating and capital budgets for parish.
- Review monthly/quarterly budget variances and develop corrective measures if needed.
- Review and approve proposed budgets from individual parish organizations (i.e. Men's Club, Women's Club, Bingo, Scrip, Boosters, etc.).
- Provide parishioners with approved Annual financial statements.

# Function of the Finance Council (con't)

- Ascertain that the parish follows Archdiocesan Reporting, Internal accounting controls and Policies.
- Meet regularly to review financial reports and document meetings with minutes.
- Ensure that bank statements have been reconciled timely. Effective immediately, do not send in quarterly bank reconciliation unless requested by Finance.
- Verify that Finance Council members are represented at school board meetings if applicable.

# Finance Policy – Excess Cash

- Excess cash is required to be moved to Deposit and Loan or Investment Pool accounts with CASC
  - Excess cash is defined as amounts over 2 months operating cash
  - Exceptions may occur when there are larger than expected expenses and or expenditures in the upcoming months
- New: Donations over \$100,000 are required to be reported in writing semi-annually on June 30th and December 31st to the Development Office

# Financial Reporting- Currently

Annual financial reports for the year ended June 30<sup>th</sup> are due to the Chancery by September 30<sup>th</sup>

- Must be signed and in required Excel format
- Templates will be emailed to Pastors at their sfarch.org email addresses (and bookkeepers of record)
- Please reach out to Rodney Yee at [yeer@sfarch.org](mailto:yeer@sfarch.org) in advance to alert us if LATE or if missing template for your location

# Financial Reviews- 3<sup>rd</sup> Party CPA's

- Purpose is to review your financial controls and procedures, assisting the Pastor and Finance Council in their oversight responsibilities
- The Review allows you to communicate with your parishioners that your accounts have been reviewed
- Financial reviews of Parish and Schools are performed by Independent CPA firms selected by the Audit Committee of the Archdiocese
- The criteria for Review is when there is a change in Pastor or Administrator, or once every 3 years, or when there is a specific concern raised regarding the finances of a Parish
- Cost of the Review is \$6,500 for a Parish w/ School and \$5,000 for a Parish only

# Financial Reviews

- Expect FY17 Reviews to begin immediately, if not already in progress, and must be completed by June 30, 2018
- Onsite Reviews should take no more than 3-4 days if the Parish is prepared.
- The Pastor and the Finance Council are responsible to review the draft Financial Review Report and respond to recommendations in writing by end of Review and issuance of report
- Reports to be provided to the Archbishop
- Reports are reviewed by the Audit Committee of the Archdiocese

# Parish Finance – Support

Contact me re: Bookkeepers that are familiar with SF Archdiocese reporting requirements to send you a list of available candidates that may be a good fit for your parish or school as needed

Note – These professionals and or their firms may be booked already and may or may not meet your expectations.

The Chancery can direct you on a case by case basis, subject to the professional's availability and YOUR expectations. Fees are negotiated between parties depending on work required.



# Parish Finance – Support

## NEW - Parish Bookkeeping Test effective 7/1/2018

- We will assist in evaluating prior to hire and ensuring candidate has the required bookkeeping skills needed to be successful by administering a standard bookkeeping test.
- Help with transition to ADSF guidelines and reporting with training and providing resources in person, at your Parish, our offices, or via the web

# Parish Finance – Support

Our Finance department can also help with:

- Special projects
- Technology updates
- Best practices
- Other requests

Our most recent and up to date Parish and School Financial Policy and Procedures can be found on our website at <http://sfarchdiocese.org/policies-index>

# Parish Finance – Support



Note that this presentation will be shared with your school personnel after this meeting via PDF, and also at a future Department of Catholic Schools (DCS) meeting with the Principals.



# Payroll Update

Keshia Kelsey

# Payroll Update

## Payroll Team

- Keshia Kelsey – Payroll Manager
  - [kelseyk@sfarch.org](mailto:kelseyk@sfarch.org) – 415-614-5539
  - All aspects of Payroll including system issues.
- Suzanne Liu – Payroll Coordinator
  - [lius@sfarch.org](mailto:lius@sfarch.org) – 415-614-5527
  - San Francisco and Marin Parishes and Schools
- Mili Calvo-Perez – Payroll Coordinator
  - [calvoperez@sfarch.org](mailto:calvoperez@sfarch.org) – 415-614-5528
  - Four High Schools and San Mateo Parishes and Schools
- Siena Perez – Finance Admin Assistant
  - [Perezs@sfarch.org](mailto:Perezs@sfarch.org) – 415-614-5510

# Payroll Update

- Payroll Calendar:
  - The Payroll Calendar-Payroll Processing Schedule is distributed every December for the following year.
  - Listed on the calendar are pay period begin and end dates, pay dates, and processing dates and deadlines.
- Time and Attendance:
  - All hourly employees must complete their time each day worked. This should be verified by their manager/supervisor.
  - At the end of each pay period all employees, and their manager/supervisor, need to approve their timecard confirming the hours worked.
  - All time off requests need to be approved within the pay period to ensure accruals remain accurate.

# Payroll Update (cont.)

- Training:
  - Training material is available to all new and current site administrators on ADP Workforce Now. On hand training can be scheduled by contacting the Payroll Manager, Keshia Kelsey.
  - An **updated** training manual will be available on ADP Workforce Now by May 1<sup>st</sup>, 2018.
- Direct Deposit:
  - Secure
  - Convenient and fast
  - Check will not get lost



# Payroll Update (cont.)

- Disaster Recovery Plan:
  - Is being prepared and should be available by July 1, 2018 (New Fiscal Year)
  - The plan will cover procedures that will take place to ensure each employee is paid should a disastrous incident occur.
- Version 8 ADP Upgrade:
  - The upgrade focuses on the elimination of Java content.
  - The upgrade will fix the issues employees are having logging in to Time and Attendance.
  - The upgrade has a new look and is more user friendly.
  - Should be implemented by April 1, 2018.





# Banking Controls

Mary Connolly

# Banking Controls

## **Retail Banking**

- Most retail accounts have been opened many years ago, at various bank branches and are relationship based.
- The branches are currently reviewing old accounts and requiring new updated paperwork.
- Bank managers have total control over the accounts so some fees are less than on the commercial platform.

## **Commercial Banking**

- The Commercial Platform is linked to the Archdiocese.
- We have one banking representative that understands our organization.
- Processes are streamlined, paperwork is standardized and we can assist with requests for new services.
- Bank fees are probably higher than most retail accounts but the bank is currently trying to standardize and reduce our charges.

# Banking Controls contd.

- **On-Line Banking Services:**

- No-one should be using regular on-line banking due to the lack of controls.
- The alternative is CashPro, the BofA on-line banking service that provides controls.
- Access using the ADSF account will let you access statement on-line at no cost.
- An individual CashPro account provides many other services such as the ability to transfer funds between accounts and to other vendors.
- However, it comes at a price. There is a monthly flat fee and each additional service has a fee.

- **Other Information:**

- When completing forms to add or delete accounts or signatories or for any other purpose, please make sure that the name on the form exactly matches the name on the bank statement...or the form will be delayed.

# Banking Controls contd.

- **Changing Bank Accounts:**

- If you change bank accounts, please notify the Chancery.
- Payroll and health benefits are automatically deducted from your account/s and we credit your account/s for monies due to you.
- These bank set-ups have to be adjusted for the new account numbers.

- **Fraud Protection:**

- Fraudulent activity is very common. Bank protections should be put in place by all but the smallest locations.
- Bank of America uses CashPro for this purpose. Check registers can be uploaded through CashPro to verify cashed checks. Random auto debits from accounts can also be prevented.
- As we go through the QuickBooks Online conversion, we can assist in implementing these protections.



# On-Line Payment Process

Joe Passarello

# Current Approved Vendors

- Vanco
  - Historically, Vanco has been our only approved vendor
  - In 2014, Vanco was purchased and since then we have seen some negative changes in Vanco
    - Decline in Customer Service and support
    - Pricing Increases
- Our Sunday Visitor (OSV)
  - Provides online giving processing as well as other services such as Envelope services, website design, mobile apps.
  - Competitive pricing with Vanco. Email ADSF for pricing.
  - Will launch redesigned online donation software in 2018 with enhanced functionality
  - Good partner of the Catholic Church

# Current Approved Vendors (cont.)



- Vetting New Vendors in 2018/2019
  - We will be vetting new vendors to add to our approved vendor list
  - Note that Square and PayPal have not been vetted and are therefore not currently on our approved vendor list
  - Email ADSF if you have suggestions on companies to vet

# Criteria for Vetting Online Vendors

- Security – need to protect cardholder data and funds received
  - PCI Compliant, Service Organization Control Report issued by Independent CPA
  - Controls over changing the bank account where the money received is deposited
- Payment Methods and Funding
  - Offers processing for ACH and Credit Cards (Visa, MC, Discover, Amex)
  - Funds are deposited to location as soon as cleared – funds not held by vendor
- Pricing – competitive pricing
- Reporting – provides reporting by Fund
- Customer Service and support
- Central Administration – allows central processing of application through ADSF. We work with one contact at the vendor.
- Business Stability and Longevity
- Functionality – product offerings meet the needs of locations – i.e. online giving form builder, virtual terminal, mobile swipers, etc.





# Quick Books On-Line Accounting

Joe Passarello

# Background Information- Selection criteria

- **Current State –**
  - 150 Parish/School locations use various versions of QuickBooks software.
  - Report each year annual financials manually through an excel template.
  - Approximately one-third of reports have been late each of the past 2 years.
- **Desired Future State –**
  - Standardized software platform for all locations
  - Consistent reporting across all locations, ease of reporting, “Pull verses Push”
  - Cloud based system to ensure data security and storage
  - Ability to assist locations remotely
  - Economical/Relative Low cost
  - Ease of use
- **Software selection process –**
  - Researched multiple accounting packages – Hosted Quickbooks, Quickbooks Online, Intacct and Xero.
  - Spoke with multiple CPA firms and bookkeepers within the Archdiocese
  - Spoke with other (Arch) Diocese representatives

# Advantages of moving to QBO

Over the next 18-24 months we will be transitioning all Parishes and Schools to QuickBooks On-Line

## **Advantages:**



- Data Security
  - QBO automatically backed up to the cloud. No more lost data.
- Automatic Software Updates
  - Take advantage of new functionality automatically without worrying about hardware or software upgrades.
  - Automatically on latest version of QBO.

# Advantages of moving to QBO (cont.)

- Online access anywhere (Remote Access)
  - Up to 5 users and 2 accountant users (one of which will be ADSF) will be able to access QBO anywhere at any time. Allowing for greater efficiency and visibility.
- Improved Collaboration with ADSF
  - With access to your QBO, we will be able to provide you better and more timely accounting assistance and training
  - We will work to streamline and automate the year end financial reporting. We will be able to automate much of the reporting through QBO.
  - Improved and more efficient formal review performed by Independent CPAs

# Implementation Plan

- Overview
  - Your current QuickBooks desktop file will be migrated to the QBO platform. This means you will have all the same setup as you have currently.
  - All of your historical data will come over to the QBO system.
- Phased Approach
  - Locations will be chosen for the first phase of Implementation
- Pre-Implementation Requirements
  - Identify project main contact—external bookkeeper, business manager, etc.
  - Pre-Implementation Checklist – locations will be asked to complete a pre-implementation checklist to ensure they are ready for conversion
  - QBO Best Practices Guide – please read the QBO Best Practices guide so that you are familiar with how to work in the QBO system

# Implementation Plan (cont.)

- Conversion (after ADSF validates the location has done the Pre-implementation steps)
  - Location will use QBO Appointment Tool to schedule conversion
  - QBO team will migrate your data, run diagnostics to ensure data came over correctly and provide general user navigation training. The appointment will last approximately 2-4 hours.
  - ADSF will be available for support before, during and after conversion.
- Pricing
  - ADSF receives 50% of MSRP. Currently the cost will be \$25/month - \$300/year
  - ADSF will pay for your monthly subscription through the year, and will be reimbursed from your location annually in June for that period you were on QuickBooks

# Training

- QBO Best Practices Guide – written by ADSF with links to QBO training articles and videos.
- Navigational Overview will be given on the day of the conversion by QBO representative
- QBO has extensive training and support on their Online Community website
  - [https://community.intuit.com/quickbooks-online\](https://community.intuit.com/quickbooks-online)
    - Watch Training videos
    - Signup for a Training Webinar
    - Search Online Support to find answers to your questions
    - Contact QBO – chat online or call support (1-800-488-7330)
    - Get Certified! – QBO offers a free certification so that you can show everyone that you are an expert in using QBO



# Insurance Update

Joe Passarello



# Archdiocese's Insurance Program

- The Central Office of the Archdiocese, negotiates, purchases and administers the insurance programs for all Parishes, Schools and other entities.
- No Insurance is to be purchased individually.
- The purpose of Insurance is to protect the assets of the Archdiocese in the most economical and prudent manner-Transfer Risk.
- Program includes both retained risk (Self Insurance) and Insurance provided by Commercial Carriers or Underwriters.
- Claim costs and history directly affect the cost of Insurance.
- Compliance with safety and training programs will help reduce claims and program costs.

# Workers Compensation Insurance

- **Annual Insurance Premiums in Excess of \$1.7 million**
  - Cost Increases due to Claim Activity and Costs of claims
- **Average of 80+ Claims Per Year**
  - Slips, Trips and Falls
  - Strains
- **Cost Reducing Measures for 2018**
  - Nurse Hotline –Claim Reporting
  - Use of a Medical Provider Network (MPN) – Medical Cost Management
  - Online Training
- **Improved Safety is Needed to Reduce Claims/Costs**
  - Location Injury Illness Prevention Program (OSHA required)
  - Participation in Archdiocesan Sponsored Safety Training and Programs

# Slip, Trip and Fall Safety

- **Slip, Trip and Fall Accidents are the #1 Cause of Injury**

- **Most Fall Hazards Can Be Controlled by:**

- Good Housekeeping
- Inspections
- Proper Footwear
- Floors and stairs maintained in good condition
- Parking lots and sidewalks maintained in good condition
- Adequate and maintained lighting
- Removing extension cords and other obstructions from walkways
- Clean up spills as soon as possible – Use “wet floor” signs

- **Managers and Leaders Can:**

- Emphasize and enforce good housekeeping rules
- Immediately report and resolve any hazard or problem
- Conduct regular inspections to check for fall hazards



# Insurance Update- Other

- Bounce-houses
- Dunk Tanks
- Carnivals & Festivals
- Supplemental Insurance
- Hiring and Terminating practices



# Other Items

Joe Passarello & Mary Connolly

# Other Items

- Processing of on-line stock donations
  - Efficient processing when donor designates Parish or School
  - Donation letters generally issued by Parish or School
- Use of Guidestar
  - Guidestar is the foremost directory for non-profit organizations
  - Provides capability for Company donations and matching gifts
  - To be listed, some documentation required – call ADSF Finance for assistance
  - Requires Parish/school profile and maintenance
- On-line Giving of Sunday offertory- Reporting
- IRS Letters- 501C (3) Letters for donors

# Other Items-contd.

- USCCB Special Collections
  - USCCB requests funds from Archdiocese for special collections 5 months after collection.
  - Chancery remits proceeds from collections 4 months after collection.
  - Parishes to remit funds to chancery by 3 months after the collection.

Donors are donating to specific purposes and expect that their donations are used in a timely manner.

- Disaster Relief Collections
    - Disaster relief collections are taken up on an as-needed basis.
    - We remit the proceeds to the agency within 4-6 weeks.
- This enables the agency to use the funds when they are needed.

# Other Items-contd.



- Seismic work at SF Schools
  - Reviews for Summer 2018 projects





Questions?

# BACK-UP MATERIAL

Add back-up documents

- Official list of 2<sup>nd</sup> collections
- Stock Donation instructions
- Payroll Calendar
- Direct deposit payroll form
- June'17 Parish Review list
- Insurance Resources
- Church Mutual Nurse Hotline



# THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF DEVELOPMENT

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 PHONE & FAX (415) 614-5580

## 2018 Special Collections Schedule

<u>Date</u>	<u>Collection</u>
January 14 - March 17	AAA 2018 Campaign
March 18, 2018	Catholic Relief Services (CRS – USCCB)
March 30, 2018	Holy Land (Good Friday - USCCB)
April 29, 2018	Black & Indian Home Missions/ Catholic Home Missions (USCCB)
May 13, 2018	Catholic Charities CYO Appeal
May 27, 2018	Catholic Communications Campaign (USCCB)
July 1, 2018	Peter's Pence (Holy Father) (USCCB)
September 23, 2018	Priests' Retirement Fund (Archdiocesan collection)
October 21, 2018	World Mission Sunday/Propagation of Faith (USCCB)
November 4, 2018	Saint Patrick Seminary (Archdiocesan collection)
November 18, 2018	Campaign for Human Development (USCCB)
December 9, 2018	Retirement for Religious (USCCB)

## **Transfer instructions for Donors with Stock or Mutual Fund Donations**

### **For all gifts of stock:**

A letter of authorization from the donor to the parish is required. A letter sample is attached. If you have any questions call Mike Taylor at the number indicated below. Fax a copy to Mike Taylor at 415-364-4509 and Karen Kwong at 415-614-5512 or email to [mtaylor@firstrepublic.com](mailto:mtaylor@firstrepublic.com) and [kwongk@sfarch.org](mailto:kwongk@sfarch.org).

### **STOCK CONTRIBUTIONS**

#### **A. Transfers from a Donor Account at a Brokerage House**

**Note: Donor's Broker must initiate transfer.**

In addition to the letter mentioned above, please give the following information to the donor broker for transferring to the Archdiocesan broker. (Broker to Broker)

1. First Republic Securities Co., LLC  
Attn: Mike Taylor Phone: 415-364-4870  
111 Pine Street Fax: 415-364-4509  
San Francisco, CA 94111  
Email: [mtaylor@firstrepublic.com](mailto:mtaylor@firstrepublic.com)
2. First Republic Securities Co., LLC DTC #0443
3. S.F.Archdiocesan Account number is: **33L-070589**
4. Account Name: **Archdiocese of San Francisco**
5. Instruct your donor's broker to include the following information on the trailer line (second line) of their transfer instructions.
  - **FBO (provide Parish Name) and (Donor Name)**

**NOTE: Failure to include the above information for each transfer will delay identifying the donation and could cause us not to acknowledge the donation in timely manner.**

#### **B. Stock Certificates donated directly by Donor**

1. Instruct the donor to deliver the stock certificate and an executed stock power to your Parish Office.
2. OR they can deliver their stock certificate and an executed stock power form (via registered mail) to First Republic Securities at the above address. A letter of authorization must accompany the stock certificate and executed stock power.

Date: \_\_\_\_\_

Mike Taylor  
First Republic Securities Co., LLC  
111 Pine Street  
San Francisco, CA 94111

Re:

Dear Mr. Taylor:

Please accept this as your authorization to deposit \_\_\_\_\_ shares of  
\_\_\_\_\_ stock into account no. 33L-070589, for the  
Archdiocese of San Francisco.

This donation is for the benefit of \_\_\_\_\_ Parish/School.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Joint Customer Signature

\_\_\_\_\_  
PRINT NAME

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Email copy to [kwongk@sfarch.org](mailto:kwongk@sfarch.org) at (415) 614-5522

FRSMemo 10/17

**ARCHDIOCESE OF SAN FRANCISCO  
2018 Coordinated Payroll Schedule**

Master File

Hourly Employees

NOTES:	Pay Period	Payroll Week #	New Hire/Changes Due Date	Begin Date	End Date	Time & Attendance Entries Due by 3:00 p.m.	Payroll Delivered	Funding Date	Pay Date
Holiday January 1, Monday	01/01-01/15	2	2-Jan	24-Dec	8-Jan	8-Jan	10-Jan	8-Jan	12-Jan
Holiday January 15, Monday	01/16-01/31	4	18-Jan	9-Jan	23-Jan	24-Jan	26-Jan	24-Jan	30-Jan
	02/01-02/15	7	5-Feb	24-Jan	8-Feb	9-Feb	13-Feb	9-Feb	15-Feb
Holiday February 19, Monday	02/16-02/28	9	15-Feb	9-Feb	23-Feb	22-Feb	26-Feb	22-Feb	28-Feb
	03/01-03/15	11	5-Mar	24-Feb	8-Mar	9-Mar	13-Mar	9-Mar	15-Mar
Office closed March 30, Good Friday	03/16-03/31	13	19-Mar	9-Mar	23-Mar	23-Mar	27-Mar	23-Mar	29-Mar
	04/01-04/15	15	3-Apr	24-Mar	8-Apr	9-Apr	11-Apr	9-Apr	13-Apr
Office closed April 2, Easter Monday	04/16-04/30	17	18-Apr	9-Apr	23-Apr	24-Apr	26-Apr	24-Apr	30-Apr
	05/01-05/15	19	3-May	24-Apr	8-May	9-May	11-May	9-May	15-May
Holiday May 28, Monday	05/16-05/31	21	17-May	9-May	23-May	23-May	25-May	23-May	30-May
	06/01-06/15	24	5-Jun	24-May	8-Jun	11-Jun	13-Jun	11-Jun	15-Jun
	06/16-06/30	26	19-Jun	9-Jun	23-Jun	25-Jun	27-Jun	25-Jun	29-Jun
	07/01-07/15	28	2-Jul	24-Jun	8-Jul	9-Jul	11-Jul	9-Jul	13-Jul
Holiday July 4, Wednesday	07/16-07/31	30	18-Jul	9-Jul	23-Jul	24-Jul	26-Jul	24-Jul	30-Jul
	08/01-08/15	33	3-Aug	24-Jul	8-Aug	9-Aug	13-Aug	9-Aug	15-Aug
	08/16-08/31	35	20-Aug	9-Aug	23-Aug	24-Aug	28-Aug	24-Aug	30-Aug
	09/01-09/15	37	4-Sep	24-Aug	8-Sep	10-Sep	12-Sep	10-Sep	14-Sep
Holiday September 3, Monday	09/16-09/30	39	18-Sep	9-Sep	23-Sep	24-Sep	26-Sep	24-Sep	28-Sep
	10/01-10/15	41	2-Oct	24-Sep	8-Oct	9-Oct	11-Oct	9-Oct	15-Oct
Holiday October 8, Monday	10/16-10/31	43	18-Oct	9-Oct	23-Oct	24-Oct	26-Oct	24-Oct	30-Oct
	11/01-11/15	46	2-Nov	24-Oct	8-Nov	8-Nov	13-Nov	8-Nov	15-Nov
Holiday November 12, Monday	11/16-11/30	48	16-Nov	9-Nov	23-Nov	26-Nov	28-Nov	26-Nov	30-Nov
Holiday Nov 22 & 23, Thursday & Friday	12/01-12/15	50	4-Dec	24-Nov	8-Dec	10-Dec	12-Dec	10-Dec	14-Dec
Holiday Dec 24 through Jan 1, 2019	12/16-12/31	51	11-Dec	9-Dec	23-Dec	17-Dec	19-Dec	31-Dec	21-Dec

\*\* Hours to be forecasted for paydate 01/12/18 12/24/18 up to 01/08/18  
 \*\* Hours to be forecasted for paydate 02/28/18 02/09/18 up to 02/23/18  
 \*\* Hours to be forecasted for paydate 03/30/18 03/09/18 up to 03/23/18  
 \*\* Hours to be forecasted for paydate 05/30/18 05/09/18 up to 05/23/18  
 \*\* Hours to be forecasted for paydate 11/15/18 10/24/18 up to 11/08/18  
 \*\* Hours to be forecasted for paydate 12/21/18 12/09/18 up to 12/23/18



Archdiocese of San Francisco  
**Automatic Payroll Deposit Authorization**

- \_\_\_\_\_ New direct deposit enrollment  
\_\_\_\_\_ Change to existing direct deposit  
\_\_\_\_\_ Discontinue existing direct deposit

**Instructions:**

- Please print or type.
- For checking accounts, attach a voided, preprinted check.
- For a saving account, a photocopy of the top part of the bank statement that shows the financial institution's name and address, employee name and account number.
- Mail or fax (415) 614-5525:  
Archdiocese of San Francisco  
Attn: Payroll Department  
One Peter York Way  
San Francisco, CA 94109-6602
- Please allow up to two full pay periods for the direct deposit to be set up and validated. Notify the payroll contact if the set-up takes more than two pay periods.

Parish/School Location Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Payroll File Number: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

ABA No.: \_\_\_\_\_

Account No.: \_\_\_\_\_

Type of Account (check one) \_\_\_\_\_ Checking \_\_\_\_\_ Savings

**I authorize my employer to initiate electronic credit entries (deposits), and if necessary, debit entries and adjustments to correct any previous credits which may have been posted in error. This authorization continues until I notify my employer in writing to cancel this authorization, allowing my employer a reasonable opportunity to act upon it.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Financial Reviews FY2017

Number	Parish	PS	Last review period	Reason	CPA firm
107	ST. ANTHONY OF PADUA SF	P	06/30/14	OLD	BPM
111	ST. BRENDAN	PS	06/30/14	OLD	BPM
125	NATIONAL SHRINE OF ST FRANCIS	P	NA	OLD	BPM
127	ST. BENEDICT	P	06/30/14	OLD	BPM
132	HOLY NAME OF JESUS	PS	06/30/14	OLD	BPM
149	NOTRE DAME DES VICTOIRES	PS	06/30/15	NEW PASTOR	BPM
150	OUR LADY OF FATIMA	P	NA	OLD	BPM
156	ST. PAUL OF THE SHIPWRECK	P	06/30/14	OLD / NEW PASTOR	BPM
168	ST. THOMAS MORE SCHOOL	S	06/30/14	OLD	BPM
201	ST. RITA	P	06/30/14	OLD	BPM
203	ST SEBASTIAN	P	06/30/15	NEW PASTOR	BPM
205	ST. CECILIA LAGUNITAS	P	06/30/14	OLD	BPM
305	OUR LADY OF ANGELS	PS	06/30/14	OLD	BPM
313	ST FRANCIS OF ASSISI E PALO ALTO	P	06/30/14	OLD	BPM
333	CHURCH OF THE GOOD SHEPHERD	PS	06/30/14	OLD	BPM
347	ST. BRUNO	P	06/30/14	OLD	BPM
353	ST. BARTHOLOMEW	P	06/30/14	OLD	BPM
359	ST. MATTHEW SM	PS	06/30/14	OLD	BPM
105	ST. ANNE OF THE SUNSET	PS	06/30/14	OLD	DZHP
113	ST CECILIA	PS	06/30/15	NEW PASTOR	DZHP
115	ST. CHARLES BORROMEO SF	PS	06/30/14	OLD / NEW PASTOR	DZHP
143	ST MICHAEL KOREAN	P	06/30/15	NEW PASTOR	DZHP
147	MOST HOLY REDEEMER	P	06/30/14	OLD	DZHP
152	OUR LADY OF LOURDES	P	06/30/14	OLD	DZHP
153	ST. PATRICK SF	P	06/30/14	OLD	DZHP
159	STS PETER AND PAUL	PS	06/30/14	OLD / NEW PASTOR	DZHP
163	STAR OF THE SEA	PS	06/30/14	OLD	DZHP
211	OUR LADY OF MOUNT CARMEL MV	P	06/30/14	OLD	DZHP
213	OUR LADY OF LORETTO	PS	06/30/14	OLD	DZHP
302	ST. MARK	P	06/30/14	OLD	DZHP
307	HOLY ANGELS	PS	06/30/14	OLD	DZHP
341	OUR LADY OF MOUNT CARMEL RWC	PS	06/30/14	OLD	DZHP
351	ST. CHARLES SM	PS	06/30/14	OLD	DZHP
136	ST JAMES	PS	06/30/16	NEW PASTOR	RY*
315	OUR LADY OF THE PILLAR	P	06/30/16	NEW PASTOR	RY*
329	ST RAYMOND	PS	06/30/16	NEW PASTOR	RY*
36					



# Insurance Resources

- **Archdiocese of San Francisco:**

- **Insurance Matters:** Joe Passarello, CFO [Passarelloj@sfarch.org](mailto:Passarelloj@sfarch.org), 415-614-5511
- **Safety Matters:** Derek Gaskin, Director of Safety & Security [Gaskind@sfarch.org](mailto:Gaskind@sfarch.org) , 415-614-5552

**Summary document describing Insurance coverage is located at the SFAD website and is included in the Parish and School Finance Policy document (F-3) located at**

Financial Policies and Procedures and Accounting  
Reporting System (Parishes/Schools)

F\_3 Financial Policies and Procedures and Accounting  
Reporting System (Parishes/Schools)

## **Arthur J. Gallagher & Co.:**

- **Claims Reporting (other than Workers Compensation)**
  - **E-mail:** [SF-Claims@ajg.com](mailto:SF-Claims@ajg.com)
- **Workers Compensation Claims Questions**
  - **Deborah Olson – Phone:** (415) 536-8630  
**E-mail:** [Deborah\\_Olson@ajg.com](mailto:Deborah_Olson@ajg.com)
- **Certificates of Insurance and General Questions:**
  - **Shasa Barbour - Phone:** (415) 536-8622  
**E-mail:** [Shasa\\_Barbour@ajg.com](mailto:Shasa_Barbour@ajg.com)





# Church Mutual Nurse Hotline (844) 322-4662

Available for non-life-threatening injuries, 24 hours a day, 7 days a week.  
*If an injury is serious or life-threatening, call 911 immediately.*

## *Here's how it works:*

### **Step one: Make the call at the time of injury**

- Immediately report the injury to your manager and he or she will make the call.
- If your manager is not available, then you make the call.
- The nurse will retrieve pertinent facts about the injury.

### **Step two: The nurse recommendation**

- The nurse will provide guidance on injury treatment, either through first aid, the emergency room or a medical clinic.
- A summary of the call, including treatment instructions, will be provided along with the opportunity to ask questions or express concerns.

### **Step three: Debrief with manager, if present**

- The nurse will summarize the call, the treatment recommendation and the level of urgency.

### **Step four: Timely record distribution**

- If an outside referral is made, information will be transferred to the medical provider.
- The nurse will submit call information to Church Mutual, which will establish a formal claim only when outside care is administered.

**For more information,  
visit [www.churchmutual.com/nursehotline](http://www.churchmutual.com/nursehotline).**



Church Mutual Nurse Hotline  
powered by



Listening. Learning. Leading.®