



## ACCOUNTING NEWS!

- ◆ Please review the Internal Controls section for information about upcoming Gaming seminars being held in September.
- ◆ Parish Annual Financial Reports are due to the Office of Accounting Services by September 15, 2013.
- ◆ State Form NP-20 is due to be submitted to the state by September 15, 2013.

## ACCOUNTING SERVICES

### Parish Annual Financial Report

For the fiscal year ending June 30, 2013, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions will be sent to the person at each parish that submitted the report last year. The instructions will NOT be sent by regular mail. All documents will be available online. The e-mail containing the link and the instructions will be sent out in July. If the contact has changed since the prior year, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) to have the distribution list updated.

### Teacher Salary Scale

The 2013-14 Teacher Salary Schedule for the Archdiocese of Indianapolis is now on our website at [http://www.archindy.org/oce/download\\_documents/newsletters/20132014\\_teacher\\_salary\\_scale.pdf](http://www.archindy.org/oce/download_documents/newsletters/20132014_teacher_salary_scale.pdf)

### Excess Funds Deposit

Parishes, schools and agencies are required to deposit excess funds into the ADLF. Excess funds are all funds on hand in excess of anticipated cash disbursements for the following ninety days. Parishes schools and agencies should address the matter of excess funds on a monthly basis. Excess funds should also include all funds raised from fund drives, capital improvements, or major renovations. All excess funds must be deposited in the ADLF; a parish, school or agency may not invest such funds or deposit them in financial institutions.

### ADLF Rates for July-Sept. 2013

Loans 3.75%      Deposits 0.75%

The deadline for loan requests is October 24th. If you have any questions please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org). **The next ADLF meeting is scheduled for Thursday Nov 14, 2013.**

### Lay Retirement

Effective Jan. 1, 2012, the retirement plan of the Archdiocese became a grandfathered plan which means that no new employees hired after that date participate in the plan. However, all employees are eligible to participate in the 403b retirement plan. The Archdiocese matches 50% of the employee's contribution to the 403b plan up to 8%. Our best estimate of the cost of funding and administering the legacy retirement plan for full time employees hired prior to Jan. 1, 2012 and the 403b match for all employees is 4.0% of salaries for both full time and part time employees paid in calendar year 2012. This amount will be billed evenly over the fiscal year. Please calculate your retirement expense based on the following formula:

4.0% x wages earned for all employees for the calendar year ended December 31, 2012

Paycor provided summary W3 data which was used to calculate the assessment. Because all employee wages in 2012 are the base for the W3 amount; there are no reports being distributed to parishes. Parishes may allocate the assessment for lay retirement using a percentage per department that is based on how 2012 calendar year wages were allocated to the ledger. Please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org) with any questions.

### Property Insurance & Assessments

Values in July 2012 were estimated until actuarial data became available. An adjustment in the form of a credit for the July charge plus the actual charge has been placed on the August bill to true up assessments due for fiscal year 2013-2014. An annual Property Insurance & Assessment report will be sent out with the weekly parish mailing. Please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org) with any questions.



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## ACCOUNTING SERVICES CTD.

### August Assessment Withdrawals

The August Assessment will be withdrawn on **Friday, August 30th**. Requests for adjustments to this withdrawal must be **sent to Carey Kendall (ckendall@archindy.org) by NOON on Wednesday, August 28th**.

### Group Ruling

The IRS Group Ruling exemption letter for 2012 is available on our website at <http://www.archindy.org/finance/files/parish/general/2012GroupRuling.pdf>

### Fifth Third Pooled Checking Account

Fifth Third Bank Interest Bearing Checking Account is where catholic-related entities' funds are pooled together and invested to receive a higher rate of return each month. This account has been with the Archdiocese since 1993. Besides a higher rate of return than an average interest-bearing checking account, the advantages include no investment sweep fee, lower service charges, and the ability to increase the rate of return as the pool grows. Currently, the Indianapolis Pool has over 100 accounts with approximately \$35,000,000 invested. If your parish is interested in joining this account, please contact Paul Burch at Fifth Third bank at 317-383-2668 or [Paul.Burch@53.com](mailto:Paul.Burch@53.com).

### Annual Incorporation Meeting

Please review the memo attached to this month's newsletter regarding Year-end Incorporation Processes. The memo includes important notes regarding annual meetings and filing requirements. You may contact OAS at [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or 317-236-1410 with any questions.

## HUMAN RESOURCES

### Health Savings Account 2013

The IRS has increased the annual limits for health savings account contributions in 2013 to \$3,250 for single coverage and \$6,450 for family coverage. There is still a \$1,000 allowable catch-up contribution for people age 55 and over.

If you had coverage in January 2013, there was a one-time lump sum contribution from the Archdiocese of \$500 for single coverage and \$1,000 for family coverage. There are also monthly contributions from the Archdiocese of \$100 for single coverage and \$200 for family coverage.

### Retirement Savings Plan Limits for 2013

The IRS has also raised the annual contribution limit for 403(b) retirement savings plans in 2013 to \$17,500. There is also a \$5,500 catch-up contribution for people who are age 50 and over.

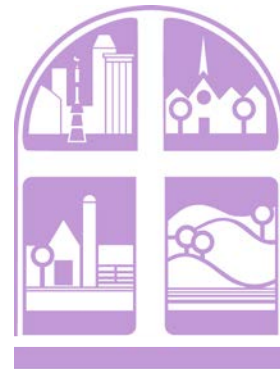
### Benefit Communication Training

The Archdiocese Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Courtney Mitchell at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

### Onboarding and Off-boarding

There are new forms to assist with onboarding new employees and off-boarding terminated employees. The forms can be found at [www.archindyhr.org](http://www.archindyhr.org) under [Forms You'll Need](#), Parish Comings and Goings. There are links to [New Employee Checklist](#) and [Employee Termination Checklist](#). Please note, with each type of change health insurance forms must be sent to Human Resources. The [Anthem Health Insurance Enrollment Form](#) is now available online in a fillable PDF; please direct new employees to the HR website to complete the form. Terminating an employee in Paycor does not cancel health insurance. An [Anthem Insurance Change Form](#) must be submitted to Human Resources. Direct hyperlinks to these forms are within this notice. If you have any questions about these forms, contact Courtney Mitchell in Human Resources.

# THE OAS MESSENGER



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## HUMAN RESOURCES CTD.

### Eli Lilly Federal Credit Union (ELFCU)

The Archdiocese is now partnering with Eli Lilly Federal Credit Union (ELFCU) to open health savings accounts for new health insurance enrollments. As you have new or newly eligible employees electing health insurance, please direct them to the following link to open an HSA with ELFCU. [www.elfcu.org/newhsa](http://www.elfcu.org/newhsa). We are no longer accepting forms for Teachers Credit Union.

Current TCU members may open an ELFCU account & transfer HSA funds. Please notify OAS with any changes.

### New Federal Requirements for Health Insurance Eligibility

Federal health care reform legislation includes regulations regarding eligibility for health insurance coverage. These federal regulations require employers to offer coverage to employees who work 30 or more hours per week. A special provision of the law affects educational institutions, including Catholic schools. This provision states that **any employee who works regularly 30 hours per week during a school year is eligible for health insurance**. These new regulations require the Archdiocese to change its health insurance eligibility policy from 1,500 hours per calendar year to 30 hours per week during a school year, effective September 1, 2013. As a result of this change, some school employees, such as teachers' aides and cafeteria workers, who are not currently eligible for health insurance coverage will be eligible for coverage in the 2013-4 school year. Each school has 2 options regarding these employees: 1) budget funds for them to be covered by our medical and dental plans, effective September 1, 2013 or 2) reduce the hours of these employees to under 30 hours per week, effective September 1, 2013. Please note that even if these employees become eligible for health insurance, they may decline coverage, so the actual cost that will be incurred cannot be fully anticipated during the budgetary process. However, each school that has employees who currently work 30 or more hours per week on a regular basis and are not currently eligible for health insurance should plan for either increases in health insurance expense or a reduction in those employees' work hours during the next school year. Please contact Ed Isakson at [edisakson@archindy.org](mailto:edisakson@archindy.org) if you have any questions about this new federal requirement.

### New I-9 Form Requirement

Effective March 2013, the federal government has updated the I-9 Immigration form which is required of all new employees and part of our new hire paperwork. We have updated our human resources site with the new and correct form. Please follow this link and begin using the new form effective immediately. If you have any questions, please contact human resources at [hr@archindy.org](mailto:hr@archindy.org).

### Health Insurance Reminders

Please send all health insurance termination and Anthem new enrollment paperwork to Courtney Mitchell in HR as soon as possible. Health insurance for new teachers follows the dates of the teacher contract, which is typically September 1 – August 31. Please contact Courtney if you have questions – [cmitchell@archindy.org](mailto:cmitchell@archindy.org).

## CENTRAL PAYROLL

### Automatic 403(b) contribution increases were processed on July 8, 2013

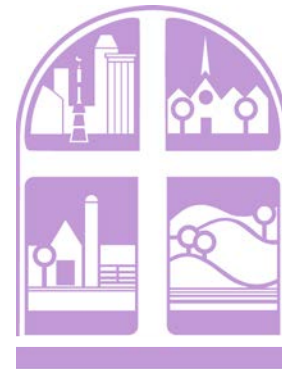
Active employees hired after July 1, 2008, coded as full-time with 403(b) employee contributions between 1-7% were increased by 1% effective with the 7/15/2013 payroll. If your location processed payroll on the morning of July 8 or earlier, these changes would not take effect until the 7/31/2013 payroll. *Remind employees they can manage their self-elected contributions by following the instructions on the [Human Resources Retirement site](#).* Central Payroll will no longer accept 403(b) employee contribution changes in paper form.

### Payroll Information

Please ensure you are following the 'P/R Processing' deadline date on the Archdiocese Payroll Calendar on our website at <http://www.archindy.org/finance/files/parish/payroll/2013%20Payroll%20Calendar.xls> Payrolls processed after this deadline cause issues with benefits being distributed on time to employees.

### Clergy Wages

Priest wages are billed to the parishes on the monthly billing assessment. All stipends and priest related pay and personnel changes for priests are processed through Central Payroll. Please submit these to Central Payroll at [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).



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## PARISH INTERNAL CONTROLS

Welcome to news in Parish Internal Controls. Each month we'll feature news that will aid administrators in safeguarding assets and ensuring compliance in parish internal controls. If there are topics in this area you'd like to see featured please contact the Office of Accounting Services: [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

As good stewards we must report the misappropriation of assets. To do so conveniently and confidentially you may contact EthicsPoint, an independent third-party, by phone at 1-888-393-6810 or by visiting their website: [archdioceseofindianapolis.ethicspoint.com](http://archdioceseofindianapolis.ethicspoint.com). The confidential hotline and website are accessible 24 hours a day 7 days a week. The Chief Financial Officer or his designee will be informed of every report and an investigation is performed with each report.

### Fundraising

On July 9, 2013 the Indiana Gaming Commission proposed new rules for charity gaming. There are proposed amendments in the areas of applications, qualification processing requirements, conduct of charitable gaming events, record keeping requirements, contracting with affiliated persons, and disciplinary actions. For more information on the proposed rules you may link to the [Indiana Register](#).

The Indiana Gaming Commission has two Charity Gaming seminars scheduled in September at the Conference Center in the Indian Government Center. Registration is required. For more information connect to: [Indiana Gaming Commission Seminar site](#). The seminars will be held on **September 13** and **September 23, 2013**.

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## CATHOLIC EDUCATION

### Special Events Policy

And now is a good time to review the special events policy and application so you can help those wanting to rent the space from our parishes for wedding receptions. If you have any questions see our Insurance page on the archindy website.

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## RISK MANAGEMENT

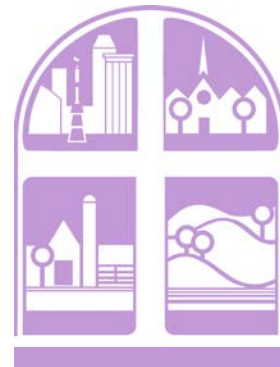
### Fire Safety

We have had recent fires to two of our properties. So a reminder to all: keep doors locked on all buildings whenever possible and not in use. Secondly, do not light candles in non-Church environments. The recent fire caused by a candle has been our fourth of this type.

### Establishing and Maintaining Safe Alternative Parking Sites

The following link shows how your parish can safely and effectively create overflow parking spaces. <http://www.archindy.org/insurance/documents/OverflowParking.pdf>

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## RISK MANAGEMENT CTD.

### Student Accident Insurance

We have a new provider for this coverage beginning July 1, 2013. The company name is Gallagher Koster. We will have new claim forms and coverage highlights on our Insurance Web page shortly. Please throw away any old forms or information. You can reach the website by going to <http://www.archindy.org/insurance/student.html>

Feel free to contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) or (317)236-1558.

## OAS STAFF

### **Tracy Lockwood – Controller**

email: [tlockwood@archindy.org](mailto:tlockwood@archindy.org)

**Julie Laughlin – Assistant Controller/Director of Agency Reporting** – Julie is currently training to take over agency financial reporting. This will include financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, CYO and others.

email: [jlaughlin@archindy.org](mailto:jlaughlin@archindy.org)

**Carey Kendall – Supervisor of Parish and Agency Services** – Carey supervises payroll, parish and agency billing, and the administration of the Deposit and Loan Fund. She monitors the accounting services email box, coordinates and manages the parish internal control assessments and the parish annual financial reporting process.

email: [ckendall@archindy.org](mailto:ckendall@archindy.org)

**St. Dina Bato – Accountant** – Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.

email: [dbato@archindy.org](mailto:dbato@archindy.org)

**Robyn Roller – Payroll Specialist** – Robyn processes payroll and prepares the month parish and agency billing.

email: [rroller@archindy.org](mailto:rroller@archindy.org)

**Nancy Hildwein – Catholic Charities Accounting Supervisor** – Nancy is responsible for accounting and reporting for several Catholic Charities agencies.

email: [nhildwein@archindy.org](mailto:nhildwein@archindy.org)

**Chris Bramble – Accountant** – Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies.

email: [cbramble@archindy.org](mailto:cbramble@archindy.org)

**Melinda Buckler – Accounting Clerk** – Melinda is responsible for daily cash management including processing all deposits received by OAS and fixed asset accounting.

email: [mbuckler@archindy.org](mailto:mbuckler@archindy.org)

**Sandi Jackson – Accounts Payable Specialist** – Sandi is responsible for accounts payable and employee expense reimbursements.

email: [sjackson@archindy.org](mailto:sjackson@archindy.org)



# ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

## Office of Accounting Services

1400 N. Meridian Street, Indianapolis, IN 46202-2367

P.O. Box 1410, Indianapolis, IN 46206-1410

317-236-1410 Fax: 317-236-7327

To: Pastors, Administrators, PLCs, and Business Managers.

From: Tracy Lockwood, CPA, Controller.

Regarding: Year-end Incorporation Processes

As the end of the fiscal year for the Archdiocese and each parish corporation is almost upon us I wanted to send a reminder of some of the year end incorporation duties that your parishes need to accomplish.

Annual Meeting: Each parish corporation needs to hold their annual meeting between July 1 and September 15, 2013. During the Annual Meeting the following should be accomplished:

- Complete the Annual Meeting Minutes form (Copy attached as Exhibit A);
- Complete the Conflicts of Interest forms for each officer and director (Copy attached as Exhibit B, retain for reference);
- Approve the June 30 Annual Financial Report.

Filing Requirements: Each parish corporation is required to send to the Office of Accounting Services (OAS) the following information by September 15, 2013:

- A completed Annual Meeting Minutes form\*;
- Annual Financial Report.

*\*Please note on the Annual Meeting Minutes form that the Conflict of Interest forms have been completed by each officer or director, but do not send a copy of the forms to the OSA.*

Administrative Services Agreement: This agreement automatically renews each year. As long as OAS has a copy of your agreement on file, you do not need to complete this annually. OAS will follow up with any parishes for which we do not have an agreement on record for.

State Form NP-20: Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report, Form NP-20. This form is very brief and is due September 15, 2013. If you do not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or the NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

File 1099 Forms: The Internal Revenue Service requires organizations provide 1099-MISC to report payments of \$600 or more in a calendar year to unincorporated individuals not treated as employees or an entity for services performed. The forms must be postmarked by January 31. More information about filing requirements can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/i1099misc.pdf>.

Annual Report to Secretary of State: You may receive a mailing from the Secretary of State's office asking that the parish file its Business Entity Report. **Please do not file this report.** When the requested information is received by the OAS, our office will file the Business Entity Report on behalf of each parish. If however, you receive notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing a Business Entity Report, please send a copy to the OAS.

Should you have any question about the yearend incorporation processes, please contact OAS at [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or 317-236-1410.