

Catholic Center Accounting and Finance Quick Reference Guide

	Karen <u>Barnes</u> Ext 1048	Karen <u>Howard</u> Ext 1045	Marian <u>DeMoss</u> Ext 1018	Jill <u>Heink</u> Ext 1050	Kathi <u>Riegle</u> Ext 1047	Bobbi <u>Silver</u> Ext 1049	Debbie <u>Swisher</u> Ext 1043
--	------------------------------------	------------------------------------	-------------------------------------	----------------------------------	------------------------------------	------------------------------------	--------------------------------------

Annual Appeal				X			
Assessment Billing Questions					X		
Building Commission							X
Catholic Mutual Property Claims	X						
Catholic Mutual Injury Claims	X						
Catholic Mutual Inspections	X						
Charitable Gaming Licenses and Events						X	
Chancery Invoices-Payments & Questions	X						
Church Mutual Priest Auto Claims		X					
Deposit and Loan QuickBooks Entries					X		
Development						X	
Electronic Giving						X	
FACTS			X				
Gifts of Stock						X	
Grant Opportunities				X			
Insurance- Certificates of Liability		X					
IRS Tax Questions or Notices							X
Legal Bills							X
Letters of Good Standing (Financial Areas Only)							X
Liquor License Request Letters							X
Loan Refinancing or Debt Covenant Issues							X
MBA Meetings & Member Database							X
Mission and Ministry				X		X	
Mission Network/Coop Speakers						X	
Parish Accounting Issues					X		
PDS Issues or Questions				X			
Plant and Property Meetings/Membership		X					
Property Easements							X
Property Leasing							X
Qvinci Access					X		X
Sale of Land or Building Inquiries							X
Sales Tax Returns, Checks and Questions	X						
School Accounting Questions			X				
Second Collections - Submitting Payments				X			
Second Collections - Calendar & Materials				X			
Skyline or QuickBooks Issues			X		X		
Sole Preferred Vendor - Religious Articles Sales							X
Special Events Coverage		X					
1099 Issues and Questions	X						
Vendor Workers Comp (KH for Capital Projects)	X	X					
W-2Gs for Charitable Gaming	X						
W-9s for Vendors (KH for Capital Projects)	X						

All emails addresses are first initial last name @ cdlex.org

IMPORTANT: Any and all questions about **Human Resources issues**, including but not limited to Paycor access and reports, Workers Comp claims from inception through final resolution, questions or issues regarding health insurance invoices and reports, payroll processing, and PTO go straight to a member of the HR staff.