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Maureen Donnelly Creedon
Executive Director of Finance and Treasurer

June 18, 2021

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

Attached please find the FY2022 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 otherwise noted. 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
Benefits Office
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,

Maureen Donnelly Creedon
Executive Director of Finance and Treasurer

FY2022 PARISH ADMINISTRATIVE CALENDAR								
JULY 2021			AUGUST 2021			SEPTEMBER 2021		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
7/1	IFRM Monthly Title Billing Begins	Denise Biernat x5685	8/3	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	9/2	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731
7/1	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	By Appt.	Year End Questionnaire Support Session - by Appointment	Paul Dodd x5718	9/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731
7/1	New Health and Dental Plan Rates in Effect/ New Health and Dental Deductions in Effect in PrimePay	Donna Porter x5641	8/10	FY2021 Parish Questionnaires Due	Paul Dodd x5718	9/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 9/12 with any Questions.	Vicky Keefe x5727
By Appt.	Year End Questionnaire Support Session - by Appointment	Paul Dodd x5718	8/10	PrimePay Training for Schools - 10 AM	Kerri Shorter x5671	9/18-9/19	Clergy Fund Collection	Maryellen Barrett x5725
7/6	Promoting the Gospel Collection Proceeds Due	Vicky Keefe x5727	8/12	PrimePay Training for Schools - 1 PM	Kerri Shorter x5671	9/21	Celebration of the Priesthood Dinner , Virtual Program	Maryellen Barrett x5725
7/15	Review/Update Policies and/or Staff Handbook. Distribute Notice of Changes to Staff as Appropriate.	HR x5825	8/16	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 8/10 with any Questions.	Vicky Keefe x5727	9/30	Review Staff Pay for Equity for Substantially Similar Positions	HR x5825
7/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 7/11 with any Questions.	Vicky Keefe x5727	8/16	PrimePay Training for Schools - 1 PM	Kerri Shorter x5671			
7/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731	8/17	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731			
7/31	Review/Ensure Employee Posters are Complete and Up-To-Date	HR x5825	8/17	If Awarding Sick and/or Vacation Time on an Academic Year Basis, Evaluate Balances and Adjust as Necessary	HR x5825			
			8/18	PrimePay Training for Schools - 10 AM	Kerri Shorter x5671			
			8/24	PrimePay Training for Schools - 10 AM	Kerri Shorter x5671			
			8/31	Analyze Exempt Positions for Compliance with FLSA Regulations..Re: Minimum Salaries for Exempt Status	HR x5825			
			8/31	July Bank Statements Due	Paul Dodd x5718			
			8/31	PrimePay Training for Schools	Kerri Shorter x5671			
OCTOBER 2021			NOVEMBER 2021			DECEMBER 2021		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
10/1	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	11/2	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	12/1	Process Pay Increases Effective January 1 to Comply with State Minimum Wage Changes	HR x5825
10/11	Clergy Fund Collection Proceeds Due	Maryellen Barrett x5725	11/2	Review Employee vs. Contractor Classifications. Changes, if necessary, should be effective January 1st.	HR x5825	12/1	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731
10/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 10/10 with any Questions.	Vicky Keefe x5727	11/6	Benefits Office to Audit Benefit Eligibility Data in PrimePay	Kerri Shorter x5671	12/2	PrimePay Year End Training - 1 PM	Kerri Shorter x5671
10/15	First 2021 Catholic Appeal Rebate Installment sent to Parishes	Arlene Dubrowski 617-779-3706	11/8	World Mission Sunday Collection Proceeds Due (send to Propagation of the Faith)	John O'Neill 617-779-3870	12/6	Catholic Appeal Abatement Applications Due	Denise Biernat x5685
10/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731	11/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 11/9 with any Questions.	Vicky Keefe x5727	12/6	Retired Religious Sisters Collection Proceeds Due	Vicky Keefe x5727
10/18	Holy Father & Missionary Efforts Collection Proceeds Due	Vicky Keefe x5727	11/16	PrimePay Year End Training - 10 AM	Kerri Shorter x5671	12/7	PrimePay 401(k), Paying Bonuses and Other Special Checks Training - 11 AM	Kerri Shorter x5671
10/24	Catholic Appeal Appreciation Mass and Reception - Location and Time TBD	Arlene Dubrowski 617-779-3706	11/16	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731	12/8	PrimePay Year End Training - 10 AM	Kerri Shorter x5671
10/31	Review Document Retention Guidelines/Purge Files as Appropriate	HR x5825	11/18	PrimePay Year End Training - 1 PM	Kerri Shorter x5671	12/9	PrimePay 401(k), Paying Bonuses and Other Special Checks Training - 1 PM	Kerri Shorter x5671
			11/29	Distribute Sexual Harassment Policy (with Annual Updates from HR and the Staff and Volunteer Codes of Conduct to All Staff and Volunteers	HR x5825	12/13	If Awarding Sick and/or Vacation Time on a Calendar Year Basis, Evaluate Balances and Adjust as Necessary	HR x5825
			11/29	2022 Catholic Appeal Coordinator Selection	Arlene Dubrowski 617-779-3706	12/14	PrimePay 401(k), Paying Bonuses and Other Special Checks Training - 11 AM	Kerri Shorter x5671
			11/29	Verify Catholic Appeal Selection Form Information on Website	Arlene Dubrowski 617-779-3706	12/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731
			11/30	PrimePay Year End Training - 11 AM	Kerri Shorter x5671	12/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 12/12 with any Questions.	Vicky Keefe x5727
						12/24	Last Day to Process/Close 2021 Payroll	Kerri Shorter x5671
						12/24-12/25	Clergy Fund Christmas Collection	Maryellen Barrett x5725
						12/31	FY2021 Parish Annual Reports Due	Paul Dodd x5718

FY2022 PARISH ADMINISTRATIVE CALENDAR								
JANUARY 2022			FEBRUARY 2022			MARCH 2022		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
1/3	3ABC Tax Exempt Form Included in Weekly Mailing	Lilly Charrette x5786	2/3	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	3/2	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731
1/3	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	2/6	Benefits Office to Audit Benefit Eligibility Data in PrimePay	Kerri Shorter x5671	3/2	3ABC Tax Exemption Forms Due	Lilly Charrette x5786
1/3	Vacation Accruals - If Awarding Vacation Annually with a "Use It or Lose It" Policy, Delete Old Balances and Add New Balances.	HR x5825	2/7	Church in Latin America Collection Proceeds Due	Vicky Keefe x5727	3/2	Workers Compensation Renewals Take Place	Joanmarie Considine x5740
1/3	Annual Salary Upload/GTLA Calculation	Kerri Shorter x5671	2/14	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731	3/2	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706
1/14	Christmas (Clergy Benefit Trust) Collection Proceeds Due	Maryellen Barrett x5725	2/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 2/12 with any Questions.	Vicky Keefe x5727	3/7-3/8	2022 Catholic Appeal Announcement Weekend	Arlene Dubrowski 617-779-3706
1/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731	2/17	Final 2021 Catholic Appeal Rebate Installment sent to Parishes	Arlene Dubrowski 617-779-3706	3/14	Support of the Church around the World Collection Proceeds Due	Vicky Keefe x5727
1/16-2/15	Catholic Appeal Training Sessions	Arlene Dubrowski 617-779-3706	2/28	Review I-9 Folder/Binder for Upcoming Recertifications Required for Soon to Expire Documents	Joyce Contrucci 617-779-3886	3/14-3/15	2022 Catholic Appeal Parish Commitment Weekend	Arlene Dubrowski 617-779-3706
1/17	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 1/10 with any Questions.	Vicky Keefe x5727				3/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 3/12 with any Questions.	Vicky Keefe x5727
1/31	Review/Ensure Employee Posters are Complete and Up-To-Date	HR x5825				3/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731
1/31	PrimePay Issues W-2's for All Locations: PrimePay or Locations Issue 1099's	Kerri Shorter x5671				3/21	Ash Wednesday (Catholic Charities) Collection Proceeds Due	Vicky Keefe x5727
APRIL 2022			MAY 2022			JUNE 2022		
Date	Description	Contact	Date	Description	Contact	Date	Description	Contact
4/1	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706	5/2	Good Friday Collection Proceeds Due	Vicky Keefe x5727	6/1	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706
4/1	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	5/3	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731	6/1	Monthly CIF Purchases/Redemptions	Jennifer Hwang x5731
4/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 4/10 with any Questions.	Vicky Keefe x5727	5/3	Catholic Appeal Parish Billbacks Included in Monthly Invoicing	Arlene Dubrowski 617-779-3706	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	Jennifer Hwang x5731	5/3	Review Leaves of Absence (LOA's) for Compliance. Check for Doctor's Notes, Return/Expected Return Dates, FMLA or other Non-FMLA Paperwork is Complete.	HR x5825	6/10	Lay Benefits Open Enrollment Closes	Donna Porter x5641
4/15	Distribute annual Code of Conduct/Conflict of Interest Policy and Questionnaire and collect the signed acknowledgment and disclosure pages	HR x5825	5/9	Lay Benefits Open Enrollment Opens	Donna Porter x5641	6/15	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 6/11 with any Questions.	Vicky Keefe x5727
4/16-4/17	Clergy Fund Easter Collection	Maryellen Barrett x5725	5/9	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
4/30	Review Personnel Files: Ensure that they Contain the Necessary Information, for ex. Emergency Contact(s), and do not have Medical, I-9, or other Inappropriate Information.	HR x5825	5/10	IFRM Monthly Tithe Abatement Applications Due	Patrick Farragher x5886	6/15	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731
4/30	Review Staff Pay for Equity for Substantially Similar Positions	HR x5825	5/16	Rice Bowl Collection Proceeds Due	Vicky Keefe x5727	6/20	Pentecost Collection Proceeds Due	Vicky Keefe x5727
			5/16	Monthly "EFT" (Electronic Funds Transfer) Pull for the BAS Billing. Contact Finance by 5/10 with any Questions.	Vicky Keefe x5727	TBD	Catholic Appeal Thankathon	Arlene Dubrowski 617-779-3706
			5/17	Notify Finance of Planned CIF Purchases/Redemptions for 1st of Next Month	Jennifer Hwang x5731			
			5/31	Verify/Update Vacation/Sick Accruals in PrimePay	Jenn Ho x5707			
			5/31	FY2023 Parish and School Budgets Due	Glenn Smith x5689			
Note: Extensions above are direct dials...Example...x5688...dial 617-746-5688 (unless noted otherwise)								