

October 2009

To: All Parish Treasurers

Dear Friends in Christ:

We are pleased to enclose financial information to help in your 2010 budget planning and 2010 payroll preparation. These are lengthy documents and may be time consuming for you to review. We have tried to make our communications as clear as possible which we hope you'll find helpful as you work through your budget planning process.

If you have questions, please feel free to contact any member of the Financial Services team. Susan Olbon, Human Resources Manager, can be reached at ext 20 or via email at [solbon@diocesewma.org](mailto:solbon@diocesewma.org). Esther Barker, General Accounting Manager, can be reached at ext. 15 or via email at [ebarker@diocesewma.org](mailto:ebarker@diocesewma.org) or me, Steve Abdow ext. 21 or via email at [sabdow@diocesewma.org](mailto:sabdow@diocesewma.org). We can be reached toll-free in Massachusetts at 1-800-332-8513.

Thank you for taking the time to review this information. It has been a great pleasure working with you during the year and we look forward to another year of providing assistance in support of your lay ministry and in support of the mission and ministry of every congregation in the diocese. As an added note, the Financial Services team will be offering a Treasurer's Workshop on Saturday, February 6, 2010 for those that are new to their positions or for those who would just like a refresher. We will forward registration information at a later date.

Faithfully yours in Christ,

Steven P. Abdow

Enclosures:

- 2010 Parish Summary of Budgetary Items
- 2010 Assessments – Parish Support for Common Ministry
- 2010 Central Payroll Information and Authorization Forms
- 2010 Schedule of Payroll Run Dates
- 2010 Clergy and Lay Employee Salary Ranges
- 2010 Church Pension Fund Assessment worksheets
- 2009 IRS Form 1099 Reporting Guidelines