



# The OAS Messenger

August 2004

## **Important! Payroll Web Server Down**

The UltiPro web server is not functioning as of August 10<sup>th</sup>. Therefore pending changes submitted may not have been processed for the August 12<sup>th</sup> pay. Please contact your payroll specialist with any corrections for the August 12<sup>th</sup> payroll. We are sorry for this inconvenience and are working to bring the web server back in service.

## **Property Insurance Premiums:**

Pastors, principals and agency directors received information regarding changes to the archdiocesan property insurance billing system. Fortunately, normal 2003-04 claims experience and sound renewal quotes from insurers are enabling the property insurance plan to pass through a zero percent rate increase for 2004-05. Therefore, any cost increase will be limited to the change in replacement cost values at each location.

## **Important Notice:** **December 31<sup>st</sup> Payroll**

The 2004 final payroll will be deposited to employee accounts on **Friday December 31, 2004**. This is a new procedure effective this year. **Please notify your employees of this change.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2004 and reopening on January 3, 2005. Please also note that the automatic withdrawal for payroll and the monthly bill will also occur on December 31, 2004.

## **Check Out Our Website!**

The Office of Accounting Services now has a website available that provides access to useful Accounting Services documents. The location of the website is [www.archindy.info](http://www.archindy.info). Once there, please click on "Shared Information-Employees, Parishes, and Agencies" and then click on "Accounting Services" to access the accounting documents.

## **IRS Form Reminder:**

According to the Indiana Not-for-Profit law, all not-for-profit organizations are required to file an annual financial report **Form NP-20**. The law requires organizations to report annually to maintain their sales tax exemption. All organizations should have received a form in the mail if you are filed with the state with a fiscal year ending June 30<sup>th</sup>. This form is very brief asking about the fiscal year 03-04 and will be **due by November 15, 2004**. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or forms may also be found at [www.in.gov/dor/taxforms/state.html](http://www.in.gov/dor/taxforms/state.html). If you have any other questions, please contact Sarah Harmeyer at 317-261-3376.

## **Parish Annual Financial Report**

Just another reminder that the PAFR guidelines ***will only be available online*** this year. Please remember that the reports are due by **September 15, 2004** to Bonnie Vollmer. The location of the website is: [www.archindy.info/pafr/](http://www.archindy.info/pafr/)

## **Addressing Correspondence to OAS**

Please be sure to include a complete destination on correspondence sent via the mail to OAS. For example, you may put **ATTN: ADLF** or **ATTN: Michelle Lecher**. This will help ensure that the mail and/or payments do not circulate among various departments at the Catholic Center before reaching their proper destination.