



To: All Congregation and Convocation Treasurers, Leadership, Sr. Wardens
From: Molly M. Girard, Diocesan Administrator
Re: Update Letter

Welcome to all newly elected and continuing treasurers. Thank you for the dedication you have shown by filling the role of treasurer. I will be sending out a semiannual letter just to give you any updates or general information that I hope you will find useful.

First and most important

Audit instructions and needed documents are now listed on our website under Audit Info.

Standard Mileage Rate

Just a reminder the new mileage rate is .51 cents per mile and .14 cents per mile for volunteers and was effective January 1, 2011.

Temporary Payroll Tax Cut Affects Social Security Withholding

The Tax Relief Unemployment Insurance Reauthorization and Job Creation Act of 2010 established a temporary reduction in the employee share of Social Security tax for 2011. Withholding for Social Security tax will be reduced from 6.2% to 4.2% for all wages paid in 2011 that are subject to the social security tax, up to the maximum wage base of \$106,800. The employer share of the tax remains at 6.2%

The Medicare tax remains at 1.45% of wages, for both employee and employer.

Salary and Benefits

To help you budget for the year 2012, I will send out an updated rate sheet in the fall. In the meantime, if you hire new clergy or employees during the year and need help with figuring the cost, give me a call. Finally, remember to report any increases in wages and salaries to myself at 877-752-6020 or mollyg@eastmich.org. I administer the benefits and it is important to update wage information.

Please feel free to contact me at 1-877-752-6020 if you should need any further assistance.