

ROMAN CATHOLIC
DIOCESE *of*
SACRAMENTO

ANNUAL ADMINISTRATIVE WORKSHOP

AGENDA

- 2022 Employee Benefits Program
 - ✓ Important Open Enrollment Dates and Notifications
 - ✓ What's changing for 2022
 - ✓ Benefit Offerings from Reta
- Benefits Reminders
 - ✓ HSA Payroll Process / Updates
 - ✓ Priests included in BAS Statements
 - ✓ Insurance Waivers
 - ✓ Qualifying Life Event Process
- Personnel Reminders and Updates
 - ✓ COVID Items
 - ✓ Personnel Forms Best Practices
 - ✓ Record Retention
 - ✓ Weekly News
 - ✓ Benefit Eligibility
 - ✓ Insurance Stoploss
 - ✓ Termination Requirements
 - ✓ Transition to Key Positions
 - ✓ Orientation Process
 - ✓ Equifax
 - ✓ The Work Number
 - ✓ Sexual Harassment Training
 - ✓ LOA's and W/C Cases
 - ✓ Breakroom Postings
 - ✓ Livescan/Safe Haven
 - ✓ Lay Personnel Background Check
 - ✓ ADP Rollout
- Miscellaneous Bookkeeping Items



2022 EMPLOYEE BENEFITS PROGRAM



OPEN ENROLLMENT 2022

Open Enrollment Period:

Thursday May 5th – Thursday May 19th at 11:59 P.M.

- Coverage and premium cost share will become effective July 1, 2022 and last until June 30, 2023.
- Passive Enrollment
- If employees do not go online to elect coverage, **their existing benefits will default to current coverage and tiers.**
- Changes are not allowed outside Open Enrollment- unless employees experience a Qualifying Event. Examples can be found in the Employee Benefits Guide.
- Training Tuesday's will continue to offer training for administrators at 11 am
 - April 19 – Open Enrollment Training
 - April 26 – Open Enrollment Training
 - May 3 – Open Enrollment Training



ENROLLMENT PROCESS

- The benefits open enrollment process is completely online through RetaEnroll 360
- Reta Trust registered users will receive communication from Reta about what's coming for the new plan year closer to open enrollment date.
- The enrollment site is available 24 hours a day, 7 days a week during the Open Enrollment period. Steps for completing online benefits elections:
 1. Go to www.retatrust.org and click the Log In button in the top right hand corner.
 2. Enter your User Name and Password.
 3. Follow the easy enrollment steps in the Open Enrollment Wizard.
 4. Review and confirm your elections, making changes as necessary.
 5. Print your benefits confirmation statement.



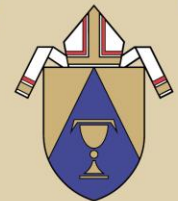
WHAT'S CHANGING FOR 2022?

- Microsites for the individual carriers will appear on the Reta Benefit Center (RBC) portal
- Members will receive NEW ID cards with a Blue Shield national logo – Old cards will still work
- Only need **one** ID card for both BSC medical and CVS pharmacy plans
- Reta's integrated wellness plans are now offered through Reta's medical plan providers: Kaiser Workforce Health and BSC Wellvolution



BLUE SHIELD OF CALIFORNIA (BSC) PLANS

	EPO plan	PPO	PPO with HSA
Network	PPO network providers only	PPO network + non-network providers	PPO network + non-network providers
Access to care	Visit any doctor you choose in the PPO network; can't go outside network	Visit any doctor you choose	Visit any doctor you choose
Availability	Nationwide	Nationwide	Nationwide
Health Savings Account with Health Equity	No	No	Yes
Telehealth (Teladoc) general medicine & mental health	Your office visit copay	Your office visit copay	After your deductible is met your office visit copay
Consider this plan if you want:	<ul style="list-style-type: none"> • Access to Full PPO network of doctors • More affordable plan than our regular PPO plan 	<ul style="list-style-type: none"> • Flexibility to see any doctor you choose, in or out of network 	<ul style="list-style-type: none"> • Flexibility to see any doctor you choose, in or out of network



BLUE SHIELD EPO-5139 PLAN

EPO gives you access to:

- 39,000+ doctors and specialists in BSC PPO network
- Self-referral to specialists without a referral from a primary care provider
- Care anywhere in the world through BlueCard

EPO does not cover:

- Non-network services

It's important to know who participates in your EPO plan's network. If you go to a doctor or hospital that doesn't accept your plan, you'll pay all costs.



BLUE SHIELD PPO-5119 PLAN

PPO gives you access to:

- 39,000+ doctors and specialists in BSC PPO network
- Self-referral to specialists without a referral from a primary care provider
- Care anywhere in the world through BlueCard

PPO also covers:

- Non-network services



BLUE SHIELD HSA-5070 PLAN

PPO with an HSA Plan offers:

- 39,000+ doctors and specialists in BSC PPO network
- Self-referral to specialists without a referral from a primary care provider
- Care anywhere in the world through BlueCard

PPO with an HSA Plan also includes:

- Health Savings Account (HSA) with **Health Equity** to put aside tax-free money for qualified medical expenses
- Roll-over and portable HSA funds for qualified medical expenses

You will pay for all covered services until you reach your deductible.



BSC PROVIDER NETWORK

- To find doctors, urgent care centers, mental health providers and hospitals in California
 - **blueshieldca.com/networkPPO**
- To find a doctor and hospitals throughout the United States (outside of California)
 - **provider.bcbs.com**
- Access **blueshieldca.com/watchfindadoctor** to for quick video on the Find a Doctor tool



MEMBER ID CARD

- Members will have one (1) ID card for their Healthcare and Pharmacy needs.
- Same subscriber ID number for Medical and RX
- Subscribers will receive 2 ID cards in a welcome letter per family. Only the Members name appears on the ID card.
- How to get additional ID cards:
 - Call Member Services
 - Visit EngagementPoint at blueshieldca.com/engagementpoint



BLUE SHIELD ENGAGEMENT POINT



Tap into your health

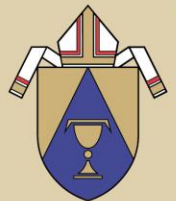
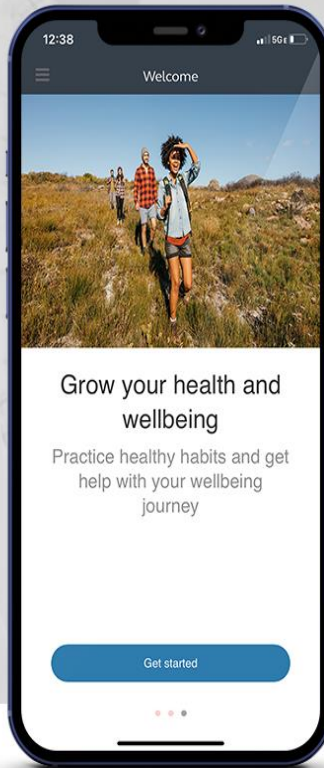
Earn rewards, manage your health, and view your member ID with EngagementPoint – available exclusively through your employer.

Create my account

Already have an account? [Sign in here.](#)



Scroll Down



CVS CAREMARK (CVS)

- Reta's Pharmacy Benefit Manager
- BSC members will receive Welcome Kits and a single ID card for BSC medical and CVS pharmacy benefits prior to July 1st.
- Nationwide network of pharmacies that includes Walgreens, Walmart, local pharmacies and CVS stores.
- Members can sign into their Caremark.com profile to locate an in-network pharmacy near them
- CVS direct member outreach for formulary disruption and specialty medications
 - To see a list of CVS non-specialty medications visit https://www.caremark.com/portal/asset/Advanced_Control_Specialty_Performance_Drug_List.pdf
 - To see a list of CVS Specialty Formulary medications visit https://www.caremark.com/portal/asset/Advanced_Control_Specialty_PREFERRED_Drug_List.pdf



HEALTH EQUITY

- Reta is the HSA plan administrator
- Reta is the HSA plan administrator
- Members will receive the following:
 - *Welcome Kit*
 - *New Health Equity debit card*
- PPD Account Numbers –
Employee's direct deposit bank
information



KAISER PERMANENTE PLANS

BENEFIT DESCRIPTION	KAISER EPO-4063	KAISER HSA-4085
Calendar Year Deductible: Individual / Family	\$1,000 / \$2,000	\$1,400 / \$2,800
Out of Pocket Maximum: Individual / Family	\$4,000 / \$8,000	\$3,000 / \$6,000
Hospitalization	10% after Deductible	\$250 after Deductible
Outpatient Surgery	10% after Deductible	\$150 after Deductible
Emergency Room (waived if admitted)	10% after Deductible	\$100 after Deductible
Office Visits	\$25	\$20 after Deductible
Routine Physicals	No Charge	No Charge
X-Ray/Lab	\$10 after Deductible	\$10 after Deductible
Chiropractic	\$15 (24 visits / calendar year)	\$15 after Deductible (20 visits / calendar year)
Ambulance	\$150 after Deductible	\$150 after Deductible
Routine Eye Care	No Charge (\$175 allowance every 24 months)	No Charge (\$150 allowance every 24 months)
Prescription Generic / Brand	Generic: \$10 (retail) / \$20 (mail order) Brand: \$30 (retail) / \$60 (mail order) 30 day supply at retail 100 days supply at mail order	After Deductible: Generic: \$10 (retail) / \$20 (mail order) Brand: \$30 (retail) / \$60 (mail order) 30 day supply at retail 100 days supply at mail order



KAISER EPO-4063 PLAN

- Preventative care at little or no out-of-pocket cost
- A personal doctor for routine medical care
- No referrals needed for certain specialties, like optometry and obstetrics/gynecology
- EPO plans do not cover care outside the Kaiser network unless it's an emergency.
 - 24/7 Away from Home Travel Line: 951-268-3900
 - Kp.org/travel
- Kaiser provides the pharmacy benefits



KAISER HSA-4085 PLAN

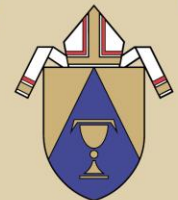
- Preventative care at little or no out-of-pocket cost
- A personal doctor for routine medical care
- Copays or coinsurance for most covered services after you meet your deductible
- No additional coinsurance needed after the annual out-of-pocket maximum is met
- A pre-tax health savings account to help pay for certain medical expenses
- Kaiser provides the pharmacy benefits



DELTA DENTAL PLANS

BENEFIT DESCRIPTION	LOW OPTION		HIGH OPTION	
	PPO	Non-PPO	PPO	Non-PPO
Annual Deductible - Individual / Family Max.	\$50 (x3)		\$50 (x3)	
Deductible Waived for Preventive Services	Yes		Yes	
Preventive Services	100%	100%	100%	100%
Basic Services	90%	80%	90%	80%
Major Services (includes Implants)	60%	50%	60%	50%
Waiting Period for Major Services	None		None	
TMJ (Separate \$1,000 Lifetime max)	60%	50%	60%	50%
Calendar Year Maximum Benefit	\$1,500	\$1,000	\$2,500	\$1,500
Orthodontia-Dependent Children	50%		50%	
Adult Benefit Ortho	50%		50%	
Orthodontia Deductible	N/A		N/A	
Orthodontia Lifetime Benefit	\$1,000		\$2,500	
Waiting Period for Orthodontia	None		None	

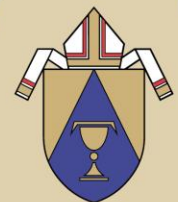
Coverage includes Brush Biopsies and 1 regular/1 periodontic cleaning every 6 months



VSP VISION PLANS

BENEFIT DESCRIPTION	LOW OPTION			HIGH OPTION		
	In-Network	Out of Network	Frequency	In-Network	Out of Network	Frequency
Exam	\$10 Copay	Up to \$45	Every 12 Months	\$10 Copay	\$10 Copay	Every 12 Months
Lenses	See below		Every 24 Months*	See below		Every 12 Months*
Single Vision Lenses	Covered in Full	Up to \$30		Covered in Full	Up to \$30	
Bifocal Lenses	Covered in Full	Up to \$50		Covered in Full	Up to \$50	
Trifocal Lenses	Covered in Full	Up to \$65		Covered in Full	Up to \$65	
Frames	\$25 Copay \$150 Allowance	Up to \$70	Every 24 Months	\$10 Copay \$150 Allowance	Up to \$70	Every 12 Months
Contact Lenses in Lieu of Glasses	\$150 Allowance for Exam and Contacts	Up to \$70	Every 24 Months	\$150 Allowance for Exam and Contacts	Up to \$105	Every 12 Months

**Interim Benefits: Lenses provided every 12 months with an Rx change of .50 diopter or more



RETA'S INTEGRATED WELLNESS PROGRAMS

- Wellvolution through BSC
 - Members will have 29 lifestyle well-being programs to choose from. And they will be eligible for disease prevention and condition reversal programs, which include intensive behavioral counseling for treating diabetes, hypertension, digestive health, obesity, and heart disease.
 - For complete details about Wellvolution, go to https://rbc-ihc.retatrust.org/?id=ab9b2b45c5c95e3c00b106993c1d5804&ft=onlyNetworks#medical-blue_shield_ca
- Workforce Health through Kaiser
 - A health assessment, telephonic coaching and healthy lifestyle programs will be offered to members to help them reach their unique goals. And this information can be shared with the member's care delivery team to provide a more holistic view of their patient's health status.
 - Online healthy lifestyle programs, videos, podcasts, recipes and more
 - On-site health education classes and support groups (classes vary at each location and some may require a fee)
 - For complete details about Workforce Health, go to <https://rbc-ihc.retatrust.org/?id=e7e142497f5cdba9b8dad86d36473e9d&ft=onlyNetworks>



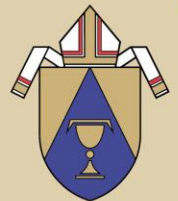
THE RETA HOLY LAND VIRTUAL PILGRIMAGE

- Registration is still open. The end date has been extended. Plus, a new and shorter Holy Land virtual mission event opens on Easter Sunday.
- 526-mile mission - Original Reta Holy Land Virtual Pilgrimage extended to June 24th
- 337-mile mission - A second & shorter Holy Land Virtual Pilgrimage opens on Easter Sunday
- For more information on how to join the pilgrimage please visit <https://rbc-ihc.retatrust.org/?id=916f8335a5dde6c265877699aff6f2db&ft=onlyWellness,hideMenu&ft-off=showCatapultHealth>



ADMINISTRATOR NOTES

- Invoices are generated on the 23rd of every month
- Invoices should be printed and compared to the ADP roster on a monthly basis to insure accuracy of employees being billed for
- Review bill for any changes
- Administrator accounts are separate from your employee account
- Administrator account must also be approved by the benefits administrator for the location

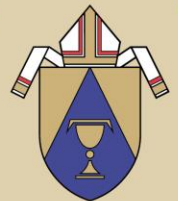


BENEFITS REMINDERS



HSA PAYROLL PROCESS/UPDATES

- Health Equity is the administrator for HSA plans.
- HSA set-up in ADP WorkforceNow available at <https://www.scd.org/sites/default/files/2020-12/HSA-Setup-in-ADP-111820.pdf>
 - Please contact the Lay Personnel Office to obtain employee's direct deposit bank information
- Employee HSA payroll deduction form available at https://www.scd.org/sites/default/files/2022-01/Employee%20HSA%20payroll%20deduction%20form_2022_1.PDF



BAS STATEMENTS

- Monthly invoices are generated and emailed on the 23rd of the month.
- Invoices must be reviewed on a monthly basis.
- Priest health premiums are now included in BAS Statements
- ADP / Reta Enroll
- 2022-2023 Benefits calculation worksheet (PT 10 & PT1001)



WAIVER OF GROUP HEALTH BENEFITS

- If an employee waives medical coverage, please provide them a waiver of group health benefits form.
- Waiver form must be completed annually.

- Waiver form:

<https://www.scd.org/sites/default/files/2019-06/Waiver%20of%20Group%20Health%20Benefits.pdf>



QUALIFYING LIFE EVENT PROCESS

- Employees must complete qualifying life events electronically in RetaEnroll.
- Employees will be prompted to upload proof documents specific to their Qualifying Life Event during the submission process.
- Location Administrators must submit all Benefits Class changes to Reta Trust Customer Service at: service@retaenroll.org.
- All life events for Reta are effective the 1st of the month following the date the Qualifying Life Event occurs. However, newborns are effective on the date of birth.
- Instructions on how to submit a life event available at <https://www.scd.org/sites/default/files/2020-01/RETA%20Life%20Event%20Model%20Employee%20%20%5B3%5D.pdf>



PERSONNEL REMINDERS & UPDATES



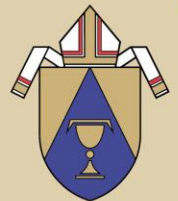
COVID-19 ITEMS

- Occurrence Reporting
 - When the employer knows or reasonably should know that an employee has tested positive for COVID-19, the employer must report to LWP Claims Solutions.
 - *The Occurrence Report must be completed within 24 hours of notification and sent to LWP*
- COVID-19 2022 CA Supplemental Sick Leave
- COVID Resources
 - <https://www.scd.org/lay-personnel/coronavirus-covid-19>



PERSONNEL FORMS BEST PRACTICES

- All forms are found on our Diocesan Website under the Lay Personnel page.
 - <https://www.scd.org/lay-personnel/employee-forms>
 - Date is listed when forms have been updated
 - Print forms as needed as updated regularly
 - PT10/PT1001 Form located on website
- Paperwork required to be sent to Lay Personnel
 - i.e. PT 200 Personnel Transaction: Separation/Change



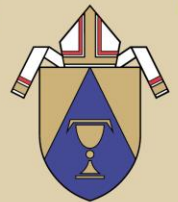
HR RECORD RETENTION

- The law has expanded the record retention requirement for employment records to 4 years
- Ensuring tabs are set-up (color coded)
 - Preferably in 2 drawer file cabinet
 - *Records older than 4 years should be stored separately from the records in the drawers*
 - *The Diocese is still under a “do not destroy” order regarding personnel documents.*



WEEKLY NEWS ON WEBSITE

- Important to read:
 - Updates from all departments
- Always available on the website if not emailed to you (left hand side of home page)
 - Distributed on Mondays (unless it is a holiday)



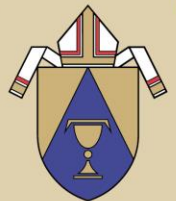
BENEFIT ELIGIBILITY

- Regular Part-Time and Full-Time Employees (20 hours or more a week) are eligible for all fringe benefits
- Occasional Part-Time Employees (less than 19 hours a week) are not eligible for fringe benefits
 - Employees shared between sites may be eligible for medical benefits if the combined hours worked at all sites are 20 hours or more a week
 - Employees working more than 19 hours a week occasionally/frequently may be eligible for medical benefits, if weekly average is 20 hours or more a week
- Temporary Employees (assignment 6 months or less) are not eligible for fringe benefits
 - If the temp assignment extends beyond 6 months, contact Lay Personnel as a status change may be necessary



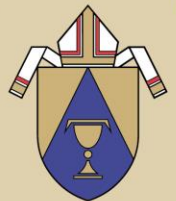
INSURANCE STOPLOSS

- Must remove employee from our benefits if out longer than 6 months
 - Per our policy, *“An employee taking medical/family leave will be allowed to continue participating in any employee benefit plans in which he/she was enrolled before the first day of the leave (for the duration of the approved leave up to the maximum of 6 months) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.”*
 - After the 6 month period must offer Continuation of Coverage
- Loss of reimbursement if we do not follow our policy



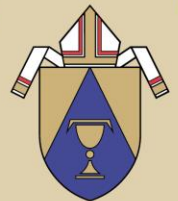
TERMINATION REQUIREMENTS

- All terminations **must** have prior approval from the HR Director and Legal. Failure to receive approval will result with the loss of liability insurance provided by Catholic Mutual.
 - This includes any lay-off's.
- Only exception is when an employee voluntarily resigns.



TRANSITION OF KEY POSITIONS

- When possible provide the Diocese with a 2 week notice when changes with key positions such as Bookkeeper, Payroll/RETA Contact, Office/Business Managers
 - Need to know to ensure access is appropriately transferred
 - Would like to assist with orientation in respective areas of expertise



ORIENTATION PROCESS

- Using New Hire Checklist
 - Pre-hire Section
 - *Ensure clearances are obtained*
 - Post-hire Section
- Ensure all required clearances have been completed before entering new hire into ADP



EQUIFAX

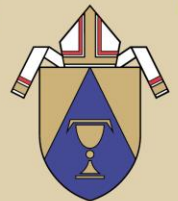
- All unemployment claims must be submitted to Equifax.
- Equifax Workforce Solutions

Attention: Nancy Moore

Fax: (866) 219-8832

Phone: (833) 946-0624 ext.2852

Email: nancy.moore@equifax.com



THE WORK NUMBER

- All Employment Verifications should be conducted through The Work Number.
- Accessing The Work Number
 - Start by going to www.theworknumber.com
 - Select “Log In” and follow the simple prompts
 - Enter the Employer code 26785
 - *If this is your first time – pick “Register Now”*
 - *If a returning user – enter your username and password you set up.*
 - The screens prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you have problems.
- A more detailed guide can be found by accessing the following link:

https://www.scd.org/sites/default/files/2021-03/Employee_Guide%20to%20The%20Work%20Number%20%28March%202021%29_0.pdf



SEXUAL HARASSMENT TRAINING

- Sexual Harassment Training must be renewed every odd year for the Sacramento Diocese.
- All employees will be required to complete the training.
 - Employees must complete the one hour training
 - Supervisors must complete the two hour training
- All training should have been completed in September of 2021.
 - Completion rate is very low
 - Training will need to be completed now and then again in September of 2023
- All training is accessed through CMG. More information can be found through the following link:
 - <https://www.scd.org/sites/default/files/2020-12/SCD-Sexual-Harassment-Training.pdf>



LOA'S AND WC CASES

- LOA forms are required to be completed anytime an employee is out of work for more than 7 days.
 - LOA Forms and information can be found by accessing the following link: <https://www.scd.org/lay-personnel/leave-absence>
- WC Paperwork must be completed immediately after an accident.
 - WC Forms and information can be found by accessing the following link: <https://www.scd.org/lay-personnel/workers-compensation-forms>
 - *LWP Claims Solutions*
Robin Mays, Senior Claims Adjustor
Phone: 916-609-3665
Email: r_mays@lwpclaims.com
 - Note: A WC incident requiring the employee to be off of work for more than 7 consecutive days will also require the leave of absence paperwork to be completed.
- **All accommodation/restriction request must be reviewed with the HR Director before returning the employee back to work.**



BREAKROOM POSTINGS

- All sites have been provided with custom made California and Federal Employment Notice Posters
 - Religious employers have a religious exemption for some laws, we should not be posting laws that do not apply to us
- Action to take:
 - Remove all posters not provided by the Diocese
 - Cancel any subscriptions or orders through outside vendors



SAFE ENVIRONMENT

LIVE SCAN AND SAFE HAVEN TRAINING

- Employee vs. Volunteer
 - Employee cleared DoJ and FBI
 - Volunteer cleared DoJ only
 - High School Coaches always DoJ and FBI
- Parishes and Schools are cleared under different codes – information on fingerprinting cannot be shared between parishes and schools.
- School Employee vs. Parish Employee
 - Parish with school on site – all employees must complete both requirements
 - Employee Live Scan Verification Form
 - What to do if employee is working at multiple sites
- Compliance Reports
 - Sent out automatically the first of the month to the site's Safe Environment Contact
 - 3 reports:
 - ✓ Staff Complete (all requirements met)
 - ✓ Volunteer complete (all requirements met)
 - ✓ In Progress (volunteer and staff missing one of the requirements – either fingerprinting or training)
- Safe Haven Training
 - Offered through Catholic Mutual Group
 - Must be renewed every 3 years



LAY PERSONNEL BACKGROUND CHECK

- New hire candidates or volunteers in certain positions are to complete and clear the general background check prior to beginning work.
 - The background check should be conducted when the employee or volunteer is performing the following duties:
 - *Will confer signing authority on a bank account maintained by Employer;*
 - *Will involve the handling of cash or checks on a regular basis;*
 - *Will access proprietary or confidential information or records; or*
 - *Will provide access to financial activities or operations of Employer.*
 - *Will operate a company vehicle.*
 - Note: This background check is processed through Lay Personnel and is not the same background check conducted through Livescan with Safe Environment.



LAY PERSONNEL BACKGROUND CHECK



Diocese of Sacramento — Human Resources Services

REQUEST FOR BACKGROUND CHECK

Background check requested by:

Parish/School/Agency
(circle one)

City

Hiring Person

Name & Title

Contact Information

Phone

Email

Fax

Applicant's Name

Position Applied For

MVR Screening Required by the position: ☐ Yes ☐ Only a Back-Up ☐ No

Fax completed form to (916) 733-0238 or scan and email to personnel@scd.org with the following:

- ✓ Applicant's signed Disclosure & Authorization form
- ✓ Applicant's signed Background Information form
- ✓ Page 3 of the Employment Application (Employment History)

Questions: Call Lay Personnel at (916) 733-0239

**Please Note: Parish / School/ Agency will be billed upon completion of background check.*

**Additional fees may apply for searches and/or pre-adverse and adverse letters.*



LAY PERSONNEL BACKGROUND CHECK CONT'D

*To be filled out by Employer

*Copy to Applicant

NOTICE REGARDING CREDIT CHECKS PER CALIFORNIA LAW:

Pursuant to Section 1024.5 of the California Labor Code, the Company informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

- ☐ An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission;
- ☐ A position in the state Department of Justice;
- ☐ A sworn peace officer or other law enforcement;
- ☐ A position for which the information contained in the report is required by law to be disclosed or obtained;
- ☐ A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth;
- ☐ A position which the person can enter into financial transactions on behalf of the company;
- ☐ A position that involves access to confidential or proprietary information;
- ☐ A position that involves regular access to \$10,000 or more of cash;
- ☐ A position that involves operating a company vehicle; OR
- ☐ The Company will not obtain a consumer credit report on you.



LAY PERSONNEL BACKGROUND CHECK CONT'D

- All forms for the Background Check can be found by accessing the following link: <https://www.scd.org/lay-personnel/lay-personnel-policies-and-forms#background>



ADP ROLLOUT

- We will be using the electronic time keeping system with ADP
 - Continuing the transition process
- Ensures compliant with Labor Laws
 - Meal premiums cannot be removed
 - OT obligations will be met



MISCELLANEOUS BOOKKEEPING ITEMS



MISCELLANEOUS BOOKKEEPING ITEMS

- Priest Items
 - Priest salary
 - Funeral stipends
 - Auto insurance
 - *Fiscal year vs priest auto insurance coverage*
- Payroll - Modified Accrual
- ACA Rebates from the Catholic Foundation is posted as 545 not 595
- Rules on Charitable Donations
- Strict rules when using Accounts Payable in QuickBooks



WRAP –UP AND QUESTIONS?

