



DIOCESE OF FARGO

PARISH SERVICE DEPARTMENT

The Diocese of Fargo has a Parish Service Department that provides professional accounting and payroll services to parishes. This is open to parishes of every size and is a service that will save you time, money, and frustration!

The Parish Service Department will provide parishes we service with a standardized Chart of Accounts, general ledger, accounts payable, bank reconciliations and payroll processing. Monthly, quarterly and annual financial reports will be provided, and budget analysis, *as required by the Parish Finance Council Charter*, will be easily adapted to the reporting process.

This is a **'service'**, which means Pastors and Parish Finance Councils still have accountability and responsibility for the integrity of the information. However, the benefits of this service to a parish far outweighs the cost. Instead of trying to find an employee who can do both secretarial work and who understands appropriate accounting procedures and complex federal and state payroll tax laws and reporting requirements, parishes can concentrate on finding someone to do routine secretarial work and have the Parish Service Department provide accounting and payroll expertise and reporting required by federal, state and canon law. **If a parish chooses to use this service, it will not need to purchase accounting software, software service agreements, updates or additional computer equipment needed for accounting and payroll recording.**



PARISH SERVICE DEPARTMENT - SERVICES WE PROVIDE

Accounting Assistance:

- Review accounting procedures and provide standardized chart of accounts
- Enter all transactions pertaining to normal daily business activity
- Option – Provide checks from coded invoices/bills provided
- Record monthly journal entries pertaining to daily and monthly transactions
- Produce monthly/quarterly/annual financial and/or budget reports
- Monthly reconciliation of bank statements
- Prepare annual financial statements
- Prepare annual 1099s

Payroll:

- Provide a paycheck (or direct deposit paystub) for each employee for each pay period
- Calculate tax deposit requirement for using EFTPS, deposit coupon or payment with Quarterly/Annual Report/Statement
- Payroll processed monthly (based on 25th of month information receipt)
- Prepare quarterly/annual federal/state tax reports
- Prepare annual W-2s
- Prepare North Dakota Workers Compensation Report
- Prepare North Dakota Unemployment Insurance Report, if applicable

RESPONSIBILITIES OF PARISH

Accounting Assistance:

- Provide bank statements
- Provide detail of daily and monthly transactions and/or coded invoices/bills
- Provide budget information

Payroll:

- Provide employer and employee information, name, address, etc
- Send payroll information to Parish Service Department by 25th of month
- Provide all employee maintenance initiated by your employees
- Make any payroll tax deposits or authorized payment

There are 20 parishes currently utilizing
The Parish Service Department

**For more information
contact Mary German at:**

Diocese of Fargo
Parish Service Department
5201 Bishops Blvd Suite A
Fargo, ND 58104-7605

Direct Line: 701-356-7934
Finance Line: 701-356-7930
Fax Line: 701-356-7998
mary.german@fargodiocese.org