



Biznotes

A monthly newsletter for ADOM Business and Office Administrative Staff

BIZNEWS

Welcome to BizNotes!

Published by the Archdiocese of Miami offices of Finance, Accounting / Payroll, and Human Resources, the purpose of BizNotes is to provide an easy-to-access, ongoing reference collection of news and information for archdiocesan personnel tasked with the business administration of our parishes, schools, and other entities.

Volume 1, Issue 1 is distributed to you in hard copy. Electronic versions will be distributed via e-mail and reside in the e-library.

If you'd like to see a topic covered in a future issue, click on the link in the Wish List box at the bottom of page two. We are confident you'll find this publication beneficial in your everyday work.

Office of Accounting/Payroll:

Are Mass Stipends taxable?

According to the 2015 Income Taxes for Priests, a Mass stipend refers to the amount offered by a parishioner for a Mass to be celebrated for the repose of the soul of a departed loved one, or other intention of the donor. This sacerdotal practice is not dependent upon a donation: A priest will celebrate a Mass upon request without expectation of a donation. Nevertheless, when a donation is received by a priest for celebrating a Mass, it is the result of the performance of service. Therefore, a Mass Stipend is treated as earnings, subject to Federal Income tax.

The Archdiocese of Miami has included Mass stipends as part of the Compensation and Benefit Policy for assigned priests.

To read more please follow this [link](#).

Office of Human Resources:

Tracking Time and Attendance

All parishes, schools and small entities must use Paylocity's WebTime software module. For the purposes of compliance with PPACA (HealthCare Reform), we need to have accurate data on hours worked for each employee in order to ensure that each eligible employee has received an offer of affordable health plan coverage and to report this data to the federal government. The data collected by the software system rolls up into the reports that the archdiocese creates to furnish this information.

Who needs to "punch in" on Paylocity? [Click here](#)

DID YOU KNOW?

The Archdiocese of Miami's tax-exempt status under IRC 501c3 means that some common practices in for-profit organizations could jeopardize our tax exemption. [Click here](#) to learn more.

BIZLITES:

- How important is "business administration" for the work of the Church? Check out the [Book of Nehemiah](#) in the Old Testament!
- Why is Bank Reconciliation important? [Click here](#)
- For proper use of tax-exempt certificate follow the [link](#).

WHAT'S NEW?

Office of Finance: *Insurance Information*

AON is our new insurance broker. You can contact them for insurance coverage questions and to get certificates of insurance: adriana.gonzalez1@aon.com. They also provide risk management services, and we encourage you to contact them for facilities inspection and risk prevention advice. deborah.weigand@aon.com. (Please [click here](#) for more information)

Gallagher Bassett remains our claims team, handling all claims (auto, workers comp, property and liability, professional liability, etc.) for the Archdiocese. To report a claim, call the following toll-free number: 1-844-220-5076; client # 060050

Facilities use (and any construction projects): Contact our Building and Properties Office at abalmaceda@theadom.org. Please [click here](#) for more information

New 403b Processing – Paylocity Interface

In order to get all 403b information and payments per entity processed at once, a fully automated interface has been implemented jointly with Paylocity.

The Paylocity process consists of two phases:

- Data is extracted directly from the Paylocity payroll database, creating a detailed file per employee in a format that is acceptable by Mass Mutual.
- Paylocity sends the total payment for each entity to an ADOM bank account using ACH.

Next, the Finance Office performs the following actions:

- Extract the 403b file from Paylocity and run a series of tests.
- For each entity, add up all the dollar amounts per employee and compare them with the total payments received per entity in the ADOM bank account.
- Send the data directly to Mass Mutual and wire the total 403b amount to a Mass Mutual account.

Prior to the common payroll platform the process would have taken—barring no errors on any side—three to five days per payroll at best. With several steps in the process that increased the margin for error, however, delays were not uncommon.

With Paylocity, this entire process takes about 30 minutes and will eventually decrease to 15 minutes. As of today, 154 entities totaling 2,500 employee participants are processed at once with no risk of error.

Health Plan / Benefits: *Annual Enrollment 2016*

The Archdiocese of Miami's annual enrollment is the 30-day period during the month of May that allows employees to review their existing benefit elections and make changes for the following plan year (becoming effective July 1).

For Plan Year 2016-17 we have two new vision plans with Florida Blue through Davis Vision. We will also be offering all employees the ability to enroll in Short-Term Disability without needing to provide medical information. This is a one-time opportunity that will occur only during annual enrollment. To get more detailed information, [click here](#)

Wish List Box ...

What would you like to read in the next issue of BizNotes?

Click [here](#) to tell us.

WELCOME NEW BOOKEEPERS

We use the title “bookkeeper” with fondness in the Church because we know that the title implies a number of functions, depending on the size and scope of the position and entity. You may be reconciling, creating budgets, processing payroll, collecting tuition, overseeing the collection counting, enrolling employees in benefits, conducting new employee orientation, monitoring time and attendance, or any number of activities involving the financial or personnel administration. Oh, and in between making sandwiches for the homeless, pitching in to assist at events, and let's not forget ABCD where all hands are on deck. We welcome you to the archdiocese, and will use this publication to connect you with one another and provide a peer-sharing forum. Stay tuned for the next issue!