



# 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 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. A parish will be able to choose the level of service it prefers based on comfort level and need.

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 outweigh 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, the ParishSoft Accounting software will be used for accounting and payroll recording. This software is mandatory for all parishes as of January 1, 2012.**

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### 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 activities
- Option—Provide checks from coded invoices/bills provided
- Record monthly journal entries pertaining to daily and monthly transactions
- Produce monthly/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 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

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### RESPONSIBILITIES OF PARISH

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#### Accounting Assistance:

- Provide bank statement
- 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 30 parishes currently utilizing the Parish Service Department

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For more information  
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