



# The OAS Messenger

September 2007

In observance of the Feast of St. Theodora Guerin, co-patron of the Archdiocese, the Catholic Center will close at 1:00 p.m. on Wednesday, October 3rd.

## Parish Annual Financial Report

The Parish Annual Financial Report instructions were sent out on July 18, 2007 and an email link to complete the report via online survey. **The deadline for the annual report online survey submission is September 15, 2007.**

Documents to assist in completing the annual financial report are available on our website at [www.archindy.org/pafr](http://www.archindy.org/pafr). If you did not receive the email with instructions, need additional links to complete the report for more than one parish, or if you have any questions, please contact Sarah Harmeyer at 317-261-3376 or 1-800-382-9836 ext. 3376 or [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org). The signature form at the end of the online report should also be submitted to Sarah Harmeyer, Office of Accounting Services.

## 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 will be **due by November 15, 2007**. If you did 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 forms may also be available at [www.in.gov/dor/taxforms/state.html](http://www.in.gov/dor/taxforms/state.html) under the Nonprofit section. If you have any other questions, please contact Sarah Harmeyer at 317.261.3376.

## ACS Technologies

ACS Technologies will soon no longer support ACS products older than version 6. Due to the ACS 2006 Edition upgrade, they are offering an upgrade installation CD of the latest version at a cost of \$150 from version 5, \$100 from version 6, \$50 from version 7, and FREE from version 8. With this upgrade you will also be able to save 20% on ACS online training classes. To receive this promotion, you must enroll in the Preferred Client Program for at least one year. Please contact ACS at 1-800-669-2509 (Option 4) by **October 31, 2007** to take advantage of this offer.

## 2007 501(c)(3) Group Ruling

The 2007 501(c)(3) Group Ruling is available on the OAS website at <http://www.archindy.org/finance/parish/forms.html> under 'Group Ruling- 501(c)(3) Federal Tax Exemption Letter'. This letter states that all organizations listed in the 2007 edition of the Official Catholic Directory are exempt from federal income tax.

## Change in Mass Stipend

Effective October 1, 2007, the standard Mass stipend offering increases from \$5.00 to \$10.00. Please follow these guidelines when transitioning your recordkeeping and to know how much to report to Central Payroll for the payment of Mass Stipends.

- All mass requests received and recorded before Oct. 1, 2007 will be paid at \$5 per mass. This applies to masses scheduled to be performed after Oct 1, 2007.
- All mass requests received and recorded on or after Oct. 1, 2007 will be paid at \$10 per mass.
- Because masses must be performed with 1 year of the request, it is possible have both \$5 and \$10 masses scheduled between Oct, 1, 2007 and Sep. 30, 2008.
- Only the total mass stipend due to be paid needs to be reported to Central Payroll. Details such as number of masses, type, etc. are not needed.
- When a request is received for \$100 or more, the \$10 stipend applies immediately.

Contact Central Payroll or the Priest Personnel Office with any questions.

## Celebrating Catholic Schools Values Distribution

For those schools expecting to receive a *Celebrating Catholic Schools Values* distribution, a deposit was made to the parish or school checking account on Friday September 7th. The description of this deposit on your bank statement will say 'CCSV 2006 DISTRIBUTION'. If you have any questions on the amount deposited, please contact Rosemary O'Brien in the Office of Stewardship and Development at 317-236-1568 or at [robrien@archindy.org](mailto:robrien@archindy.org).

## New Contact Info for Gallagher Bassett Insurance Services

Gallagher Bassett has a new office located at 8335 Allison Point Trail, Ste 150 Indianapolis, IN 46250. To report claims call (317) 572-1321 #208 or call Jerry Pachciarz at (317) 490-6542 or fax at (866) 283-0325.