

**PARISH MANAGEMENT BULLETIN**  
**Archdiocese of Denver Management Company**  
**Summary of Reporting Deadlines**

Office of Parish Finance

update 6-14-2010

The following is a summary listing of reports and their respective due dates. The dates have been compiled from various departments in the Chancery, benefits providers and the Internal Revenue Service. The calendar is being provided to you in two formats, first, in chronological order based on the calendar year and secondly, by department or organizations.

**REPORTS AND DUE DATES BY CALENDAR**

**JANUARY**

- 4 : Quarterly Earnings & Pension Contribution report due to MER copy to HR
- 4 : Quarterly Workmen's Compensation report due to HR
- 31: W-2s, W-2gs, 1099s must be distributed no later than this date
- 31: Form 941 for 4th qtr payroll due IRS
- 31: Dean Visitation Report to CFO
- 31: Bingo & Raffle report due to CSS
- 31: Parish Financial Report (6 months) due to OPF

**FEBRUARY**

- Asbestos Training Registration
- 15: Tax Exempt Property Use Questionnaires due to RE
- 28: Submit W-2s and W-3 transmittal to IRS (for paper filing, March 31 for electronic filing)
- 28: Submit Form 1099s to IRS (for paper filing, March 31 for electronic filing)

**MARCH**

- 15: School contracts for Principal must be offered & signed by OCS
- 31: School Academic Year Calendar to OCS

**APRIL**

- 1: Catholic Schools, CSAF & Grant Reports and requests due to OCS
- 4 : Quarterly Earnings & Pension Contribution report due to MER copy to HR
- 4: Quarterly Workmen's Compensation report due to HR
- 30: Form 941 for 1<sup>st</sup> quarter payroll due to IRS
- 30: CPA Review Engagement Letter due to PRAS
- 30: Bingo & Raffle report due to CSS

**MAY**

- 1: Parishes with schools budget due to the OPF
- 15: School contracts for Teachers must be offered

**JUNE**

- 1 : Parishes without schools budget due to the OPF

**JULY**

- Hazard Communication Training Registration to RM
- 4 : Quarterly Earnings & Pension Contribution report due to MER copy to HR
- 4 : Quarterly Workmen's Comp report due to HR
- 31: Form 941 for 2<sup>nd</sup> quarter payroll due to IRS
- 31: Bingo & Raffle report due to CSS

**AUGUST**

- 15: Property Insurance Questionnaire to RM
- 30: Annual Parish Report due to OPF (*Conflict of interest forms to be signed and retained by the parish*)

**SEPTEMBER**

- Defensive Driver Training Registration to RM
- 30: Official Catholic Directory update and changes due to LD

**OCTOBER**

- 1: NCEA Data Bank due to OCS
- 5 : Quarterly Earnings & Pension Contribution report due to MER copy to HR
- 5 : Quarterly Workmen's Compensation report due to HR
- 15: Parish CPA Review & Mgmt Letter due to PRA
- 15: School Non-Discriminatory Guidelines due to OCS
- 31: Form 941 for 3<sup>rd</sup> quarter payroll due to IRS
- 31: Bingo & Raffle report due to CSS

**NOVEMBER**

- Bloodborne Pathogens Training Registration to RM
- 1 : Great Colorado Payback due CDT
- 10: Response to CPA Review Mgmt Letter to PRA
- 15: Form 990-T for Unrelated Business Income to IRS
- 15: Mass attendance counts to CFO
- 15: Winterization Checklist to RM

**DECEMBER**

**REFERENCE KEY**

**Departments located at the Chancery Office 303-715- ????**

CFO = x3258-Office of the Chief Financial Officer, Dave Holden, CFO  
CYP = x3226-Child & Youth Protection, Christopher Pond, Director  
HR = x3193-Human Resources, Barbara Buchanan, Director  
L = x3273-Legal Department, Rebecca Welborn, Director  
CS = x3132-Catholic Schools, Richard Thompson, Superintendent  
OPF = x3120-Office of Parish Finance, Ernie Armstrong, Director  
PRA = x3174-Parish Review & Advisory Svc, Mac Bryant, Director

RE = x3194 - Real Estate, Lou Bishop, Director  
RM = x3150 - Risk Management James Kreger, Director  
**Other Organizations**  
CSS = Colorado Secretary of State's Office  
CDT = Colorado Department of the Treasury  
IRS = Internal Revenue Service  
MER = Mercer Human Resources Consulting Company  
MHI = Meritan Health, Inc.  
WF = Wells Fargo

**REPORTS AND DUE DATES BY DEPARTMENTS**

**MONTHLY DUE DATES**

**Health Insurance Invoice Payments**

Due: 1<sup>st</sup> of the month

To: MHI

**Monthly Financial Reports**

Due: 30 days after the end of the month

To: OPF

**Monthly Employment Changes, full-time, part-time, adds and deletes to the benefits programs**

Due: 31 days after hire/change date and ASAP for insurance changes.

To: Complete via **ULTIPRO**

**DUE DATES THROUGHOUT YEAR**

**Due to Office of Parish Finance (OPF)**

***Parish Budget***

School parishes: Due May 1

Parishes without Schools Due: June 1

***Annual Parish Report***

Due: Aug 30

***Mid-Year Financial Report***

Due: January 31

**Due to Office of Parish Review and Advisory Services (PRAS)**

***Parish CPA Review Engagement Letter***

Due: April 30

***Parish CPA Review & Mgmt Letter***

Due: October 15

***Parish Response to Review Management Letter***

Due: November 10

**Due to Office of Catholic Schools(OCS)**

***Catholic Schools: Contract for Principal must be offered***

By: March 15

***Catholic Schools: School Academic Year Calendar***

Due: March 31

***Catholic Schools: Grant Report and CSAF and Grant request***

Due: April 1

***Catholic Schools: Contracts for Teachers must be offered***

By: May 15

***Catholic Schools: NCEA Data Bank***

Due: October 1

***Catholic Schools: Non-Discriminatory Guidelines***

Due: October 15

**Due to the Chief Financial Officer**

***Dean's Visitation Report***

Due: January 31

***Mass Attendance Counts***

Due: November 15

**Due to the Legal Department**

***Official Catholic Directory Update and Correction***

Due: September 30

**REPORTS AND DUE DATES BY DEPARTMENTS (con't)**

**REPORTS AND DUE DATES  
FOR THE IRS**

***Form 1099s***

Due: February 28 (paper) March 31  
(electronic)  
To: IRS

***Quarterly 941's***

Due: 30 days following the end of the  
quarter, April 30, July 30, October 30  
and January 30  
To: IRS

***W-2s and W-3 transmittal***

Due: February 28 (paper) March 31  
(electronic)  
To: IRS

***W-2s (last day to distribute to  
employees), W-2gs and 1099s to  
individuals or company***

Due: January 31  
To: Employees

***Form 990-T for Unrelated Business  
Income (not common for parishes)***

Due: November 15  
To: IRS

**Human Resources Reports**

***Workmen's Compensation Report***

Due: Quarterly  
To: HR

***Pension Plan Report and Contribution***

Due: Quarterly  
To: MER, copy to HR

***Pension Plan Loan Payments***

Due: 15 Days after deduction from  
payroll  
To: WF

**Human Resources Reports (con't)**

***TSA – 403(b) Deductions***

Due: 15 Days after deduction from  
payroll  
To: Appropriate Vendor

**Due to the Office of Risk Mgmt (RM)**

***Hazard Communication Training  
Registration***

Due: July

***Property Insurance Questionnaire***

Due: August 15<sup>th</sup>

***Defensive Driver Training Registration***

Due: September

***Blood borne Pathogens Training  
Registration***

Due: November

***Winterization Checklist***

Due: November 15<sup>th</sup>

***Asbestos Training Registration***

Due: Feb. 2011

**Due to the Office of Real Estate (RE)**

***Tax Exempt Property Use  
Questionnaires***

Due: Mid-February

**Other Governmental Reports**

***Bingo & Raffle Reports***

Due: January 31, April 30, July 31,  
October 31  
To: CSS

***Great Colorado Payback***

Due: November 1  
To: CDT