

Memorandum

DATE: June 15, 2004

TO: Pastors, Pastoral Administrators, Principals, Bookkeepers

FROM: Chad Ryan, Staff Accountant

RE: E-mail Distribution List

I am setting up an Office of Parish Administration e-mail distribution list to help me get information out to the parishes in a fast and efficient manner. Whenever I come across information that could be useful to parishes, I will send the information via e-mail to everyone on the distribution list. Topics covered will include:

- Federal/state law changes For example, the EEOC, unemployment insurance, and age discrimination posters have changed lately. These are three of the labor law posters that all employers are required to post under federal and state law. You can download the federal posters for free at <http://www.dol.gov/osbp/sbrefa/poster/main.htm>; the state posters are at <http://www.doli.state.mn.us/posters.html>.
- Important/interesting news items For example, the IRS has announced that they will be releasing a new Form 941 in 2005.
- Updates to the Office of Parish Administration Web Site
- Mailings. In the future, whenever I have a general letter/memo to send out (like the ones that came in the envelope with this memo), I will e-mail it to people on the distribution list instead of sending a paper copy through the mail. This will save paper, time, and money. People who are not on the mailing list will still receive a paper copy via "snail mail".

With the exception of the fourth bullet item above, ANY INFORMATION SENT OUT VIA THE DISTRIBUTION LIST WILL NOT BE DISTRIBUTED BY MY OFFICE IN ANY OTHER FORM. If you're not on the distribution list, you won't get the law changes and news items. For that reason, each parish may want to consider having at least one person signed up for the distribution list.

This is an "opt-in" list; no one will be added to the distribution list unless they specifically request it. If you would like to be added to the distribution list, or if you know someone else who should be added to the list, e-mail me at cryan@crookston.org. For the subject of your e-mail, put "OPA Mailing list"—if this isn't the subject and I don't recognize the e-mail address, I'll probably assume that it's a virus and delete it. In the e-mail, be sure to include the name of the person to be added to the list, the parish name, and the e-mail address. Once you've been added to the list, I'll send you an e-mail to verify that I have your address correct.