

Diocese of Des Moines  
Business Office Forums  
AGENDA



*Wednesday, November 29  
9:00 am to 12:00 noon  
Our Lady's Immaculate Heart Parish in Ankeny*

*Thursday, November 30  
9:00 am to 12:00 noon  
Corpus Christi Catholic Parish in Council Bluffs*

9:00	Prayer and Welcome	
9:10	Crisis Management for Parishes	Panel Discussion
10:15	Break	
10:25	Claim Submissions/Accident Reports Prop, Liability, Workers Comp	Anne McFarland, LMC Eileen Valdez
11:00	Year-End Reporting ACA letters, W2's, 1099's, Contribution letters, Priest housing letters, Sales tax	Laura Hofstrand Christie Rice
11:20	Employment Documents	Eileen Valdez
11:45	Announcements & Questions	