

Parish and School Financial Operations

The Roman Catholic Archdiocese *of* Washington

May 14, 2025

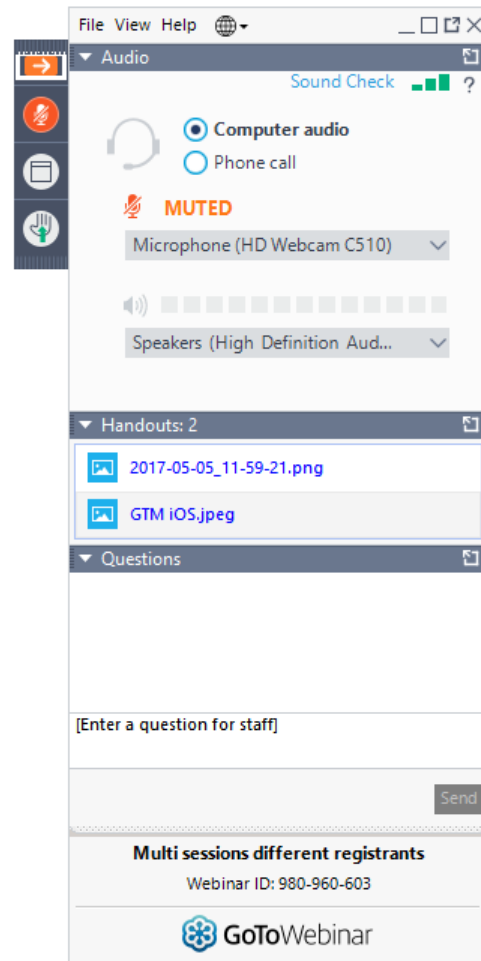
<https://attendee.gotowebinar.com/recording/75337884514817028>

Using the Control Panel

1. **Mute/unmute.** All participants are muted by default
2. **Hand raise** – organizer will call on you and unmute your line so you can ask your question
3. **Handouts** – location of materials shared during the webinar
4. **Questions** – type a written question to the presenters. All questions are saved in the webinar software with your email address so that presenters can answer your question later if time does not allow during the webinar.

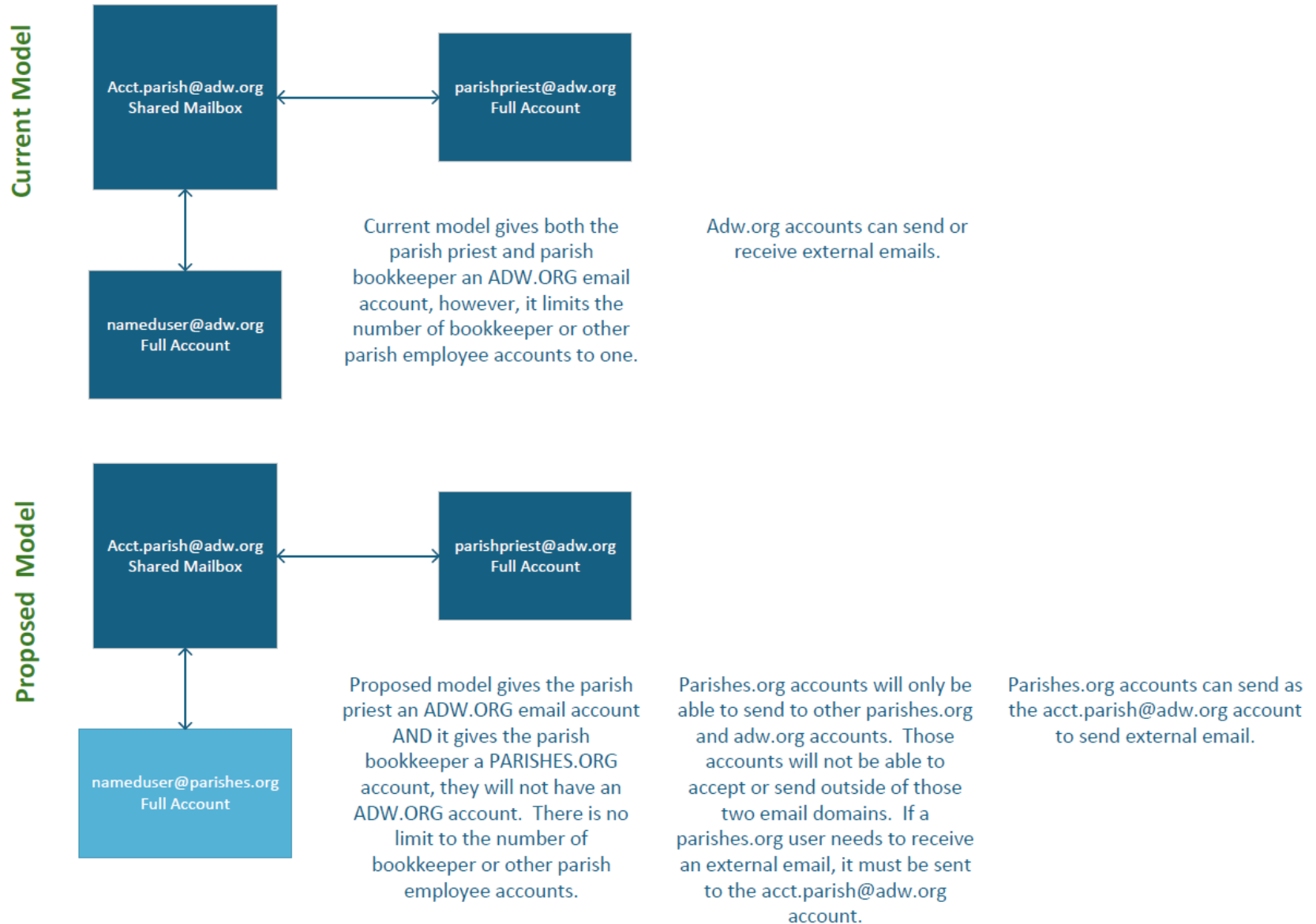
Today's webinar will be recorded and made available upon request

- 1.
- 2.
- 3.
- 4.



*Inspire our actions, O Lord,
and carry them on by Thy gracious
assistance,
that every word and work of ours begins
always with You,
and in You is happily ended.*

New Parishes.org domain



What can you do with a parishes.org email account?



What can't you do with a parishes.org email account?



Receive or send mails to or from outside of
adw.org or parishes.org

So how do I send messages or receive messages from outside of adw.org or parishes.org?



Using the Outlook application
or webpage, you send as the
shared accounting mailbox



Using the Outlook application
or webpage, you check the
shared accounting mailbox

Why go through all this trouble?



Currently ADW offers one email account for the Parish Priest and one email account for the Parish bookkeeper

What happens if a parish requests more than one bookkeeper account?



The current model doesn't allow for this request, however, the new model does allow for multiple bookkeeper or Parish staff email accounts

What are the other benefits?



ADW saves on M365 license costs – currently we pay \$10.25/user/month, there are additional savings on email security licenses



The email system becomes a closed environment that prevents phishing or malware

- **Will the named adw.org email accounts assigned to our Parish Secretary be affected? Her named account is smithk@adw.org; and the shared email is olstar-sea.md@adw.org**
Ideally, we would make that change after all the accounting user accounts have been migrated
- **Will the one drive files, and calendar now under the named@adw.org transfer to the new domain, assuming we retain the same Microsoft apps?**
YES, we will restore the contents of the named@adw.org account to the named@parishes.org account
- **Will I be able to access both accounting.parish@adw.org accounts (accounting.olstar-sea.md@adw.org and accounting.stphilip.md@adw.org)?**
YES, the access will not change, just the named account that will access the shared accounting mailboxes
- **Can I set up separate signatures, and out of office messages for each of the accounting.parish@adw.org accounts?**
YES, use the Outlook application to make that change, or send an email to it@adw.org
- **Will emails from named@adw.org be forwarded to the new named@parishes.org after the transition.**
See diagram Q1A
- **Will we have access to emails received and sent to named@adw.org?**
YES, as all received email will be migrated to the new account and any emails sent to the old address will be delivered to one of the shared accounting mailboxes.

How can I access the shared accounting email box?

Click below for a short video lesson:

<https://app.ninjarmm.com/ws/knowledgebase/public/resource/51/shareNJDocument/9uDRdU1KsJ28WJct45Q9PbhndwKWUL3mWuXc>



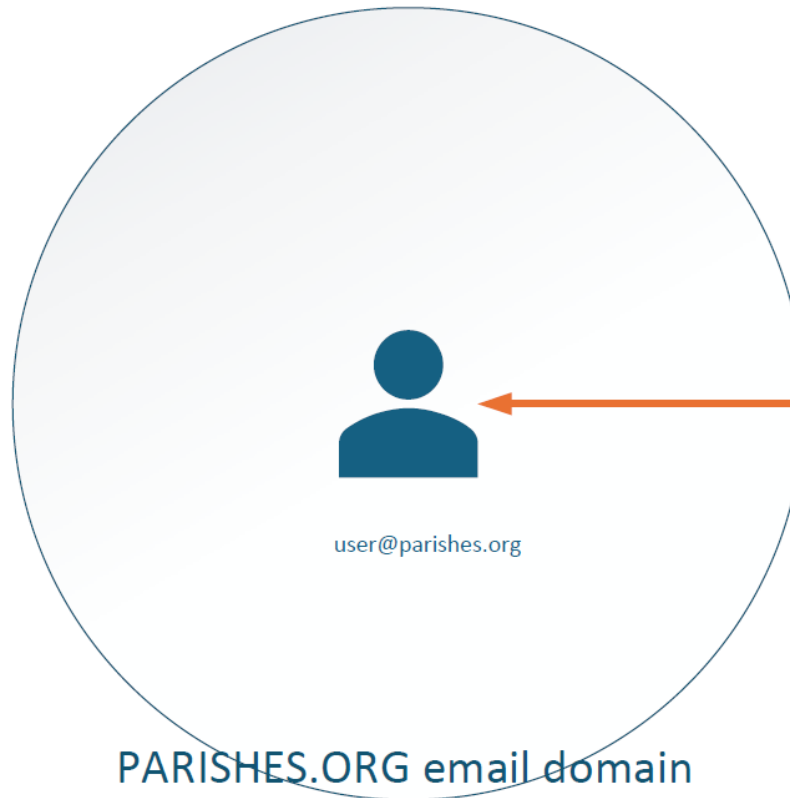
An email alias will be setup to deliver those emails if requested



Shared accounting
mailbox

Q1A:

Will emails from
named@adw.org be
forwarded to the new
named@parishes.org
after the transition.



Fiscal year-end

- June 30 account reconciliations
- FY 2026 budget
- Annual financial report
- Other annual processes




Fiscal year-end resources on ADW.org

<p>← → ↻ 🔍 adw.org/additional-resources/parish-office-only/parish-and-school-financial-operations-parish-only/ ★</p> <p>Annual Budgeting – Budget Wage & Benefit Workbook</p> <p>XIII. Recordkeeping</p> <ul style="list-style-type: none">–March 5, 2019 Document Hold–November 5, 2018 Document Hold <p>XIIIA. Parish Documents for the New Pastor</p> <p>XIV. Annual Report – Parish and School</p> <ul style="list-style-type: none">– Annual Report Procedure <p>XV. Parish Financial Reviews</p> <div>Annual Report</div> <ul style="list-style-type: none">FY 2025 Annual Report InstructionsFY 2025 Annual Report Section OneFY 2025 Annual Report Section TwoFY 2025 Annual Report Section Three <div>Calendar Year End</div> <ul style="list-style-type: none">Calendar Year EndReference for completing and filing 1099sParishioner Contribution StatementsMid Year Parishioner Report template <div>Parish Facilities, Security and Emergency Management</div> <ul style="list-style-type: none">Moderator of the Curia letter on Parish SecurityParish Emergency Guide Flip ChartCell Phone Sized Usher GuideADW Facilities FAQsADW Facilities Self Assessment Survey	<p>How to Generate Native Registered Family Suite</p> <p>Bookeeping Family Suite User Guide</p> <p>Family Suite Take the Next Step Template</p> <p>How to create a TNS Offertory step chart</p> <p>ParishSOFT Family Suite Security Access Form</p> <div>Forward in Faith Needy Parish Grants and Loans</div> <p>Overview and Application</p> <div>Budget Forms</div> <ul style="list-style-type: none">Fiscal Year 2025-2026 Budget ConsiderationsBudgeting ResourcesBudget Wage & Benefit WorkbookBudget forms – complete set (ZIP)01-Position by Cost Center02-Tuition Fees Projection – Page 103-Tuition Fees Projection – Page 204-Tuition – Other Fees Projection05-Tuition Projection-Nursery School/Before & After Care06-Budgeted Student Enrollment07-School Instruction Lay Personnel08-School Instruction Religious Personnel09-School Maintenance Lay Personnel10-School Administration Lay Personnel11-School Administration Religious Personnel12-School Auxiliary Lay Personnel13-School Nursery-Before After Care Lay Personnel14-Staff Report
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Employee Retention Credit

Please inform us at
ParishTools@adw.org
about:

- Receipt of your ERC check
- Receipt of Notice CP-210
- Receipt of any notice disputing the parish's ERC calculation
 - Clifton Larson Allen will support the parish in filing an appeal
- Record cash receipt to a/c 300 Fund Balance with "ERC" and "Q year"

	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0038
	
	160077-1-5-1 P10 T176 60155 1 AB 0.507 Roman Catholic Church WASHINGTON DC 20011
Changes to your June 30, 2021 Form 941	
Overpayment: \$21,148.49	
We changed your June 30, 2021 Form 941. As a result, your overpayment is \$21,148.49.	
Summary	
Amount due on account before adjustment	\$0.00
Tax - Decrease	2,643.68
Credits - Increase	16,634.99
Credit interest allowed	1,869.82
Overpayment	\$21,148.49

FY 2026 Assessments

FY 2024 401 Offertory	FY 2024 402 Holy Days	FY 2024 403 Christmas	FY 2024 404 Easter	FY 2024 409 Contrib.	FY 2024 409 Exemption	FY 2024 Total Assessable Income	FY 2024 Quartile/ Rate	FY 2026 Annual Income Assessment	Rel Ord/ non-ADW priest credit	FY 2026 Net Assessment	1/12 FY 2026 Net Assessment
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- Parishes will receive a FY 2026 Income Assessment Statement. Pastoral Center Finance will also email a monthly bill.
- Reductions in retirement contributions to the lay employee and ADW priest retirement funds are realized in the separate invoices to the parishes. Parishes with religious order or non-ADW pastors receive their credit on the Income Assessment.
- Education Assessment methodology is unchanged. Parishes self-calculate (based upon FY 2026 401 Offertory income) and self-remit.
- Income and Education Assessments should be remitted to the ADW lockbox by the 15th of the subsequent month

Faith Direct migration to ParishSoft Giving

- In Fall 2025, the 60 parishes that use FaithDirect for online giving are going to be migrated by parent company, Ministry Brands, to their ParishSoft Giving (PSG) software
- In Spring 2025, Parishes will need to verify their account details via a secure portal for the PSG payment processor, Payment Brand
- ParishSoft will eventually have a webpage at which parishes can access resources to learn how to operate PSG.
- Parishes should understand the features and costs of their new PSG 'managed' account vs a PSG 'transactional' account.