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Maureen Donnelly Creedon
Finance Director

July 7, 2016

Dear Pastors, Administrators, Finance & Operations Managers and Business Managers:

Attached please find the FY2017 Parish Administrative Calendar. This calendar includes many of the key administrative events and due dates relating to the fiscal year. We hope that you find this helpful.

We've included a contact person and related telephone extension for each calendar event. Please note that the extensions are direct dials, unless noted otherwise. For example, x5688 can be reached by dialing 617-746-5688. Please feel free to contact those individuals with any questions or concerns.

The calendar is a collaboration of the following departments and entities within the Pastoral Center:

Boston Catholic Development Services, Inc.
Clergy Funds
Finance
Human Resources
Lay Benefits
Parish Services
The Propagation of the Faith of Boston, Inc.
Property Services
Risk Management

As always, thank you for all you do for Christ and his Church.

Sincerely,

A handwritten signature in black ink that reads "Maureen Donnelly Creedon". The signature is written in a cursive, flowing style.

Maureen Donnelly Creedon
Director of Finance

FY2017 PARISH ADMINISTRATIVE CALENDAR

JULY 2016			AUGUST 2016			SEPTEMBER 2016		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
7/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	8/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	9/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641
7/1	IFRM Monthly Tithe Billing Begins	Patrick Farragher x5886	8/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	9/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731
7/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	8/2-8/4	Monthly Information Calls	Kerri Shorter x5641	9/13-9/15	Monthly Information Calls	Kerri Shorter x5641
7/12-7/14	Monthly Information Calls	Kerri Shorter x5641	8/8	FY2016 Parish Questionnaires Due	Rob Beach x5723	9/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 9/10 with any Questions.	Theresa Gardner x5609
7/13	Peter's Pence Collection Proceeds Due	Vicky Keefe x5727	8/15	If Awarding Sick and/or Vacation Time on an Academic Year Basis, Evaluate Balances and Adjust as Necessary	HR x5825	9/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731
7/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	8/17	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 8/12 with any Questions.	Theresa Gardner x5609	9/17-9/18	Clergy Fund Collection	Maryellen Barrett x5725
7/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 7/10 with any Questions.	Theresa Gardner x5609	8/17	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	9/21	Catholic University of America Collection Proceeds Due	Vicky Keefe x5727
7/19	First 2016 Catholic Appeal Rebate Installment Mailed to Parishes	Jacqui Miller x5874	8/22	Lay Benefits Open Enrollment Opens	Kerri Shorter x5641	9/22	<i>Celebration of the Priesthood Dinner</i> , World Trade Center, Boston	Maryellen Barrett x5725
7/29	Close Books for June Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	8/24	Catholic Relief Services Collection Proceeds Due	Vicky Keefe x5727	9/23	Lay Benefits Open Enrollment Closes	Kerri Shorter x5641
7/31	Review/Ensure Employee Posters are Complete and Up-To-Date	HR x5825	8/31	Close Books for July Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	9/30	Close Books for August Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723
			8/31	Analyze exempt positions for compliance with FLSA regulations..re: minimum salaries for exempt status	HR x5825	TBD	Blackout Date - IOI Health and Dental Deduction Loads for October 1	Kerri Shorter x5641
			8/31	July Bank Statements Due	Rob Beach x5723			

FY2017 PARISH ADMINISTRATIVE CALENDAR

OCTOBER 2016			NOVEMBER 2016			DECEMBER 2016		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
10/1	New Health Plan Rates in Effect/ New Health and Dental Deductions in Effect in IOI	Kerri Shorter x5641	11/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	12/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641
10/3	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	11/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	12/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731
10/3	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	11/1	Review Employee vs. Contractor Classifications. Changes, if necessary, should be effective January 1st.	HR x5825	12/1	Begin Review of IOI Data for Calendar Year-End - Details Shared on Monthly Information Calls	Kerri Shorter x5641
10/3-10/21	Process status changes (if applicable), effective Nov. 1st, to ensure compliance with new FLSA regulations	HR x5825	11/1	World Mission Sunday Collection Proceeds Due (send to Propagation of the Faith)	Janice Pecoraro 617-779-3870	12/1	Catholic Appeal Assessment Abatement Applications Due	Arlene Dubrowski 617- 779-3706
10/4-10/6	Monthly Information Calls	Kerri Shorter x5641	11/6	Catholic Appeal Appreciation Mass and Reception	Jacqui Miller x5874	12/6-12/8	Monthly Information Calls	Kerri Shorter x5641
10/5	Clergy Fund Collection Proceeds Due	Maryellen Barrett x5725	11/7	Benefits Office to Audit Benefit Eligibility Data in IOI	Kerri Shorter x5641	12/7	Retired Religious Sisters Collection Proceeds Due	Vicky Keefe x5727
10/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	11/8-11/10	Monthly Information Calls	Kerri Shorter x5641	12/15	If Awarding Sick and/or Vacation Time on a Calendar Year Basis, Evaluate Balances and Adjust as Necessary	HR x5825
10/17	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 10/09 with any Questions.	Theresa Gardner x5609	11/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 11/12 with any Questions.	Theresa Gardner x5609	12/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 12/10 with any Questions.	Theresa Gardner x5609
10/19	Second 2016 Catholic Appeal Rebate Installment Mailed to Parishes	Jacqui Miller x5874	11/16	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	12/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731
10/31	Close Books for September Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	11/23	Campaign for Human Development Collection Proceeds Due	Vicky Keefe x5727	12/24-12/25	Clergy Fund Christmas Collection	Maryellen Barrett x5725
10/31	Review Document Retention Guidelines/Purge Files as Appropriate	HR x5825	11/30	Close Books for October Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	12/28	Last Day to Process/Close 2016 Payroll	Kerri Shorter x5641
			11/30	Distribute Sexual Harassment Policy, with Annual Updates from HR, to All Staff and Volunteers	HR x5825	12/30	FY2016 Annual Reports Due	Rob Beach x5723
			11/30	2017 Catholic Appeal Coordinator Selection	Jacqui Miller x5874	12/30	Close Books for November Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723
			11/30	Verify Catholic Appeal Selection Form Information on Website	Jacqui Miller x5874			

FY2017 PARISH ADMINISTRATIVE CALENDAR

JANUARY 2017			FEBRUARY 2017			MARCH 2017		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
1/1	Minimum wage increases to \$11.00 effective January 1st	HR x5825	2/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	3/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731
1/2	3ABC Tax Exempt Form Included in Weekly Mailing	Anne Hynes x5786	2/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	3/1	3ABC Tax Exemption Forms Due	Anne Hynes x5786
1/2	GLTA Updates Appear in IOI	Kerri Shorter x5641	2/1	Special Collection Sunday Proceeds Due	Vicky Keefe x5727	3/1	Workers Compensation Renewals Take Place	Joanmarie Considine x5740
1/3	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	2/6	Benefits Office to Audit Benefit Eligibility Data in IOI	Kerri Shorter x5641	3/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641
1/3	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	2/7-2/9	Monthly Information Calls	Kerri Shorter x5641	3/1	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617- 779-3706
1/4	Vacation Accruals - If Awarding Vacation Annually with a "Use It or Lose It" Policy, Delete Old Balances and Add New Balances.	HR x5825	2/15	Church in Latin America Collection Proceeds Due	Vicky Keefe x5727	3/4-3/5	2017 Catholic Appeal Announcement Weekend	Jacqui Miller x5874
1/10-1/12	Monthly Information Calls	Kerri Shorter x5641	2/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 2/11 with any Questions.	Theresa Gardner x5609	3/7-3/9	Monthly Information Calls	Kerri Shorter x5641
1/11	Christmas (Clergy Benefit Trust) Collection Proceeds Due	Maryellen Barrett x5725	2/17	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	3/11-3/12	2017 Catholic Appeal Parish Commitment Weekend	Jacqui Miller x5874
1/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	2/22	Final 2016 Catholic Appeal Rebate Installment Mailed to Parishes	Jacqui Miller x5874	3/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 3/11 with any Questions.	Theresa Gardner x5609
1/17	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 1/11 with any Questions.	Theresa Gardner x5609	2/28	Close Books for January Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	3/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731
1/17-2/15	Catholic Appeal Training Sessions	Jacqui Miller x5874				3/17	Church in Africa, Central & Eastern Europe Collection Proceeds Due	Vicky Keefe x5727
1/29	Close Books for December Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723				3/31	Pension Plan Lump Sum Offers Made to Vested Employees Turning Age 55	Kerri Shorter x5641
1/29	Review/Ensure Employee Posters are Complete and Up-To-Date	HR x5825				3/31	Close Books for February Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723
1/31	IOI Issues W-2's for All Locations; IOI or Locations issue 1099's	Kerri Shorter x5641						
1/31	1095-C Forms Issued to All "Full-Time" Employees/All Individuals Enrolled in the Lay and Clergy Health Plans	Kerri Shorter x5641						

FY2017 PARISH ADMINISTRATIVE CALENDAR

APRIL 2017			MAY 2017			JUNE 2017		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
4/3	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	5/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641	6/1	Combined Monthly Invoices Sent by Email from BAS	Kerri Shorter x5641
4/3	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706	5/1	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706	6/1	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706
4/3	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	5/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731	6/1	Monthly CIF Purchases/Redemptions	Carla Araujo x5731
4/4-4/6	Monthly Information Calls	Kerri Shorter x5641	5/2-5/4	Monthly Information Calls	Kerri Shorter x5641	6/1	Review Job Descriptions/Roles to Ensure All Who are Classified As Salaried/Exempt Meet the Qualifications for Exemption. Update Job Descriptions as Necessary.	HR x5825
4/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	5/3	Good Friday Collection Proceeds Due	Vicky Keefe x5727	6/5-6/6	Catholic Appeal Thankathon	Jacqui Miller x5874
4/15-4/16	Clergy Fund Easter Collection	Maryellen Barrett x5725	5/6	IFRM Monthly Tithe Abatement Applications Due	Patrick Farragher x5886	6/6-6/8	Monthly Information Calls	Kerri Shorter x5641
4/17	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 4/11 with any Questions.	Theresa Gardner x5609	5/8	Easter Sunday (Clergy Benefit Trust) Collection Proceeds Due	Maryellen Barrett x5725	6/15	If Awarding Sick and/or Vacation Time on a Fiscal Year Basis, Evaluate Balances and Adjust as Necessary	HR x5825
4/28	Close Books for March Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723	5/10	Military Archdiocese, Home Missions and Black & Native American Collection Proceeds Due	Vicky Keefe x5727	6/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 6/10 with any Questions.	Theresa Gardner x5609
4/29	Distribute annual Code of Conduct/Questionnaire and collect the signed acknowledgment and disclosure pages	HR x5825	5/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 5/11 with any Questions.	Theresa Gardner x5609	6/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731
			5/16	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Carla Araujo x5731	6/28	Pentecost Collection Proceeds Due	Vicky Keefe x5727
			5/16	Rice Bowl Collection Proceeds Due	Vicky Keefe x5727	6/30	Close Books for May Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723
			5/31	Verify/Update Vacation/Sick Accruals in IOI	Rob Beach x5723			
			5/31	FY2018 Budgets Due	Rob Beach x5723			
			5/31	Close Books for April Utilizing "Close Books Through Month" Icon on Right Networks Desktop	Rob Beach x5723			

Note: Extensions above are direct dials...Example...x5688....dial 617-746-5688 (unless noted otherwise)