

Diocese of Des Moines  
Business Office Forums  
AGENDA



*Thursday, August 26, 2021*

*9:00 am to 12:00 noon*

*Ss. Peter & Paul parish in Atlantic*

Agenda sessions are tentative and subject to change

Prayer and Welcome	Paul Carlson
Ignite Capital Campaign	Dan Howard & Maureen Kenney
Information Technology: What our parishes and schools can learn from the IT Assessment of the diocese	Paul Carlson & Laura Hofstrand
Snippets: - Resource Manual revisions - Record retention - I-9s: Typical errors	Laura Hofstrand & Christie Rice
Break	
Finance Council Guidelines: How the Business Manager/Bookkeeper can support the Pastor and the Finance Council	Paul Carlson
Snippets: - Chart of Accounts: Personalization - Facility Usage Agreements: Must-have clauses	Laura Hofstrand & Christie Rice
Parish Festivals/Special Events: Things to consider before the big day	Paul Carlson & Christie Rice
Questions	Paul Carlson