



The OAS Messenger

October 2006

In observance of All Saints Day, the Catholic Center will close at 1:00 p.m. on Wednesday, November 1, 2006.

Documentation for Cash Contributions

Beginning January 1, 2007 the IRS is requiring taxpayers that itemize deductions on their annual tax returns to now have a written communication from the receiving charity to support deductions for all CASH collections. The acknowledgement must include the name of the charity, date and amount of the contribution. Donors that drop cash into the collection plate on a regular basis and previously self documented the weekly donation will need support directly from the parish in order to deduct the donation. Parishes, schools and agencies may want to consider ways to obtain information from cash donors in order to provide the proper contribution acknowledgement. Parishes should also consider publicizing the new deductibility requirements in order to encourage parishioners to make contributions by check (since a cancelled check or other bank record will satisfy the new requirements), parishioner envelope (which requires parish tracking/receipt for cash contributions), or automatic debit.

Payroll Fax Number

Central Payroll now has it's own new fax number, (317) 592-4038. Please begin using it right away for faxes of all **payroll related information**. This number delivers faxes to an email in-box monitored by the payroll department.

This change affects payroll only. Continue using the previous number to fax non-payroll information to accounting services.

October - December 2006 ADLF Rates

The ADLF interest rates in effect for the quarter ending December 31, 2006 are 5.75% for deposits and 7.75% for loans. ADLF loans are charged interest at prime less 0.5% and savings accounts accrue interest at the discount rate less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you have any questions regarding ADLF, please contact Michelle Lecher at mlecher@archindy.org or 317.261-3371.

Records Management Policy

The Records Management Policy has recently been updated and can be found on our website at <http://www.archindy.org/finance/parish/forms.html> under Financial Information. Review this policy as some of the retention dates for certain items have changed and other items have been added. Please use this updated policy going forward at your parish, school, or agency.

ADLF Loan Review Committee Meeting

The next ADLF Loan Review Committee meeting will be Monday, October 23, 2006. If your parish would like to be placed on the agenda for this meeting, please contact Michelle Lecher at (317) 261-3371, 1-800-382-9836 ext. 3371 or mlecher@archindy.org. Michelle can provide the necessary loan request worksheet. This is the final committee will meeting in 2006. Meeting dates for 2007 are currently being scheduled and will be published in the next issue of the *OAS Messenger*.

Indiana's Privacy Law

Effective July 2006, companies that do business in Indiana are required to notify Indiana customers if a security breach has occurred. Security breach as referred to in Indiana House bill no. 1101, refers to any breach of personal information including

name
social security number,
driver's license number,
account number, credit card number, debit card number, security or access code.

We recommend evaluating how your location safeguards donor and employee personal information. Are you destroying credit card information properly? How do you secure donor checks prior to deposit? Do you secure employee personal data in a locked area?

Through this law the state has the ability to prosecute offenders and levy fines depending on the violation. It also requires us to notify our customers if a breach has occurred. For more information on this privacy law and ways to address it see House Bill no. 1101 at <http://www.in.gov/legislative/bills/2006/HB/HB1101.1.html> and <http://www.bbb.org/securityandprivacy/>.

Central Payroll Friday Availability

Beginning in 2007 Central Payroll will not be in the office when payday falls on a Friday. During the past 18 months the numbers of calls and e-mails received on Fridays have significantly declined. Some payday Fridays we receive no calls at all. A big reason for this is our employee's ability to view their paychecks online 24 hours before any payday. This gives the employee or location a chance to contact payroll on Thursday to answer questions or make corrections.

Due to reduced phone calls and because more employees are taking advantage of a "Thursday review", we believe staffing the office on payday Fridays is no longer necessary.

Central Payroll will be in the office from 9:00 am to noon on the last 2 payday Fridays of 2006 dated Oct 13 and Dec 15.

SAVE THIS DATE!

Thursday, May 3, 2007 is the date for the upcoming *Fiscal Management and Discipleship Conference* to be held at the Benedict Inn in Beech Grove. More details to follow.