

Diocese Of Bismarck



April 30, 2020

Health Care Enrollment

(9:30am)

&

Parish Business Office Forum

(10:30am)

Fiscal and Internal Audit Staff

**Laura Huber, Brent Naslund, Laurie Hagerott, Tony Chap,
Cressy Aberle, Sarah Seibel, Brandi Alderin**

Health Care Enrollment 2020-2021 Informational Review

2

April 24th Emails to Parishes and Schools



**Health Care &
Dental/Vision Changes**



**Employee enrollment
2020-2021**



401K Changes

Health Care 2020-2021

Effective 7/1/2020

3

Plans

- PPO 750-2 80/60 (same as current)
- HSA 1500-1 90/70 (change to 90% plan)

Class Changes

- Remove Class - Employee + 1
- Add Classes - Employee + Spouse **and** Employee + Child/Children

The Numbers

- Avg. Increase 5% (below national average)
- Decrease 2% for vision
- Increase .7% for dental
- Parishes continue 100% single & 75% other classes
- Schools increase to 89% single and 65% other classes (based on HSA)

Other Facts

- Feb 28th Msgr. Lindemann Communication to Parishes and Schools
- Claims Improving
- Pastors again requested to reply on parish's dental and vision

Highlights of Option A: PPO 750-2 80/60 Plan (Anthem 1120)

4

- \$750 Individual / \$1,500 Family Deductible
- 80/20 Coverage after deductible is met
(Plan pays 80% **[60% out of network]**, Employee pays 20% **[40%]** up to Out-Of-Pocket Maximum)
- \$4,000 Individual \$8,000 Family Maximum Out-Of-Pocket (In-Network)
- \$25/\$40 Office Visit Copay

Highlights of Option B: HSA 1500-1 90/70 Plan (Anthem 1126)

- \$1,500 Individual / \$3000 Family Deductible (non-embedded)
- 90/10 Coverage after family deductible is met
(Plan pays 90% **[70% out of network]** Employee pays 10% **[30%]** up to Out-Of-Pocket Maximum)
- \$5,000 Individual \$10,000 / Family Maximum Out-Of-Pocket (In-Network)
- Diocese & Parishes: Monthly Income Add-On for Employee (due to lower cost to be on plan)
- Money put into deferred account is TAX-FREE and remains in the individual's account for life OR until used for qualifying expenses

2020-2021	1120 Anthem PPO 750-2 80/60			
	Employee	EE+Spouse	EE+Children	EE+Family
Reta Rate	769.07	1,691.95	1,268.96	2,153.39
Full-Time				
A. Location Rates - Diocese & Parishes	784.07	1,706.95	1,283.96	2,168.39
Employer	784.07	1,283.96	966.72	1,630.04
Employee	0.00	422.99	317.24	538.35
B. Location Rates - SCHOOLS	784.07	1,706.95	1,283.96	2,168.39
Employer	629.88	1,002.96	755.97	1,272.40
Employee	154.19	703.99	527.99	895.99
Part-Time				
C. Location Rates - Diocese & Parishes	784.07	1,706.95	1,283.96	2,168.39
Employer	399.54	649.48	490.86	822.52
Employee	384.53	1,057.47	793.10	1,345.87
D. Location Rates - SCHOOLS	784.07	1,706.95	1,283.96	2,168.39
Employer	322.44	508.98	385.49	643.70
Employee	461.63	1,197.97	898.47	1,524.69
COBRA RATES				

Anthem 1120 PPO 750-2 80/60 Plan

5

Anthem 1126 HSA 1500-1 90/70 Plan

2020-2021	1126 Anthem HSA 1500-1 90/70				HSA Employer Paid Add On (Income to employee)			
	Employee	EE+Spouse	EE+Children	EE+Family	Employee	EE+Spouse	EE+Children	EE+Family
Reta Rate	690.88	1,519.94	1,139.95	1,934.46				
Full-Time								
A. Location Rates - Diocese & Parishes	705.88	1,534.94	1,154.95	1,949.46				
Employer	705.88	1,154.96	869.96	1,465.85				
Employee	0.00	379.98	284.99	483.61	78.00	129.00	96.00	164.00
B. Location Rates - SCHOOLS	705.88	1,534.94	1,154.95	1,949.46				
Employer	629.88	1,002.96	755.97	1,272.40				
Employee	76.00	531.98	398.98	677.06				
Part-Time								
C. Location Rates - Diocese & Parishes	705.88	1,534.94	1,154.95	1,949.46				
Employer	360.44	584.98	442.48	740.42				
Employee	345.44	949.96	712.47	1,209.04	39.00	64.50	48.00	82.00
D. Location Rates - SCHOOLS	705.88	1,534.94	1,154.95	1,949.46				
Employer	322.44	508.98	385.49	643.70				
Employee	383.44	1,025.96	769.46	1,305.76				
COBRA RATES								

Effective 7/1/2020

	Reta Dental Plan 2A - Employer Contributes				Reta Dental Plan 2A - Voluntary			
	EE Only	EE+Spouse	EE + Children	EE+ Family	EE Only	EE+Spouse	EE + Children	EE+ Family
Reta Rate	40.14	88.31	66.23	112.40	45.52	100.15	75.11	127.46
Full-Time								
1. Location Rates - Employer 100%								
Employer	0.00	0.00	0.00	0.00				
Employee	0.00	0.00	0.00	0.00				
2. Location Rates - Partial Subsidy - Dependents								
	40.14	88.31	66.23	112.40				
Employer	40.14	40.14	40.14	40.14				
Employee	0.00	48.17	26.09	72.26				
3. Location Rates - Employee 100%								
					45.52	100.15	75.11	127.46
Employer					0.00	0.00	0.00	0.00
Employee					45.52	100.15	75.11	127.46
Part-Time								
4. Location Rates - Employer 100%								
Employer	0.00	0.00	0.00	0.00				
Employee	0.00	0.00	0.00	0.00				
5. Location Rates - Partial Subsidy - Dependents								
	40.14	88.31	66.23	112.40				
Employer	20.07	20.07	20.07	20.07				
Employee	20.07	68.24	46.16	92.33				
6. Location Rates - Employee 100%								
					45.52	100.15	75.11	127.46
Employer					0.00	0.00	0.00	0.00
Employee					45.52	100.15	75.11	127.46
COBRA RATES	\$ 39.71	\$ 87.37	\$ 65.53	\$ 111.21	\$ 45.04	\$ 99.09	\$ 74.31	\$ 126.11

6

DENTAL

Effective 7/1/2020

	Reta Vision Plan 2 - Employer Contributes				Reta Vision Plan 2 - Voluntary			
	EE Only	EE+Spouse	EE + Children	EE+ Family	EE Only	EE+Spouse	EE + Children	EE+ Family
Reta Rate	9.55	21.00	15.75	26.73	11.61	25.55	19.16	32.52
Full-Time								
1. Location Rates - Employer 100%								
Employer	0.00	0.00	0.00	0.00				
Employee	0.00	0.00	0.00	0.00				
2. Location Rates - Partial Subsidy - Dependents								
	9.55	21.00	15.75	26.73				
Employer	9.55	9.55	9.55	9.55				
Employee	0.00	11.45	6.20	17.18				
3. Location Rates - Employee 100%								
					11.61	25.55	19.16	32.52
Employer					0.00	0.00	0.00	0.00
Employee					11.61	25.55	19.16	32.52
Part-Time								
4. Location Rates - Employer 100%								
Employer	0.00	0.00	0.00	0.00				
Employee	0.00	0.00	0.00	0.00				
5. Location Rates - Partial Subsidy - Dependents								
	9.55	21.00	15.75	26.73				
Employer	4.78	4.78	4.78	4.78				
Employee	4.77	16.22	10.97	21.95				
6. Location Rates - Employee 100%								
					11.61	25.55	19.16	32.52
Employer					0.00	0.00	0.00	0.00
Employee					11.61	25.55	19.16	32.52
COBRA RATES	\$ 9.45	\$ 20.78	\$ 15.58	\$ 26.45	\$ 11.49	\$ 25.28	\$ 18.96	\$ 32.18

VISION

Flexible Spending Accounts

7

- FSA (Flexible Spending Account)*
 - Pre-Tax salary dollars can be put into account for **Health Care expenses**
 - Must be used up between July 1, 2020 and June 30, 2021
 - USE IT OR LOSE IT
 - Annual contribution may not exceed \$2,750

*May have in addition to DFSA Account!



- DFSA (Dependent Flexible Spending Account)*
 - Pre-Tax salary dollars can be put into account for **Dependent Care expenses**
 - Must be used up between July 1, 2020 and June 30, 2021
 - USE IT OR LOSE IT
 - Annual contribution may not exceed \$5,000 (\$2,500 max. if married, filing separate income tax returns)

*May have in addition to FSA Account!



Flexible Spending Accounts

8

New This Year for HSA Enrollees

- LPFSA (Limited Purpose Flexible Spending Account)
 - Pre-Tax salary dollars can be put into account for **Dental and Vision Expenses Only**
 - Must be used up between July 1, 2020 and June 30, 2021
 - USE IT OR LOSE IT
 - Annual contribution may not exceed \$2,750



Health Savings Account Contributions

Can enroll/manage in
Open Enrollment Wizard
\$3,550/\$7,100 (+\$1,000 age 55+)

Additionally for those with HSA Accounts:

- New Banking Relationship
 - From Health Equity to Act Wise (through Anthem)
 - Act Wise will integrate with Anthem
 - Current enrollees will be contacted regarding their choice to move current balances

March “Lookback” Communication

- Why is it important?
- “Heads Up” at ACA Report Time
- COVID-19 Related Comment



Administrators:

- **ENGAGE with ALL Eligible Employees on Enrollment**
 - **Default this year is No Coverage** – If Employees do not sign in and select coverage, they will have no coverage effective July 1, 2020.
 - Eligible Employees not wishing to take benefits, must sign in and decline coverage (ACA / Affordable Health Care Act documentation)
 - Administrators must document their reminders and engagement with Employees to enroll or decline benefits.

11

RETA Enrollment

May 1, 2020
thru
May 15, 2020

Without
MyEnroll²⁸⁰



With
MyEnroll³⁶⁰



Administrators:

(continued)

- **Help answer employee questions**
(Sarah Seibel can provide support to administrators)
- REMEMBER that PRIESTS are employees and must enroll (note new priest assignments)
- Remind employees on responsibility of dependent documentation
- Check that employee status is accurate for their enrollment – (administrator performed employee lookback in early April)

12

RETA Enrollment

May 1, 2020
thru
May 15, 2020

401K

Effective
7/1/2020

- ❑ Inactive employees with account balances of \$5000 or less will no longer be in the plan.
- ❑ They will be contacted and given a choice to move funds into individual IRA or move their account to existing IRA of their choice.



401K

Future Considerations

- ❑ Employer Benefit - 5%
- ▶ First 2% Employer Paid Benefit
- ▶ Up to 3% Employer Paid Match
- ▶ Employee contributions by percent



Enrollment/Benefits

Q & A



Reminder from Fall Forum

16

Life Events (LE) Process:

- 1) Employees Log-On to RETA website to submit Life Event under Quick Links
- 2) Employee fills out forms online & has to attach supporting docs.
- 3) Trustor (Diocese -Sarah)- gets notification that LE is entered in RETA

*cannot approve LE until the supporting docs are uploaded

4) Sarah will send Email to Location Employee & Benefits Administrator regarding LE and need for supporting docs to be uploaded to complete LE

****IMPORTANT:** It is the Employee's responsibility to make sure that their LE is completed in RETA & they provide the proper docs. Location Benefits Administrators Assist and follow up with their employees.

- 5) Sarah reviews open LEs weekly to see if Life Events can be approved

6) LE must be completed by Employee & APPROVED by Sarah within 30 days of the LE

7) Administrators include any changes with next payroll to payroll processor.

Diocese Of Bismarck

April 30, 2020

Health Care Enrollment

(9:30am)

&

Parish Business Office Forum

(10:30am)

Fiscal and Internal Audit Staff

Laura Huber, Brent Naslund, Laurie Hagerott, Tony Chap,
Cressy Aberle, Sarah Seibel, Brandi Alderin



Diocese of Bismarck Parish Business Office Forums

Spring & Fall

2 Locations

Risk Management & Insurance

Insurance Inspections

Self-inspection – required by CMG during years when no onsite inspection is performed

Onsite Inspections – Near 20% of entities inspected each year.

Self-inspection –

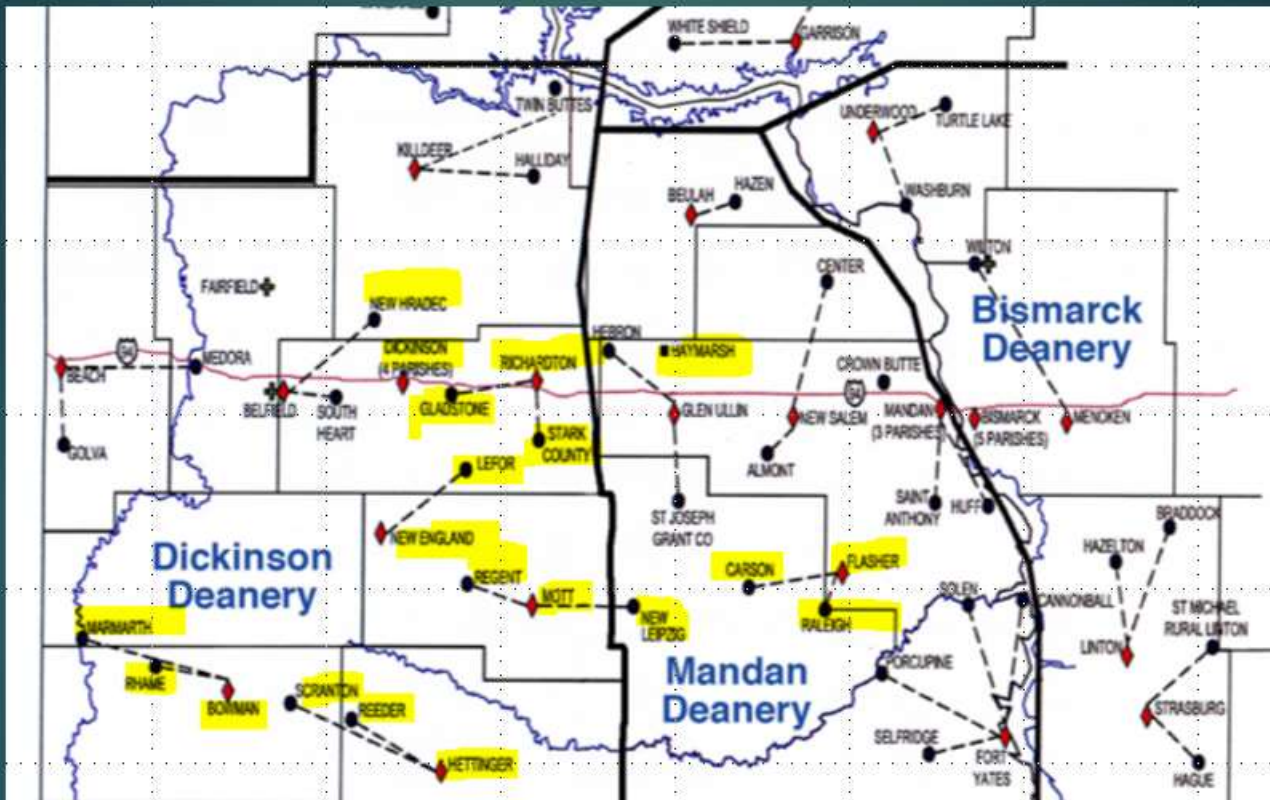
Submit online to CMG

Onsite Inspections –

- After inspection CMG report submitted to parish
- Parish requested to respond within 60 days

2020 Onsite Inspections Week of June 8

23



Dickinson Parishes – Queen of Peace and St. Joseph



Appendix 37: Contract Review Policy

PURPOSE: This policy designed to help parishes navigate the often-complex process of entering into contracts and agreements with 3rd parties. The ultimate goal of this policy is to protect parishes/institutions by ensuring that liability under the contract is assumed by the proper party and additionally that the Diocese does not agree to any unnecessary hold harmless provisions.

DEFINITIONS: For the purpose of this policy, the term, "Contract" is defined as a written agreement between a service provider and the Diocesan entity (parish, school, etc.) which outlines terms of a work, service, and payment. The term "Contractor" is defined as a service provider who provides a written contract for signature. The term Service Provider (or Service Vendor) is used to denote any business/vendor that is hired to provide a service but does not work issue a contract.

TYPES OF CONTRACTS: This paragraph provides and overview of the types of contracts commonly used by a parish/institution.

1. Large Construction Contracts: Large or complex projects, especially those involving new

24

Contract Review Policy

Synod Appendix 37

Updated on
DOB Website

Internal Auditor

25

Property Records

Parishes

- Parish Reviews
- Parish Desk Audits
- Parish Contribution Records Audits
- Parish Annual Reports

Diocese

- Department Audits

Internal Auditor

Spring 2020

26

Conducts Parish Financial Reviews:

- Large Parishes (>500 families) every 18 months.
- Small Parishes (<500 families) every 3 years.
- Special Reviews: Completed with new pastor assignment, due to financial concerns, or at parish request.
- 38 parish corporations reviewed last fiscal year, 38 programmed for current fiscal year.

Conducts Annual Parish Desk Audit:

- Completed for each parish annually.
- Graphs statistical data, God Share Goals & Contributions, Income-Expense, and Savings & Investment data over past five fiscal years.
- Provides overall risk assessment of parish corporation.

Review of parish Annual Contribution Records:

- Review of Parish procedures for producing annual contribution reports to parishioners.
- 9 parishes reviewed last fiscal year, 3 parishes programmed for review this fiscal year.

Reviews Parish Annual End-of-Year Financial Reports:

- Review of each parish Corporate Board meeting minutes, annual fiscal reports, and cost-share agreements.
- Feedback/findings provided to parish through Parish Resource Office.

Internal Auditor

Spring 2020

27

Conducts Financial Review of Diocesan Departments:

- Review of General Ledger entries and transaction documentation, budget process/accuracy, and written policies and procedures.
- New responsibility beginning this fiscal year.
- Emmaus Place currently under review.

Review/Compile Active Property Records:

- Five-year project to identify active property deeds for all Diocesan properties
- Goal: Establish "Active" and "Historical" property records for all Diocese and Parish Properties.
- Consists of review of Ownership Reports from County Treasurers and legal review (Bair Law Firm) of property deeds at county archives.
- Emmons County currently under review. Burleigh, Morton and Sioux Counties programmed to be completed this fiscal year.



Internal Auditor – Financial Review Program

Updated: 03-Apr-2020

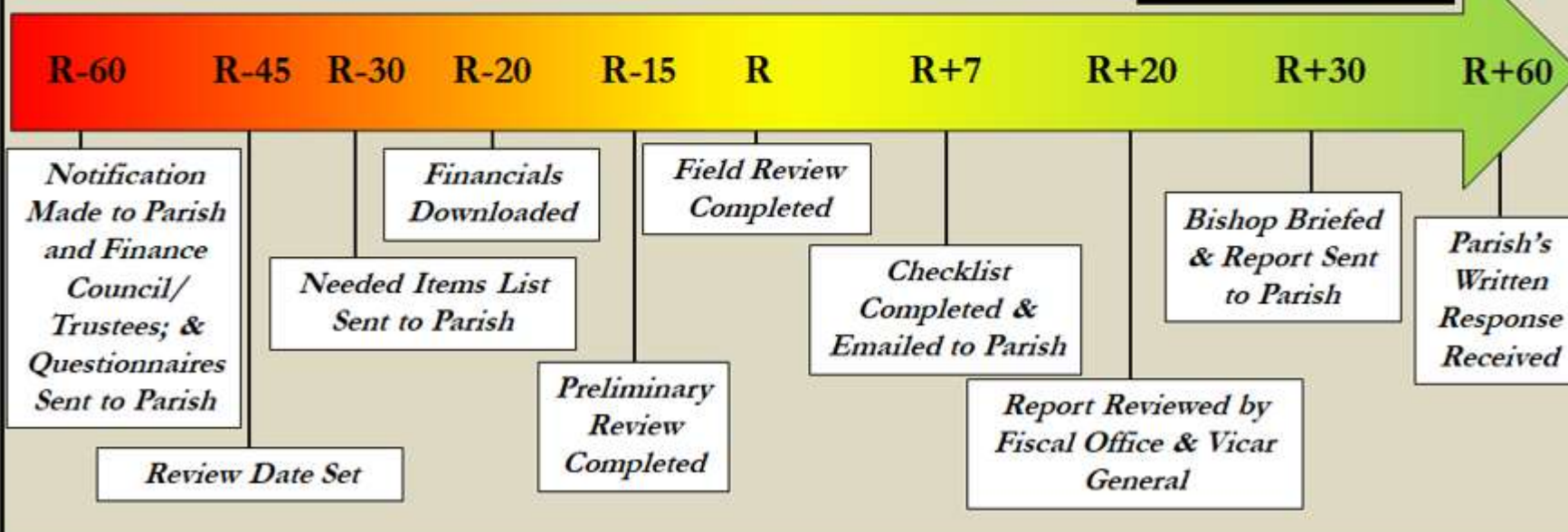
28

Types of Financial Reviews

- Normal Cycle:**
- Large Parishes (>500 families) completed every 18 months.
 - Small Parishes (<500 families) completed triennially.
- Off-Cycle Reviews:**
- Parishes with Financial Concerns (loans, expenses, cashflow, bookkeeping, etc.).
 - Parishes with newly assigned pastors.
- Special Reviews:**
- Diocese Desk Audit Report – Snap shot of all parishes temporal activities (to include: God's Share status, fiscal activities, and statistical report).
 - Focused Review – Review done for particular topic area (grocery consumption, expense vs. income, oil revenue, done for one or more parishes).
 - Abbreviated Review – Parish financial review conducted as a desk audit, foregoing the onsite portion of the review.
- Diocese Office Reviews:** - Financial review of Diocesan Office(s) when directed by Bishop or Vicar General

Parish Normal Cycle and Off-Cycle Review Timeline:

R = Day of on-site Review



Internal Audit / Parish Financial Review

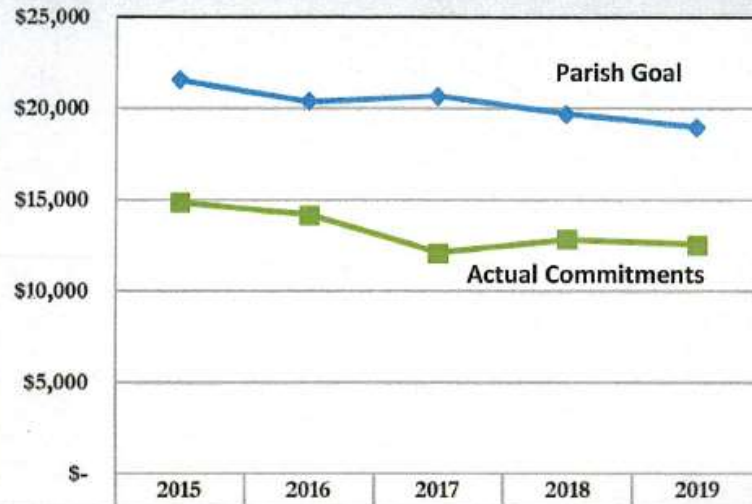
Parish Reviewed:
Review Date:

Category/Finding	Severity		Repeat Finding	Level of Fix		Central Acct. Solution
	Low	High		Parish	Diocese	
I. Parish Organization (Corporate Structure, Parish Councils).						
<ul style="list-style-type: none">Finance Council meets approximately one-time per year. For the finance council to adequately advise the pastor, it is recommended the council meet quarterly.	X			X		
II. Cash Handling & Disbursement						
A. Collection Handling & Other Income.						
1. Mass Collections:						
No concerns noted.						
2 Other Income (Including walk-in/mail-in income, bequests, and fundraising):						
No concerns noted.						
B. Annual Giving Statements.						
No concerns noted.						
C. Cash Holding & Investing.						
1. Bank & Investment Account Setup:						
<ul style="list-style-type: none">Parish has multiple local checking and savings accounts. Most bills for expenses relating to these accounts are paid from the General Checking account and subsequently transferred out. Because the pastor is the only signatory on these accounts, the parish may be able to eliminate some of these accounts and reduce the number of transactions needed to manage these funds.	X			X		
2. Investments and Loans (Expansion Fund, Endowments, FDIC & Loans):						
<ul style="list-style-type: none">Parish has local trust fund valued at \$796K. Synod Statute 252 directs these funds be placed in the Catholic Foundation. Parish may request dispensation from this requirement in accordance with Statute 9 of the Synodal Legislation. Written requests for dispensation should include all supporting documentation to include bank statements and record of any stipulations or conditions made at the time of the original bequest and submitted through the Diocesan Finance Office for Bishop's approval.		X		X		
<ul style="list-style-type: none">Pastor does not initial quarterly statements of the parish's local endowment, indicating his review. (Last fiscal year, this endowment had gains of \$58,990.76 and losses of \$42,343.91 due to market fluctuations, which require close reviewed by the Pastor).		X		X		

High

STEWARDSHIP

God's Share Appeal Analysis

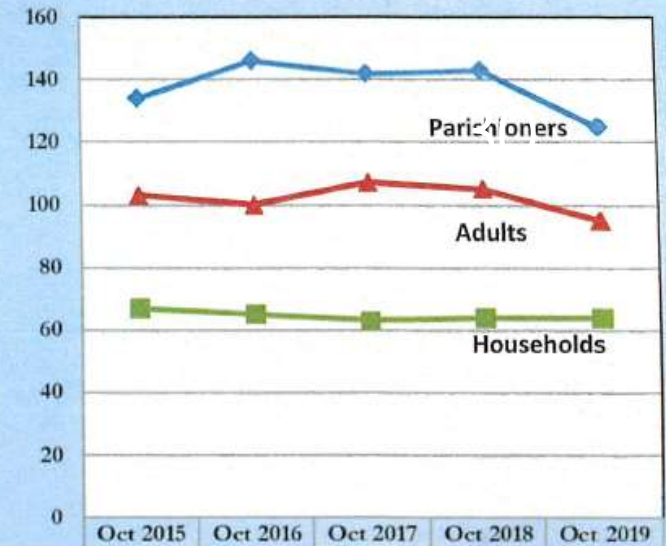


Low

High

CHANCERY

Parish Statistical Analysis

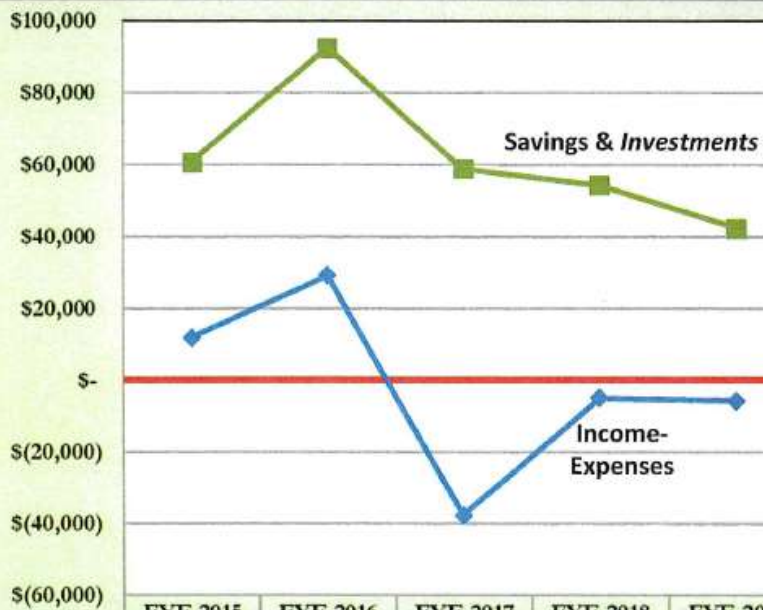


Low

High

FISCAL

Financial Risk Indicators & Assessment



Low

ANNUAL EXPENSES:

FYE-18: \$ 95,389.29 FYE-19: \$ 104,031.52

FYE-19 Expense/Household: \$ 1,625.49

FYE-19 Expense Ranking: (26 of 95)

FUNDS MANAGEMENT:

Operating Fund Policy: Compliant

FDIC Protection: Compliant

Savings/Investment Type: Expansion & Local

LOAN/BALANCE: None

APPROVED RESOLUTIONS:

FYE 2016- \$14.5K Parish Hall Air Conditioning

FYE 2016- \$18.5K Parking Lot Chip Sealing

FYE 2018- \$11.1K Church Carpeting

ANNUAL FISCAL REPORT: Compliant

Risk





INTERNAL AUDITOR



Deacon Brent Naslund
Internal Auditor
520 N. Washington St.
PO Box 1137
Bismarck, ND 58502-1137
Phone: 701-425-0794
Fax: 222-0269
bnaslund@bismarckdiocese.com

The Internal Auditor assists the Bishop of Bismarck in his role as administrator of the temporal goods of the Diocese by providing independent, objective assurance and advisory services designed to promote operational efficiency and effectiveness and adherence to Diocesan policies and procedures. The auditor is responsible with supervision for review/audit of financial records and practices of both Diocesan Departments/Ministries and Parishes/Schools as assigned, to assess effectiveness of internal controls, accuracy of financial records and efficiency of operations to ensure compliance with diocesan policy and procedure and governmental reporting requirements. The auditor further provides assistance and support, as assigned, with educational sessions on financial and risk control topics including the areas of budget preparation, payroll issues, accounting, internal controls, tax and best business practices.

Resources for Parish Reviews

[Diocese Best Practices Guide - Complete](#)

[Parish Review Checklist](#)

[Parish Review Questionnaire](#)

[Mass Stipend - Stole Fee Questionnaire](#)

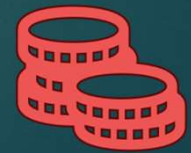
[External Investment Questionnaire](#)

[Parish Concern Questionnaire](#)

Taxes

State Sales Tax

Federal UBI Tax



State Sales Tax

Churches are subject to ND sales and use tax

PURCHASES

- Must Pay –
 - Only Exemption – “..purchase of bibles, hymnals, textbooks and prayer books “

SALES

- Must Collect, Report and Pay if operating a for-profit retail store.
- May be granted exemption for one-time events if requested and approved with ND State Tax Commissioner office.



OFFICES/MINISTRIES

[African Mission](#)
[Canonical Services](#)
[Catechesis and Youth](#)
[Catholic Indian Mission, Fort Yates](#)
[Chancery](#)
[Communications](#)
[Continuing Education for Clergy](#)
[Dakota Catholic Action](#)
[Diaconate](#)
[Education](#)
[Emmaus Place](#)
[Family Ministry/Respect Life](#)

Finance

[Parish Resources](#)
[Properties & Insurance/Risk...](#)
[Parish Expansion Fund](#)
[Provision for the Future](#)

Parish Post Archive

[Sales Tax~Churches in N...](#)
[Oct. 24-25, 2019 Parish B...](#)
[Internal Auditor](#)
[Planned Giving/Foundation](#)

SALES TAX~CHURCHES IN NORTH DAKOTA

Occasionally questions arise if churches are exempt from paying sales tax on purchases or if they are obligated to pay sales tax if they sell religious items, religious cd's or books to their parishioners.

PARISHES REQUIREMENT TO PAY SALES TAX:

Generally, churches are obligated to pay sales tax on purchases, unlike private and parochial schools which are exempt from paying sales tax when purchasing items to be used exclusively in the operation of their school. There is a single sales tax exemption for churches regarding the purchase of certain books such as bibles, hymnals, textbooks and prayer books.

PARISHES REQUIREMENT TO COLLECT SALES TAX:

1. Parishes operating a for-profit retail store, regardless of size, is required to have a ND Sales Tax License to collect Sales Tax in accordance with state law.
2. Generally, churches can be granted exemptions from collecting and remitting sales tax, if requests on sales at one-time events when the entire amount is expended for charitable or religious purposes. Exemption does not apply:
 - a. if the gross receipts exceed \$10,000
 - b. if the event is held in a public facility
 - c. if receipts are from regularly scheduled or ongoing activities in direct competition with other retailers.

To file for exemption, send an email to salestax@nd.gov requesting sales tax exemption and provide:

1. WHO – Your parish name, address and tax identification number
2. WHAT – what are you planning to sell
3. WHEN – date(s) you are conducting the sales or if it is ongoing
4. WHERE – state if the sales will be at the parish or provide location of the sales
5. WHY – the purpose of the sales i.e. religious purposes, specific fundraising or charitable purpose

The links below provide more information on churches and sales tax.

- [State of North Dakota Tax Commissioner Memorandum](#)
- [State of North Dakota Tax Commissioner Guideline](#)
- [See page 15 under Exemptions of the North Dakota Century Code on Sales Tax Chapter 57-39.2](#)

**Info on DOB
website-Parish Post
Archive-Sales
Tax~Churches in
North Dakota**

Unrelated Business Income

UBI

(Requires Filing 990-T)

35

UBI – Generally income generated from a “trade or business” activity that is “regularly carried on” and is not “substantially related” to one or more of the organization’s exempt purposes

Common Examples

- Operating a public restaurant
- Selling unrelated items in a bookstore or gift shop
- Selling advertising
- Parking lot operations

Rental property

- Is property debt financed?.... \geq 85% used for exempt?
- Plans to demolish building(s) for exempt use within 15 years?
- Other Considerations i.e. legal liability, land use, property taxes, sales taxes

Unrelated Business Income

UBI

(Requires Filing 990-T)

36

Gain on sale of debt-financed property not used for exempt purposes may be taxable

Example:

Church buys a vacant parcel of land for \$1,000,000 in Year1 and incurs debt in the amount of \$800,000 in so doing with the intent of using the property for exempt purposes at some time in the future. The church never uses the property for exempt purposes. In Year10, Church sells the property for \$10,000,000 at a time when the remaining acquisition indebtedness is \$500,000. Church will incur a substantial liability related to its \$9,000,000 gain.

Planning Pointer:

If Church had paid off the acquisition debt 13 months before it closed on the sale of the property, NONE of the gain would have been taxable. This is an example of where good tax planning could have resulted in a very substantial tax savings!

Unrelated Business Income

UBI

(Requires Filing 990-T)

Substantial Unrelated Business Activity can jeopardize exempt status

990-T - must file if \$1000 or more, \$500 or more must pay est. tax

IRS – “Donations” are revenue

Unrelated Business Income Tax has nothing to do with sales tax

Mineral royalties are excluded from UBI whether measured by production or by gross or taxable income from the mineral property.

“Silo Rule” change effective 2018 no longer allows using losses from separate unrelated activities to offset income in others.

Reminders & Information Sharing



Reminder from Fall Forum

39

For Parish Checks to Diocese

Be sure NAME and address on check is correct:
Beginning 1/1/2020 CHECKS WILL BE RETURNED

Diocese of Bismarck-Pastoral Center (PO Box 1137-58502)

Parish Expansion Fund (PO Box 1175-58502)

Priest Benefit Association (PBA) (PO Box 1175-58502)

Catholic Foundation of Western North Dakota (PO Box 1175-58502)

If payment is to the Diocese of Bismarck

- A. Is for a collection
 - Provide the requested detail
 - Do not combine check with other non-collection payments
- B. Is for other purposes provide information on the stub or memo line for the purpose of payment
 - i.e. Property Insurance, Payroll/Accounting Services, Software Subscription, Binations or Mass intentions (also provide intentions).

Note: Diocese of Bismarck-Chancery Office (PO Box 1575-58502)

Payments to Diocese

Diocese of Bismarck

PO Box 1137 Bismarck, ND 58502

- Binations
- Black & Indian Mission collection
- Catholic Mutual Property Insurance payments
- Clergy Conference/Retreat registrations
- Deacon Retreats
- Disaster Relief collections
- East Europe collections
- Faith Formation books/materials
- Family Ministry materials/Focus Scoring
- ***God Share payments***
- Holy Land collections
- Latin America collections
- Long-Term Care Insurance payments
- Mass Stipends/Intentions
- Parish Services payments
- Peter's Pence/Holy Father collections
- Propagation of Faith/World Mission collections
- Property Insurance premiums
- Retirement for Religious collections
- Rice Bowl collections
- Search registrations
- Special Event insurance
- Youth Ministry event fees

***God Share payments should not be included with other General Fund collections

Parish Expansion Fund

PO Box 1175 Bismarck, ND 58502

- Loan payments
- Term deposits
- Demand deposits

Priest's Benefit Association

PO Box 1175 Bismarck, ND 58502

- PBA dues
- Donations to PBA

Catholic Foundation of Western North Dakota

PO Box 1175 Bismarck, ND 58502

- African Mission
- Seminarian Burse
- Seminarian Major
- Seminarian Minor
- Agency Accounts
- Endowment - includes Parish Endowments, Family Named Endowments, Priest Care, Catholic Schools & Religious Education, etc.

Related Additional Item

Donor checks issued to parish endowment account and given to parish should not be deposited by parish!

Mail to: Catholic Foundation for
Western ND
(Diocese PO Box address)

Priest Changes – July 1, 2020

42

The Reverend Paul D. Becker to retire with the permission of the diocesan Bishop.

The Reverend William P. Cosgrove to retire with the permission of the diocesan Bishop.

The Reverend Charles A. Zins to retire with the permission of the diocesan Bishop.

The Reverend Monsignor Patrick A. Schumacher, S.T.L. to be Pastor of Corpus Christi, Bismarck.

The Reverend Robert P. Shea, to be Pastor of St. Wenceslaus, Dickinson.

The Reverend Joshua K. Waltz, to be Pastor of St. Joseph, Mandan.

The Reverend Terry R. Wipf, to be Pastor of St. Bridget, Parshall, St. Elizabeth, Makoti, and Sacred Heart, Plaza.

The Reverend Raphael M. Obotama, to be Parochial Administrator for Holy Trinity, Hettinger, Sacred Heart, Reeder, and Sacred Heart, Scranton.

The Reverend Patrick Ojedeji, to be Parochial Administrator for St. Patrick, Crosby, St. Luke, Noonan, and St. John the Baptist, Portal.

Priest Changes — July 1, 2020 (continued)

43

The Reverend Jordan J. Dosch, to be Diocesan Director of Vocations.

The Reverend Dominic F. Bouck, to be Chaplain for the University of Mary and Assistant Diocesan Director of Vocations.

The Reverend Jarad P. Wolf, Parochial Vicar for St. Mary Parish, Bismarck, to be also Chaplain for Light of Christ St. Mary Central High School.

The Reverend Brandon Wolf, Parochial Vicar for Spirit of Life, Mandan, to be also Chaplain for Light of Christ St. Mary Academy.

The Reverend Mr. Christian Smith, following ordination, to be Chaplain for Trinity Catholic Schools and part-time Parochial Vicar for St. Patrick, Dickinson.

The Reverend Mr. Mark Aune, following ordination, to be Parochial Vicar for Corpus Christi, Bismarck, and part-time Religion Instructor for Light of Christ St. Mary Central High School.

Budget Process

Budgets are Moral Documents

44

**Dec /
Jan**

- Create initial budget draft using insight
- Start with YTD actual or tweak last year budget
- Provide to Pastor for review

Jan

- Pastor provides input
- Draft for finance council

Feb Mar

- Council meeting & discussions
- Input for new draft

**Apr May
Jun**

- Council meetings & discussions
- Budget draft updates

**End of
June**

- Finalize Budget - signoff by June 30th



Accounts



Bills



Checks



Deposits



Journal Entries



Vendors



Credit Cards



Memorized



Process

Entry Screens

List Screens



Beginning Balance



Bank Reconciliation



Credit Card Reconciliation



Current Year Budget



Next Year Budget



Transfer From ParishSOFT Offering or Logos II



Transfer From CMS Contribution

1. Process

45

Current Budget



Accounts



Bills



Checks



Deposits



Journal Entries



Vendors



Credit Cards



Memorized



Process



Setup



Reports

Entry Screens

List Screens

Account Budget Filter

Account Type

Search

Show All

Entity

Department:

Natural Account

Description

162 records returned

Current Year Budget

A Current Year Budget entered here will be equal divided by twelve months to get those monthly amounts, press the "Edit Months" button

Clear Current Year's Budget

Show Last Year's Budget

Show Last Year's Actual

Change by

percent

Calc Change!

Account Budgets

#	Account Code	Shortcut Number	Description	Current Year Budget
1	I-1-01-4000-01	4000.01PAD	Adult Collections	1350000.00

Budget Help Video

Watch Help Video!

Budget Related

46

Parish Budget Cost Projections

For 2020-2021 Fiscal Year

April 30, 2020

Health Insurance Group (billed monthly) +5% avg (Msgr. Lindemann parish/school email 2/28/20)

Employer paid 401K: 0% change

Priest Benefit Assoc. (PBA) (Dec. billing) **unknown +3% estimated ***

Long Term Care (October billing) **unknown +3% estimated ***

Pastor / Associate Salary: To be announced early June by Chancery Office

Mileage: Current IRS rate \$0.575 per mile

Building/Liability Insurance (July billing) **To be determined**

Parish Soft Software (August billing) +5%**

DCA Postage (February billing) No change anticipated unless a parish household changes*

*billing based on number of parish households

** ParishSOFT bases costs on threshold levels of parish households

Parish

Oil / Gas Revenue

Diocese assists 20+ parishes/schools

Use a consultant with over 40 years of experience
in Oil/Gas industry in North Dakota

Assist with:

- Leases
- Division orders
- Easements / temporary line permits
- Other related

Parish uses their tax ID and name but PO Box 1137
Bismarck, ND (diocese) as primary address with
energy companies.

Revenue checks are deposited in parish's
Expansion Fund account and parishes are
emailed details within 5 days of receipt



OFFICES/MINISTRIES

[African Mission](#)
[Canonical Services](#)
[Catechesis and Youth](#)
[Catholic Indian Mission, Fort Yates](#)
[Chancery](#)
[Communications](#)
[Continuing Education for Clergy](#)
[Dakota Catholic Action](#)
[Diaconate](#)
[Education](#)
[Emmaus Place](#)
[Family Ministry/Respect Life](#)
[Finance](#)

FINANCE

The Finance Office of the Diocese of Bismarck is responsible for administering all temporal goods of the diocese to assure that assets and expenditures are legitimately protected per the bishop, related diocesan authorities, and per norms of canons 4 Canon Law.

This office is directed with preparation and presentation of accounting reports for programs, maintenance of the diocesan financial accounting system and records Generally Accepted Accounting Principles and oversees the annual independent audit of diocesan corporate and trust entities, listed below. Other financial duties include monitoring of the annual budget, maintaining diocesan employees' payroll, providing assistance to diocesan offices, related benefits, and overseeing the diocese (clergy parishes, & schools' 401(k) retirement and health plans. In addition, the office oversees computer and technology services for the diocese. The needs of the retired priest also served by staff of this office.

The Finance Office serves as the liaison between the diocese and the following: the Priest Benefit Association (priests' retirement plan), Casey Trust Fund (trust for education), Expansion Fund (deposit and loan fund for parishes and schools), and Future (consists of Catholic Schools and Religious Education Fund, Priests' Care Scholarship Fund, and other small funds).

Navigate the links on the menu to the left to view the different information available.

[USCCB Resolution on Financial Reporting](#)
[USCCB Group Ruling for IRS Non-Profit Status](#)

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Date: August 21, 2019

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your August 14, 2019, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2019*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2019* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided

Department of the Treasury

Person to Contact:


R. Meyer ID# 0110429

Toll Free Telephone Number:
877-829-5500

Group Exemption Number:
0928

USCCB Group Ruling 501(c)(3) non-profit status

Safe Environment

 **Diocese of Bismarck**

f t y

Home About **Diocesan Synod** Parishes Schools News Events Offices/Ministries Parish Post Gifting Vocations

DIOCESAN SYNOD

Appendices

DOCUMENTS

Synod Resource Manual

Presentation as a PDF

Decrees

Statutes

Table of Contents

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Glossary

DIOCESAN SYNOD


As the Diocese of Bismarck has become a much more diverse body of Catholic faithful, the pastoral needs of the diocese have also become more diverse. The Second Vatican Council understood that the institution of the Diocesan Synod would be an invaluable tool for implementing the legislation and pastoral initiatives that are relevant to the needs of particular churches. As stated in *Christus Dominus*:

This sacred ecumenical synod earnestly desires that the venerable institution of synods and councils flourish with fresh vigor. In such a way faith will be deepened and discipline preserved more fittingly and efficaciously in the various churches, as the needs of the times require.

Below is a link to a presentation containing a brief history on Diocesan Synods and a summary of the Second Synod of the Diocese of Bismarck.

[Diocesan Synod Presentation](#)

Watch the recording of the live stream from the Synod Mass, Nov. 9, 2016



Synod Resource Manual for Parishes

Compendium to the 2016 Synod Directory

(Update of 2011 Manual)

On DOB Website -under Synod
4/29/2020

Synod Resource Manual For Parishes

- ▶ Please note that the Synod Resource Manual for Parishes is NOT particular law of the Diocese in and of itself.
- ▶ The manual is meant to be a compendium of the Diocesan Synod Statutes and Appendices found in the Synod Directory to help in understanding these laws.
- ▶ If, by chance, you see something in the manual that conflicts with what you see in the Synod Statutes and Appendices, the Synod Statutes and Appendices *always* have precedence over this manual.
- ▶ There should be no conflicts and both the statutes and this manual will be updated together when necessary.

BAPTISM

REQUIREMENTS

Only a person who has never been baptized in any valid Christian religion can be baptized (c. 864). If you have any questions about the validity of a certain religion's baptism or the manner in w

MATRIMONY

Please

RECORDING MARRIAGES

All marriages should be recorded in the marriage register of the parish in which the wedding was celebrated. Additionally, the information must be sent to the parish of baptism of Catholic parties (DOB Synod Statutes 168, 170).

Genealogical Research/Parish Archives

We

GENEALOGICAL RESEARCH

On the first of each month, the parish archives are open to the public for genealogical research. The archives contain records of baptisms, marriages, and deaths from 1850 to the present.

MASS INTENTIONS

Rec

NORMAL MASS OFFERING

In the Diocese of Bismarck, the set amount for a Mass offering is \$10 (DOB Synod Statute 270 §1).

No one may demand or suggest that a higher offering is to be made. A priest who agrees to offer Mass for a specific intention is morally and canonically bound to do so, even if no stipend

Orientation: New Parish Administrator (Bookkeeper/Manager)

- > Since February 2019 13 new parish employees representing 27 parishes
- > Engage with key diocese department staff
- > Provide Overview, Emphasizing
 - website and other resources available
 - important timeline requirements
 - benefits, insurance, accounting, reviews, etc.

Human Resources

Employee Information - Guidance on where to retain information

Type of Record	Location
Education and training records	Personnel file
Employment agreements (noncompete, confidentiality agreements)	Personnel file
Handbook and policy acknowledgments	Personnel file
Job descriptions	Personnel file
Letters of recognition and awards	Personnel file
Pay and compensation information	Personnel file
Performance evaluations and goal-setting records	Personnel file
Records relating to job offers, promotion, demotion, transfer and layoffs	Personnel file
Recruiting and screening documents such as applications, resumes and educational transcripts	Personnel file
Termination notice and documentation	Personnel file
Warnings, counseling and disciplinary notices	Personnel file
Medical records (medical questionnaires, benefit claims, doctor's notes, accommodation requests, medical leave records, workers' compensation claims)	Medical file
Immigration (I-9) forms	I-9 file
Affirmative action self-identification of race, gender and veteran status	Confidential file
Child support/garnishments	Confidential file
Credit Checks	Confidential file
Drug test results	Confidential file
Equal employment opportunity (EEO) self-identification of gender and race/ethnicity	Confidential file
Litigation documents	Confidential file
Reference/background check results	Confidential file
Requests for employment/payroll verification	Confidential file
Workplace investigation records (although relevant disciplinary action, counseling or other direct communications are placed in the employee's personnel file)	Confidential file
Beneficiary designations	Benefits file
Benefit enrollment forms	Benefits file
	Affirmative action

Employee Information

Where to Retain It

More Info on DOB
website – Parish
Post Archive-
Employer
Documentation

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expire 10/31/2012

Section 2. Employer or Authorized Representative Review and Verification
(An employer or authorized representative must complete and sign Section 2 after reviewing the documents presented by the employee. The employer or authorized representative must complete this section on the basis of the documents presented by the employee. Do not complete this section if the employee is a U.S. citizen or permanent resident alien.)

Employee Info from Section 1: Last Name (Family Name), First Name (Given Name), M.I., Citizenship/Immigration Status

List A Documents that Establish Both Identity and Employment Authorization	OR	List B Documents that Establish Identity	AND	List C Documents that Establish Employment Authorization
Document Title Issuing Authority Document Number Expiration Date (if any) (mm/dd/yyyy)		Document Title Issuing Authority Document Number Expiration Date (if any) (mm/dd/yyyy)		Document Title Issuing Authority Document Number Expiration Date (if any) (mm/dd/yyyy)
Additional Information				

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Hire (If applicable)
Last Name (Family Name), First Name (Given Name), Middle Initial, Date of Hire (if applicable)

B. Date of Rehire (if applicable)
Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title, Document Number, Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative, Today's Date (mm/dd/yyyy), Name of Employer or Authorized Representative

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport Card (Form I-551)		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address.		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT AUTHORIZATION (2) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. U.S. Passport (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address.		2. Certification of report of birth by the Department of State (Form DS-1350, DS-645, DS-240)
3. Permanent Resident Card (Form I-551)		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.
4. Temporary Resident Card (Form I-551)		4. Voter's registration card		4. Identification Card for Use of Resident Citizen in the United States (Form I-179)
5. Employment Authorization Document (Form I-766)		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-16)
6. Employment Authorization Document (Form I-766)		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment Authorization Document (Form I-766)		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
8. Employment Authorization Document (Form I-766)		8. Native American tribal document		
9. Employment Authorization Document (Form I-766)		9. Driver's license issued by a Canadian government authority		
10. Employment Authorization Document (Form I-766)		10. School record or report card		
11. Employment Authorization Document (Form I-766)		11. Clinic, doctor, or hospital record		
12. Employment Authorization Document (Form I-766)		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expire 10/31/2012

Section 1. Employee Information and Attestation (Employee must complete and sign Section 1 on the first day of employment. Do not complete this section if the employee is a U.S. citizen or permanent resident alien.)

Last Name (Family Name), First Name (Given Name), Middle Initial, Other Last Names Used (if any)

Address (Street Number and Name), Apt. Number, City or Town, State, ZIP Code

Date of Birth (mm/dd/yyyy), U.S. Social Security Number, Employee's E-mail Address, Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ A citizen of the United States
☐ A non-citizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number)
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy).
(Some aliens may have "null" in the expiration date field. (See instructions))

Alien authorized to work must provide only one of the following document numbers to complete Form I-9:
Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee, Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):
☐ I am not a preparer or translator. (A preparer or translator must sign this form and attest to the truth and accuracy of the information provided.)
☐ I am a preparer or translator. (A preparer or translator must sign this form and attest to the truth and accuracy of the information provided.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator, Today's Date (mm/dd/yyyy)

Last Name (Family Name), First Name (Given Name)

Address (Street Number and Name), City or Town, State, ZIP Code

55

New I-9
Mandatory May 1

Info on DOB
website – Parish
Post Archive-New
I-9 Form

Health Care Premium Credit

April 28th email

Credit to assist parishes

- ▶ When you process the medical bill
 - ▶ Use Health Care Payables as normal to reduce the full health care cost (not including credit)
 - ▶ Reduce Health Care Expense equaling the credit as a negative amount
 - ▶ Net effect is what is deducted from checking

Bill Information

Bank Account: Sacred Heart Checking: A-1-10-1110-01 1110.01P

Bill Number: 2791

Vendor: Diocese of Bismarck
[New Vendor](#)
 Diocese of Bismarck
 PO Box 1137
 Bismarck, ND 58502-1137

Comment:

[Assign Check Number](#)

#	Account	Amount	Comment
1	2165.00P: Health Insurance L-1-60-2165-00	739.66	
2	5020.00PAD: Health Insurance E-1-01-5020-00	-215.02	Health Care Credit
3			
Total:		524.64	

[More Lines](#)

Submit Memorize Cancel

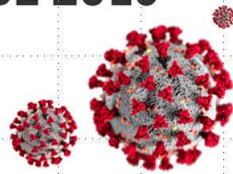
Q & A

57

CORONAVIRUS DISEASE 2019

COVID-19

ETC.





Fall Parish Business
Forum Meetings
October 2020

ParishSOFT
Roadshow
April 21, 2021

Thank
You

For all the effort
and support
that you give to
your parishes
and
parishioners.

