

Accounts Receivable Information

In 2009 the treasurers will receive the following statements:

1. **Quarterly**

An Allotment Statement and Payroll Accounts Receivable Statement

- a. These statements will show your balance forward as of December 31, 2008 and all of the transactions that affect your account in 2009.
- b. They do not show the breakdown of the opening balance (but if this is a concern to you, please contact us and we will forward this information).

2. **Monthly**

Payroll and Allotment Remittance Advice

- a. The Remittance Advice shows the breakdown of the payroll amount which is charged to your account each month.
- b. The Remittance Advice will be sent out in the first week following the month end. As the payroll amounts reflect the actual amount paid out to the employee and to CRA, we are unable to produce the Remittance Advice before month end.
- c. As the billed amounts can vary each month by a few dollars, you may find it necessary to adjust your cheques on a regular basis.
- d. There are additional taxable benefits provided by the Diocese for their employees over and above their stipend, which may collect EI & CPP. As well, CRA typically adjusts EI & CPP rates on January 1 and July 1 of each year. These changes often account for variations in the monthly remittance amounts. For this reason, please use the amounts for CPP & EI listed on the Remittance Forms as these are the amounts submitted to CRA for the employee.

If your payments come from more than one Church

The Parish Treasurer should receive all funds from Church Treasurers and then remit this amount to the Finance Department. Do to the sheer number of unique Church/Parish agreements in place, the Finance Department is unable to keep track of the amounts paid by each Church in a Parish. It is critical that we receive a monthly payment **from the Parish Treasurer** and not from each individual church in a Parish.

If you have payment adjustments to submit

It is very important that any differences between the amount due on the Remittance Advice and the amount you are sending as a payment for your Payroll or Allotment account be recorded on the Remittance Advice and the Remittance Advice be returned to the Finance Department with your cheque. This ensures that the cheque is deposited to the correct account and for the correct month. The Finance Department, in continuing its goal of improving the ease with which the parishes can manage their Diocesan accounts receivable, are now sending out duplicate Remittance Advice Forms. This allows the parishes to send in a copy with their monthly payment and also keep a copy for their records.

If you have payroll input adjustments to submit

The Remittance Advice goes only to the Accounts Receivable area. Any payroll changes which are written on this form will not be processed through payroll. Items such as the start & stop date of employees or payment of vacation pay should be recorded on a separate letter, signed by the appropriate individual (Treasurer or Warden) and forwarded to the attention of Christine Newcomb, Central Payroll (cnewcomb@nspeidiocese.ca). Salary adjustments should be recorded on the 2009 Salary Return Forms included in the Treasurer's package.

If your payments are greater than the amount on the Remittance Advice

Any overpayments made by the parish will remain as credits on the account over the year end or until they are used. To use them you may reduce your next cheque by the amount of the overpayment and note the adjustment on the Remittance Form submitted with the cheque. Our system only breaks the cheque out between the Allotment amount and the Payroll amount and then credits each respective account. **The breakdown on the Remittance Advice Form by CPP, EI, Stipend, etc. is to help the parish in their accounting process and is not used by the Finance Department in posting the Parish Payroll Account Receivables.**