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### Welcome Summer!!



#### FISCAL YEAR-END 2017

It's the end of another fiscal year, which triggers several important accounting reminders!

- ✓ All parishes and grade schools are required to prepare an annual report to the Diocese. The due date of the report will be August 18, 2017. The use of the toolkit is required if you do not use ACS for your accounting package. The ACS report is acceptable; however, those using ACS are strongly encouraged to use the toolkit. Please make sure the toolkit is in balance before submission. If you submit the ACS report, you must submit three items, a balance sheet for the fiscal year ended June 30, 2017 and June 30, 2016 and the system generated annual report. The toolkit will be on the Finance Office website on or before June 30, 2017.
- ✓ Designated collections must be reconciled prior to year end and forwarded to the appropriate agency BEFORE the end of the fiscal year. The parish is not permitted to keep any of the funds collected as an administrative fee or for comparable charitable purposes.
- ✓ For those parishes operating grade schools, any wages earned but not paid before June 30, 2017 for the 2016-2017 school year need to be accrued. Typically if the teachers are paid throughout the summer, the wages paid in July and August were earned in the prior school year and need to be shown as accrued wages. The salary and the associated payroll taxes are to be included in the accrued amount.

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#### FORM I-9

Federal Law requires every employee have a properly completed I-9 form on file with the employer. The form needs to be completed in its entirety and the date of hire must precede the expiration date of the form ensuring the latest version is used. The employee portion (section 1) of the form is required to be completed and signed by the employee no later than his or her first day of employment. The employer portion of the form is required to be completed within three days of hire for all new employees.



It is recommended that all I-9's be kept in one file, and not in individual employment files. For assistance in making sure you are compliant with I-9 requirements, please contact the Diocesan Human Resources Office. Non-compliance or incomplete forms may subject the parish to penalties and fines if an inspection is conducted by the government.



Dates to Remember	July 1, 2017	Update employee health care deduction amounts.
	July 1, 2017	Begin using revised Priests remuneration schedule for 2017-2018 issued February 2017.
	July 15, 2017	Unemployment report and premium due for April 2017 through June 2017.
	July 15, 2017	Workers' Compensation report and premium due for January 2017 through June 2017.
	July 31, 2017	Unrelated Business Income survey completed.
	August 18, 2017	Annual report due to the Diocesan Finance Office.

## RAFFLES



The Diocesan Finance and Legal Offices have updated the memorandum that relates to parishes and schools sponsoring or conducting raffles. The updated memorandum addresses that State law prohibits using alcoholic beverages as raffle prizes.

Please make sure to carefully familiarize all parish staffs and volunteers with the updated regulations, as well as all other provisions of raffles. Please contact the Finance or Legal Office if you need a copy of the memorandum, dated and issued February 7, 2017.

## WORKERS COMPENSATION AND UNEMPLOYMENT REPORTS

As a reminder, the wages reported for Unemployment and Workers' Compensation are reported less plan deductions for health benefits (medical, dental, and vision). The amount deducted from taxable wages for 403B plans are not excludable for Workers' Compensation or Unemployment. All employees, clergy, and religious are reported on the Workers' Compensation report. Lay employees only are reported on the Unemployment report.



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- ✓ Tuition, fees, and other school income received prior to the end of the fiscal year that are received for the next school year should be shown as a liability on the balance sheet of the parish or school. This includes Parish School of Religion income received in advance.
- ✓ Unpaid Workers' Compensation and Unemployment premiums for the parish and school are to be accrued if they are not remitted before June 30, 2017.
- ✓ Even if the parish or school does not have any unrelated business income, the Unrelated Business Income survey sheet as of June 30, 2017 is required to be prepared.
- ✓ The Unclaimed Funds Report to the Ohio Department of Commerce is due on or before November 1, 2017 for funds unclaimed through June 30, 2017. The outstanding checks on all checking accounts, including those of parish/school groups and organizations, must be examined to see if check(s) have been outstanding long enough to be eligible to be sent to the State as unclaimed funds. You may not void the check and keep the money. The amount of unclaimed funds is required to be sent with the report to the State of Ohio. A report indicating that no funds exist is required by the State if there are no unclaimed funds. The Finance Office website has a link to the Ohio Department of Commerce site, where you can find the blank form to be submitted. A best practice is to examine all outstanding checks regularly to ensure none of the checks are more than a few months old.
- ✓ The attestation letter to the Diocese from the pastor and Finance Council is required. The letter is to be sent to Mr. James Gulick in the Finance Office. The letter is no longer mailed to the Office of the Bishop.
- ✓ Each parish is required to prepare a balanced budget PRIOR to the start of the fiscal year which begins on July 1<sup>st</sup>. The budget is to reflect realistic expenses for operating the parish and action plans to ensure deficit spending does not occur if such a risk exists.

If you have any questions regarding year end accounting or submission of year end reports, please contact Mr. Gerald Arnold in Finance Office staff.



## From the Catholic Community Foundation:

- International Catholic Stewardship Council Annual Conference  
Join us in Atlanta on September 17-20 for the BUSINESS MANAGER AND ADMINISTRATORS TRACK  
Enter a raffle to win a registration scholarship (value \$500) if you act by June 30:  
Visit [www.dioceseofcleveland.org/stewardship/icsc](http://www.dioceseofcleveland.org/stewardship/icsc) or contact Terri Preskar
- Interested in learning more about the Grateful Giving offertory enhancement program that is producing an average of 20% increase in offertory annually and the subsequent renewal programs available thereafter? Contact Terri Preskar

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