

# THE OAS MESSENGER



Winter 2018-19 Page 1

## OVERVIEW

### Newsletter Highlights

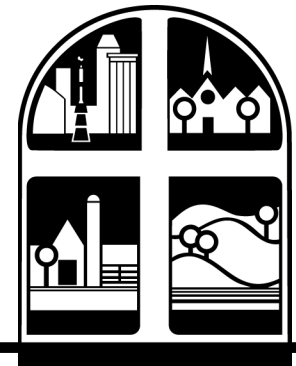
We in the Office of Accounting Services hope everyone's 2019 is off to a great start! A few highlights to note in the Winter 2018-19 OAS Messenger Newsletter.

- The Archdiocese mileage reimbursement rate has been increased to \$0.44/mile, effective 1/1/2019.
- There are a number of upcoming grant opportunities available to parishes, schools, and agencies, as well as their employees, parishioners, and students. See [page 5](#) and [page 6](#) for more information.
- Audited financial statements for the Archdiocese (fiscal year ended June 30, 2018) are available on our website at: [www.archindy.org/finance/archdiocese](http://www.archindy.org/finance/archdiocese).
- Stewardship and Development has created resources to ease the stress associated with the task of year-end gift acknowledgements, including sample acknowledgement letters that can be tailored to the parish, school, or agency. See [page 3](#) for more information.

### Upcoming Dates to Remember

Date	Subject	For more information, see...
January 10, 2019	W2s are available to employees online through self-service portal	<a href="#">Page 4</a>
January 31, 2019	Deadline for issuing Form 1099	<a href="#">Page 3</a>
January 31, 2019	Deadline for providing gift acknowledgement letters to donors.	<a href="#">Page 3</a>
January 31, 2019	Distribute or postmark and mail W2s by Thursday January 31, 2019, as well as mail to IRS or e-file with IRS.	<a href="#">Page 4</a>
January 31, 2019	Application deadline for Brooke Nicole Lahr Memorial Donor Advised Fund for International Mission Work.	<a href="#">Page 6</a>
February 15, 2019	CFO Accountability Report will be available on our website at <a href="http://www.archindy.org/finance/archdiocese">www.archindy.org/finance/archdiocese</a> .	
February 21, 2019	Budget Guidelines for fiscal year 2019-20 anticipated to be published.	<a href="#">Page 2</a>
February 28, 2019	Application deadline for Indianapolis Education Grant Opportunity.	<a href="#">Page 5</a>
March 1, 2019	Application deadline for TCE Grants Opportunity.	<a href="#">Page 6</a>
April 30, 2019	Application deadline for Combined Grant Opportunities.	<a href="#">Page 6</a>
May 9, 2019	Application deadline for Queen and Divine Mercy Grant Center Opportunity.	<a href="#">Page 6</a>
May 31, 2019	Deadline for providing updates for upcoming year's property insurance and vehicle insurance billing.	<a href="#">Page 2</a>

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## ACCOUNTING

### Budget Guidelines

Budget Guidelines for fiscal year 2019-20 are expected to be available February 21st and are due back to OAS by June 15th. The Budget Guidelines can be found on the archindy.org website at <http://www.archindy.org/finance/parish/guidelines.html>.

A reminder too to send any vehicle or property updates to Mike Witka ([mwitka@archindy.org](mailto:mwitka@archindy.org)) by May 31st so that these can be reflected in the upcoming fiscal year's insurance billing.

### Billing Calendar

To help parishes and schools manage the timing of cash flows, we prepared a billing calendar in the 2018-19 Budget Guidelines to provide a high-level overview of when major items are scheduled to be billed by our office.

Description	Billing Frequency	January	February	March	April
Cathedraticum	Monthly	X	X	X	X
Clergy Healthcare	Monthly	X	X	X	X
Lay Retirement	Monthly	X	X	X	X
Indianapolis Education	Monthly	X	X	X	X
Latino Outreach	Monthly	X	X	X	X
Property Ins.	Monthly	X	X	X	X
Vehicle Ins.	Monthly	X	X	X	X
Workers Comp.	Monthly	X	X	X	X
Lay Health Ins.	Monthly	X	X	X	X
Criterion Subscriptions	Monthly	X	X	X	X
Catholic School Administrators' Professional Development/Business Meetings	Annually			X	

## ADLF

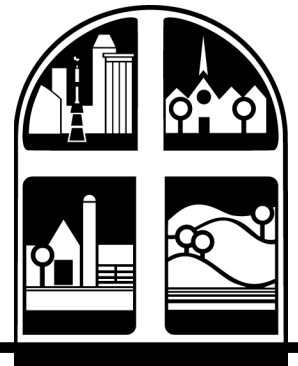
### ADLF Rates for January–March 2019

**Loans 3.75%    Deposits 0.75%**

The ADLF Committee will meet on the following dates:

- February 20, 2019
- May 15, 2019
- August 21, 2019
- October 23, 2019

If your parish would like to be placed on the agenda for an upcoming meeting, please contact Chris Bramble at (317)592-4099 or [cbramble@archindy.org](mailto:cbramble@archindy.org). All information for a loan request should be provided to the Office of Accounting Services two weeks in advance of the meeting date.



## TAX UPDATES

### **Issuing Form 1099**

Churches and religious organizations must provide Form 1099-MISC to report payments of \$600 or more to persons not treated as employees for services performed. This form is required if your church pays an unincorporated individual or an entity \$600 or more in a calendar year for one of the following payments: gross rents, commissions, fees, or other compensations paid to non-employees like prizes and awards, or other fixed and determinable income. The Form 1099-MISC must be provided to the payee by January 31 and *filed with the IRS by mail or e-filed with the IRS by January 31st as well (not February 28th)*. For more information on filing requirements for the 1099-MISC, please visit the IRS website at [www.irs.gov](http://www.irs.gov).

### **Receiving Form 1099**

Many locations will have received variations of Form 1099 in January and early February. Since parishes are exempt from filing Form 990, the Form 1099 is not used for anything and is informational only. As a matter of recordkeeping, it is prudent to hold on to variations of Form 1099 for a period of at least 12 months.

### **Mileage Reimbursement Rate**

The IRS released standard mileage rates for use in 2019 on December 14th (Notice IR-2018-251). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile. The rate for business use of an automobile was increased to 58 cents per mile. The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. **The Archdiocese reimbursement rate is updated to 44 cents per mile effective January 1st.**

### **Stewardship and Development Acknowledgement Resources to Satisfy IRS Requirements**

Stewardship and Development has created resources to ease the stress associated with the task of year-end gift acknowledgements.

- View a useful PowerPoint presentation at <http://www.archindy.org/stewardship/podcast.html> to learn ways to boost end-of-year giving. The PowerPoint also details IRS documentation requirements for the contemporaneous written acknowledgement.
- Sample letters that can be tailored to the specific parish, school, agency or ministry are available in the OSD Box.com account under <https://app.box.com/s/tuhuja2rzz9sav8athyrupj69citixcf>. Select the Gift Acceptance Resources folder to find the Gift Acknowledgement Letters.
- The Guidelines for Acknowledgement - Quick Reference Chart, also available in the OSD Box.com account, outlines required elements to include in tax acknowledgement letters for various types of gifts together with the donor's responsibility for tax implications for the gift.

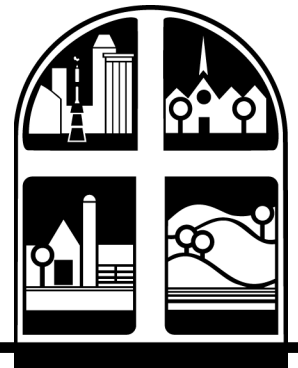
### **IRS Requirement for Acknowledging Cash Donations**

Each single cash gift of \$250 or more must be acknowledged to the donor. If the donor made more than one contribution of \$250 or more, the acknowledgement must contain each separate gift or provide one acknowledgement that lists each contribution and the date of each contribution along with the total contributions.

### **Tax Acknowledgement for Non-Cash Gifts**

Gifts of stocks and mutual funds as well as IRA Qualified Charitable Distributions, also known as IRA Charitable Gift Rollovers are accepted and documented by Stewardship and Development. When processed by the Office of Stewardship and Development, our office ensures that tax acknowledgement letters are mailed to donors. Once funds are released to the beneficiary, an email containing the donor name and address is provided for ongoing cultivation. However, a tax letter should not be issued as we have completed this task.

Occasionally IRA gifts are made payable and sent to the beneficiary. In such cases, the beneficiary must send the donor a tax acknowledgement letter.



## PAYROLL

### Payroll Personnel—be aware of Cyber Crime

Often at this time of year, payroll personnel become the target of phishing scams, specifically as they relate to W2s. All W2s are available to employees online through employees' Paylocity self-service portal. **Payroll staff should never electronically distribute W2s to anyone at any time.**

### Annual Form W2

- Paylocity expects all printed W2s to be mailed to locations by Friday January 25th. The package will include printed copies of 1095Cs which should be destroyed upon receipt. Do not hand out 1095Cs to employees. A corrected batch of 1095Cs will be mailed to locations at a later date.
- Distribute or postmark and mail W2s by Thursday January 31, 2019.
- Do not distribute or mail W2s to religious Sisters or Brothers—if a religious employee is a covered participant in our health plan; a W2 may have printed. Religious employees do not file taxes. All compensation is paid to their legal religious order.
- Employees had the option of choosing "Paperless" through their Paylocity employee self-service portal. If employees chose paperless; a W2 was not printed. A listing of employees who chose paperless can be found on your Paylocity Year End Dashboard: Tools > Year End Dashboard > Printing & Delivery > Click on Download PDF file for a complete listing of employees who chose paperless.
- **Inform all employees that W2 tax forms are available online as of January 10th .** Employees may obtain instructions on how to access their tax forms by visiting the Employee Payroll page: <http://www.archindy.org/finance/employeepayroll.html>, instructions on how to access tax forms are found at the following link: <http://www.archindy.org/finance/files/parish/payroll/W2%20online%20access%20.pdf>.
- If you find an employee requires a corrected W2, Central Payroll will assist you with requesting a W2C from Paylocity. If the W2C requires a correction to previous tax quarter filings, the charge will be \$200 for each amended quarter tax return and \$5 for each W2C.

## PROPERTY MANAGEMENT SERVICES

The Office of Management Services is attempting to locate a missing trailer. Each year we receive a re-registration sticker, but we do not know where to send it, or who is paying for its renewal. Our office would appreciate any help and information a parish office or individual may have. If this is your trailer, please contact Katie Wesolowski at [kwesolowski@archindy.org](mailto:kwesolowski@archindy.org).

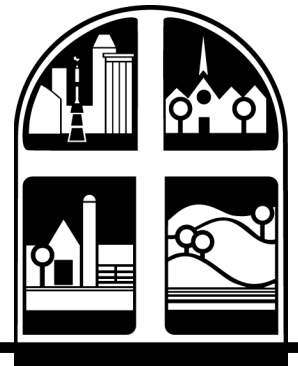
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Model: 77X

Plate: TR460ZBL

Vin: 4P7U71014GF056779

Year: 2016



## GRANT OPPORTUNITIES

### Indianapolis Education Assessment Grant Opportunity

#### Background and History

In fiscal year 2017-2018, the Archdiocese of Indianapolis launched a new Indianapolis Deaneries Catholic Education Assessment. This new assessment replaced two previous assessments and resulted from a process that included much thought and discernment including gathering valuable input from all pastors of the affected parishes, all presidents of the impacted high schools and representatives of the NDAA (Notre Dame ACE Academies). *As a result of the implemented changes, a new, separate funding bucket has been established that will contain discretionary dollars to be awarded as need-based grants on an annual basis to support education-related ministries in our parishes and schools and/or address special needs that arise in a given fiscal year.* The current fiscal year marks the second year of this grant opportunity.

#### Purpose of the Funding

Generally, the funding is available for three purposes:

- 1) Relieve short-term financial burdens in our parishes and schools – in the 3 year implementation phase of the new assessment, this financial burden could be due to the change in assessment itself.
- 2) Provide supplemental funding for new Catholic education-related initiatives in our parishes and schools
- 3) Grow and strengthen Catholic education ministries in our parishes

#### Eligibility and Timing

All parishes and schools in the four Indianapolis Deaneries are eligible to apply for this funding. Official applications for the funding dollars will be due in the Archdiocesan offices on February 28th each year. Funding decisions will be made by the Funding Committee and approved by the Archbishop or his designee by March 31st each year.

#### Amount of Funding Available

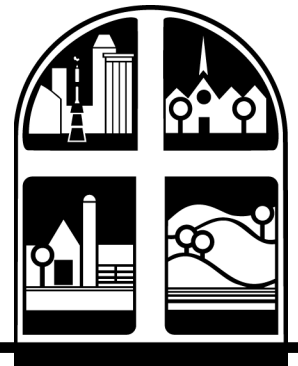
**The year 2 funding amount for fiscal year 2018-19 will be \$200,000.**

#### Funding Committee

The funding committee will consist of members of the Archdiocesan Schools Commission, parish representatives and staff from the Office of Catholic Schools and Office of Finance.

#### How to Apply

The application for the Indianapolis Education Assessment Grant can be found at <http://www.archindy.org/finance/grant.html>. Upon completion of the application, please send the application and requested financial information to Stacy Harris at [sharris@archindy.org](mailto:sharris@archindy.org).



## GRANT OPPORTUNITIES

### **Combined Grant Opportunities**

Combined grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis are made available in part by generous donors who invest through the Catholic Community Foundation. More details are available at <http://www.archindy.org/finance/grant.html>. Please note that the next combined grant application deadline is April 30th.

### **TCE Endowment Group Project Grants and Individual Education Assistance Grants**

The purpose of the TCE Fund is to provide financial resources to support the professional training, education, and staff development of Catholic educators, catechetical leaders, and pastoral ministers employed by the Archdiocese of Indianapolis in order to enhance education and faith formation in the Church of central and southern Indiana.

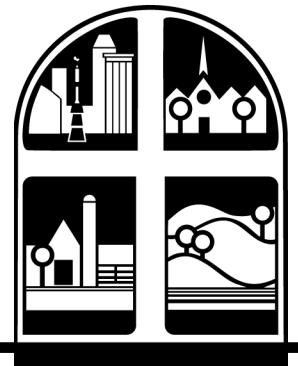
Funds are awarded in the form of group project grants or individual education assistance grants on a bi-annual basis with application deadlines of October 1<sup>st</sup> and March 1<sup>st</sup>. For inquiries regarding eligibility contact Maureen Okeron at [mokerson@archindy.org](mailto:mokerson@archindy.org). For more information on these grants and the application process go to: <http://oce.archindy.org/office-of-catholic-schools/public-resources/public-downloads/forms/tce-fundgrant-and-education-assistance-forms.aspx>.

### **Fund for International Mission Work**

The Brooke Nicole Lahr Memorial Donor Advised Fund for International Mission Work deadline is January 31<sup>st</sup>. Distributions are used to provide scholarships for high school students and college age young adults of the Archdiocese of Indianapolis to find their own calling in mission work. It is designed to help finance a first international mission experience. Learn more and apply at <https://form.jotform.com/82625065999169>.

### **Queen and Divine Mercy Center Endowment Fund**

The Queen and Divine Mercy Center Endowment Fund was established by Rev. Elmer J. Burwinkel to promote devotion to the Queenship of Mary and to the Divine Mercy of Jesus. The fund is maintained through the Catholic Community Foundation of the Archdiocese of Indianapolis and grants have been awarded annually since 2012. Parishes, schools, and agencies of the Archdiocese of Indianapolis are eligible to apply for this grant by visiting <https://form.jotform.com/83534356519160>. The deadline is May 9th.



## RISK MANAGEMENT

When faced with a property insurance loss, we realize you take the first step to remedy the issue. We understand these situations can quickly grow in cost and severity and the best intentions aren't always the best course of action. For these reasons, we are modifying our current process. The Archdiocese of Indianapolis has entered into an agreement to have Moore Restoration handle emergency responses for any Archdiocesan property damage. As you are aware, there is currently a \$5,000 maintenance deductible on each and every incurred occurrence. If you contact Moore Restoration after sustaining a loss, the Archdiocese will waive your deductible. This agreement will run for one year and will be reevaluated in October 2019. Please share this message with pertinent individuals at your location who may be involved in claims decisions.

Moore Restoration has assigned two full time representatives, Clay Oskins and Patrick Smith, to be involved in all claims. We have been very impressed with their leadership, detailed approach for cleanup and rebuilding, ability to resource any issue with a large inventory of equipment and the respect of the Church Sacramental needs. Our main goal in partnering with Moore Restoration was to shorten the down time for our damaged facilities with high quality cleanup and repairs. If you choose to go a different direction other than using Moore Restoration, you would be responsible for the \$5,000 maintenance deductible.

### How to Initiate a Property Insurance Claim:

**Step #1** Call (866-484-3322) Moore Restorations 24-hour emergency response number immediately. This call will always be answered by a live Moore Restoration employee.

**Step #2** Please identify yourself by saying "We Are an Archdiocesan Property" to ensure a rapid response. This will help in all the proper people being notified.

**Step #3** Call Mike Witka Director of Risk Management Archdiocese of Indianapolis (317) 236-1558

And/or

Matt McDonald of Gallagher-Basset at 574-344-2923 or Gallagher-Basset 24-Hour Number to report the loss at 844-430-0811

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## SECRETARIAT FOR FINANCE & ADMINISTRATIVE SERVICES

Brian Burkert – Chief Financial Officer / Executive Director of Finance and Administrative Services

[bburkert@archindy.org](mailto:bburkert@archindy.org)

Stacy Harris – Senior Director of Finance / Director of Compliance

[sharris@archindy.org](mailto:sharris@archindy.org)

Brian Schmidt – Director of Finance / Controller

[bschmidt@archindy.org](mailto:bschmidt@archindy.org)

Mike Witka - Director of Parish Financial Services & Risk Management

[mwitka@archindy.org](mailto:mwitka@archindy.org)

Eric Atkins – Director of Management Services

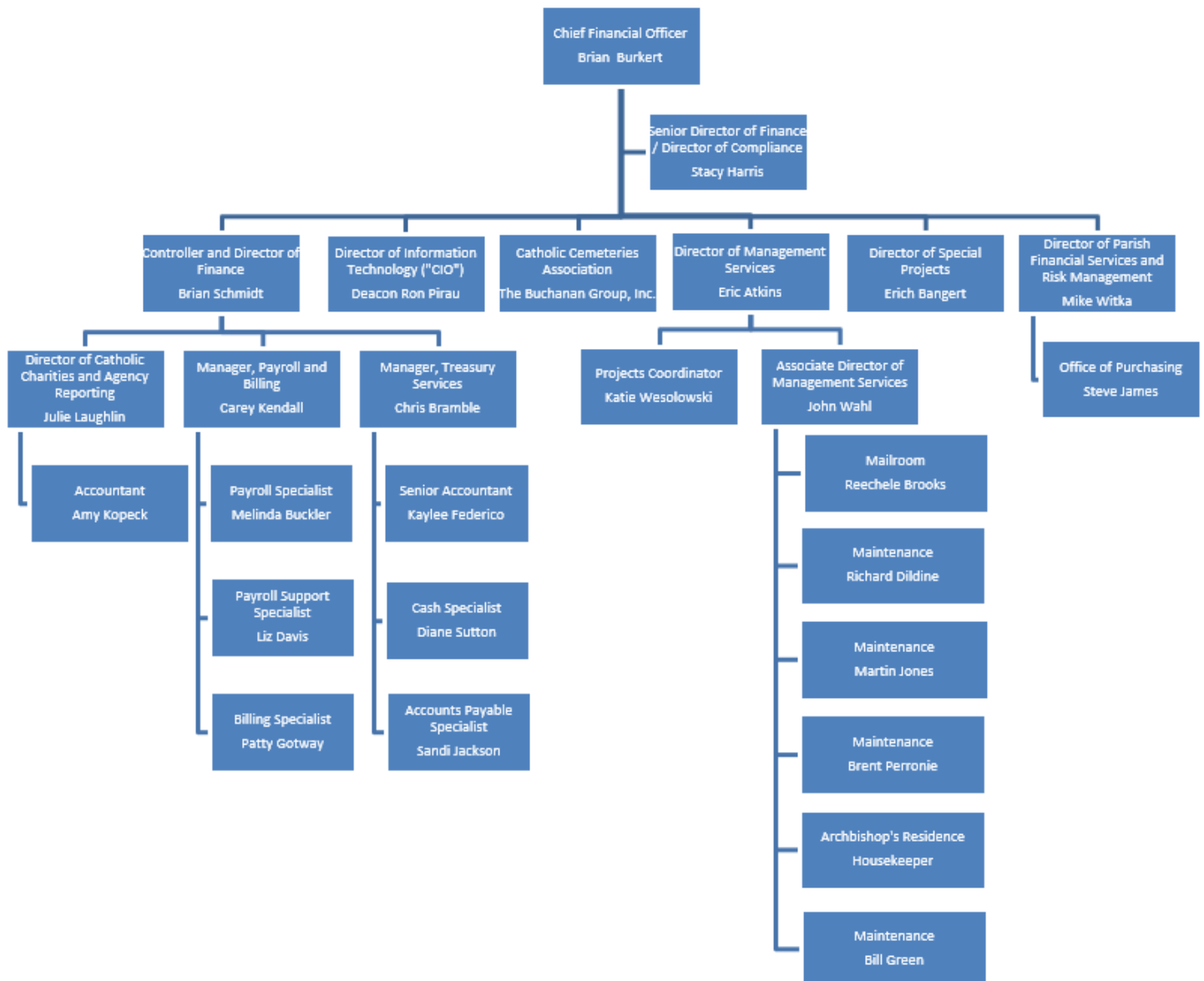
[eatkins@archindy.org](mailto:eatkins@archindy.org)

Deacon Ron Pirau—Director of Information Technology

[rpirau@archindy.org](mailto:rpirau@archindy.org)

Erich Bangert – Director of Special Projects






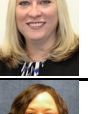
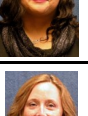
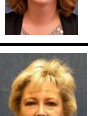



[ebangert@archindy.org](mailto:ebangert@archindy.org)







## OFFICE OF ACCOUNTING SERVICES

Name	Photo	Title	What We Do	Contact Information
Brian Schmidt		Controller and Director of Finance	Brian is responsible for oversight and management of the Office of Accounting Services and ensuring that our office provides high quality service to our clients (parishes, schools, agencies, and departments within the Catholic Center).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Manager, Payroll and Billing	Carey is responsible for managing payroll and parish and agency billing, as well as the parish annual financial reporting process.	Phone: 317-236-1519 E-mail: ckendall@archindy.org
Julie Laughlin		Director of Catholic Charities & Agency Reporting	Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO, and St. Mary's Child Center.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Manager, Treasury Services	Chris is responsible for managing our treasury services, including the Archdiocesan Deposit and Loan Fund (ADLF), cash and investment accounting, and accounting support for Fatima Retreat House and several Catholic Charities agencies. Chris also coordinates and manages the parish internal control assessments (PICA).	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Kaylee Federico		Senior Accountant	Kaylee is responsible for accounting for Catholic Cemeteries, the Archdiocesan Deposit and Loan Fund, various Archdiocesan campaigns and appeals (UCA, LFOM), and monthly financial reporting and reconciliations.	Phone: 317-592-4021 E-mail: kfederico@archindy.org
Amy Kopeck		Accountant	Amy is responsible for accounting for the activities of Archdiocesan agencies, with a primary focus on Catholic Charities.	Phone: 317-592-4018 E-mail: akopeck@archindy.org
Diane Sutton		Cash Specialist	Diane is responsible for daily cash management, including ACH processing and recording all deposits received by OAS.	Phone: 317-261-3376 E-mail: dsutton@archindy.org
Melinda Buckler		Payroll Specialist	Melinda processes payroll and is involved in the monthly parish and agency billing.	Phone: 317-236-1439 E-mail: mbuckler@archindy.org
Liz Davis		Payroll Support Specialist	Liz is responsible for processing payroll for parishes and schools as well as reviewing and processing employee expense reimbursements.	Phone: 317-592-4065 E-mail: ldavis@archindy.org
Sandi Jackson		Accounts Payable Specialist	Sandi is responsible for accounts payable.	Phone: 317-236-1561 E-mail: sjackson@archindy.org
Patty Gotway		Billing Specialist	Patty is responsible for preparing the parish and agency billing.	Phone: 317-236-1572 E-mail: pgotway@archindy.org

**Not sure who to contact?**

Office of Accounting Services General Phone Number: 317-236-1410

Accounting Services Mailbox: [accountingservices@archindy.org](mailto:accountingservices@archindy.org)

Central Payroll Mailbox: [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)

We will reply to your message as soon as possible with a desired response time of less than 48 hours.