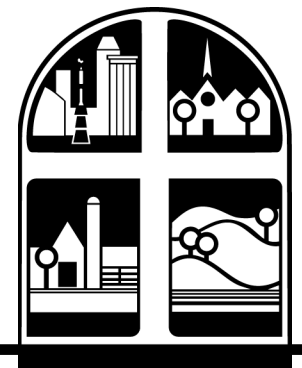


# THE OAS MESSENGER



August 2016 Page 1

## OVERVIEW

### What's New This Month?

This month, we have taken a slightly different approach to the OAS Messenger Newsletter. We are striving to deliver relevant information to you in a timely manner, and each month we will issue a newsletter with updates as well as still-pertinent information from previous newsletters. In addition to news from Finance and Administrative Services, we will also provide updates on topics you might be interested in from the Office of Catholic Schools and Office of Stewardship and Development.

This newsletter is for your benefit, so we would appreciate feedback on the following topics:

- \* What do you like that we have been including in the newsletter?
- \* What information in the newsletter could you do without?
- \* What information would be helpful that we haven't been including in the newsletter?
- \* Is there a preferred method for receiving the newsletter? Mail, e-mail, posted on the Finance page of the archindy.org website, etc.

Please provide feedback to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

Here are some key items to pay special attention to in this month's newsletter:

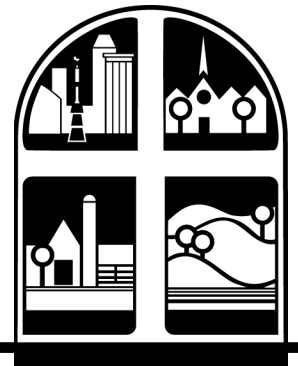
- See page 2 for an overview of the Paylocity Electronic Timekeeping System (WebTime) implementation process as well as tips for how to prepare for implementation.
- See page 3 for guidelines for the Annual Incorporation Meeting and Annual Financial Report
- See page 5 for information on the application process for combined grants
- See page 6 for an update on the Indiana Tax Credit Scholarship Program
- See page 7 for the updated organization chart for the Secretariat for Finance and Administrative Services.
- See page 8 for a picture directory for the Office of Accounting Services which includes contact information for each member of our team.

### Upcoming Dates to Remember

Date	Subject	For more information, see...
Tuesday, August 9th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for August 19th pay date	
Tuesday, August 16th	Payroll approval due date for August 19th pay date	<a href="http://www.archindy.org/finance/payroll.html">http://www.archindy.org/finance/payroll.html</a>
Tuesday, August 23rd	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for September 2nd pay date	
Tuesday, August 30th	Payroll approval due date for September 2nd pay date	
September 15th	Parish Annual Financial Report (PAFR) Survey due on keysurvey.com	<a href="#">Page 3</a>
September 15th	Signature page for PAFR due to Office of Accounting Services	<a href="#">Page 3</a>
October 31st	Grant applications due to the Archdiocese	<a href="#">Page 5</a>
November 15th	Form NP-20 filing due to State of Indiana for each parish and high school	<a href="#">Page 3</a>

Please share these newsletters with your fellow co-workers who normally would not receive Accounting Service News. There is always valuable information that can be shared throughout your parish, school or agency.

# THE OAS MESSENGER



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## CENTRAL PAYROLL

### 2016 Payroll Processing Deadlines

Please refer to the Payroll Processing calendar for bi-weekly deadline dates. All changes such as new hires, rehires, leave of absence, terminations and stipends are due by Tuesdays in each non-payroll week. Likewise, payroll **must be approved by Tuesday** in each week employees are paid. If you need assistance with meeting the payroll deadlines, please reach out to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Payroll Processing

After entering all of the necessary payroll data into the pay grid:

1. Ensure **ALL** forms of compensation has hours associated with pay.
2. Run the Payroll Audit | fix any errors related to pay. Central Payroll will resolve any health savings account errors.
3. Approve the payroll batch.
4. Email Central Payroll with a confirmation of your approval; include your five digit Paylocity location ID in the subject line.

### Taxes

Please forward any State or IRS taxes notices to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org). We will work with Paylocity to resolve any tax issues.

## ELECTRONIC TIMEKEEPING (WEBTIME)

Over the next few weeks Carey Kendall will begin the electronic timekeeping implementations for the remaining locations in the Indianapolis North, South, East and West deaneries. However, if you are not in those deaneries and you are ready to start your electronic timekeeping implementation, you may do so at any time by contacting Carey Kendall to begin the process: [ckendall@archindy.org](mailto:ckendall@archindy.org). Please note that implementation for electronic timekeeping can take up to a minimum of one month or longer so you will need to plan your implementation well in advance. Likewise, you are able to set a target pay periods for going live with electronic timekeeping that extend into the fall of 2016.

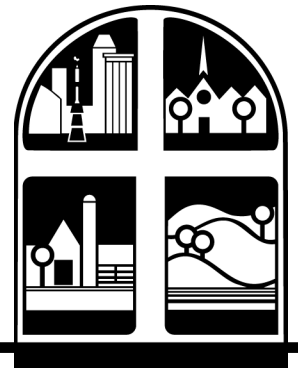
### Overview of implementation process:

1. The location will be assigned a Paylocity Web Time Implementation Specialist who will send a **welcome email** that includes an implementation document to start the process and schedule an initial **welcome call**.
2. During the short welcome call, the implementation specialist will gather additional information, **review a short questionnaire**, and **set training dates** for administration and payroll processors.
3. Locations orient hourly employees with the means by which they are clocking in and out.
4. Locations set up Supervisors with Paylocity's "Admin 1" training so they may familiarize themselves with the system. Or you may utilize the pre-recorded video available on the Archdiocesan payroll webpage: <http://www.archindy.org/finance/payroll.html>.
5. Administration and payroll processors complete Paylocity's "Admin 1" and "Admin 2" training. Paylocity prepares your database and sets up the system for your location.
6. Paylocity guides the payroll processor through two successful payrolls using the time import file.
7. After one through six are completed; the location will transition to support.

### To prepare for implementation:

- Ensure your reporting structure is in place by assigning each employee a Supervisor.
- Ensure all employees are registered for employee self-service and can access their employee dashboards.
- Identify, shared employees, employees who transfer between departments, employees who work at different pay rates, and employees who are perform and compensated for additional duties such as tutoring and substitutes.
- Prepare salary employee schedules for uploading to Web Time.
- Consider which equipment options (PC, Mobile, or Tablet) you'd like to have available for hourly employees so plans and setups can be made accordingly.
- Prepare to provide the locations time off policy for paid time off such as vacation, sick, personal, or funeral leave. Send the policy to: [ckendall@archindy.org](mailto:ckendall@archindy.org). It takes the Web Pay team at least two weeks to program these policies.
- Prepare to have time off balances available for loading to the system.
- Prepare to provide a paid holiday list for programming to your Web Time Implementation Specialist.

# THE OAS MESSENGER



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## ANNUAL DOCUMENTATION REQUIRED FOR PARISHES AND HIGH SCHOOLS

### **Annual Incorporation Meeting (to be held between July 1st and September 15th):**

- All incorporated parishes and high schools must complete the June 30 Parish Annual Financial Report (PAFR) online using [www.keysurvey.com](http://www.keysurvey.com) by September 15th. The Parish Annual Financial Report survey links were emailed to the previous years' contacts on July 11th. If you did not receive the email, please check your junk or spam folder. If the email is not there or the contact to file this year's annual report has changed, please notify [accountingservices@archindy.org](mailto:accountingservices@archindy.org) and we will re-send the link to the survey and/or update your contact information in KeySurvey.com.
- Approve June 30 Parish Annual Financial Report and send Signature Page to the Archdiocese at [accountingservices@archindy.org](mailto:accountingservices@archindy.org) by September 15th.
- Conduct Annual Meeting between July 1st and September 15th. You will document the Annual Meeting Minutes and retain these at the parish or high school. Refer to this link for information on the topics that should be covered in the Annual Meeting. [Annual Meeting Minutes Example](#)
- Complete Conflict of Interest Disclosure Statements for each officer and director by September 15th and retain the signed disclosure statements at the parish or high school. The following link will take you to an example Conflict of Interest Disclosure Statement. [Conflict of Interest Disclosure Statement Example](#)
- Approve & Sign Parish Administrative Services Agreement and send to the Archdiocese at [accountingservices@archindy.org](mailto:accountingservices@archindy.org) (Note this agreement automatically renews, if you have a copy on file, you do not need to sign a new one or send to the Archdiocese.) If you cannot locate your executed agreement, please execute a new agreement and submit to the Archdiocese.
- If you are new parish as a result of mergers, you will need to execute these documents for the new parish and send copies to the Archdiocese.

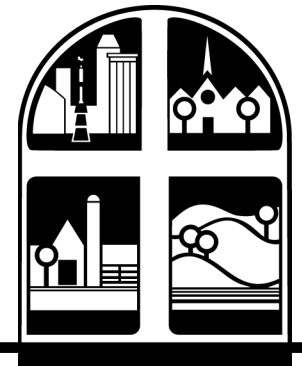
Please confirm that you have completed the above action items and returned the necessary documents to the Archdiocese. If you have any questions, please contact OAS at [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### **Prepare to File Year-end Form NP-20**

State Form NP-20 is due annually by November 15th. It is the responsibility of the parish / high school to file this report. If you do not receive a form in the mail by the State, please contact the Indiana Department of Revenue's Non-profit Sector at 317-232-2188. The NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

### **Annual Report to Secretary of State: Business Entity Report**

You may receive a notice from the Secretary of State's office asking that the parish file a Business Entity Report. Please do not file this report. The Office of Accounting Services will file this report on each parish's behalf. If you receive a 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 the Business Entity Report,



## COMPLIANCE AND PARISH INTERNAL CONTROLS

### Whistleblower Hotline

As good stewards, we must report the misappropriation of assets or any other unethical behavior. To do so conveniently and **confidentially**, you may contact Ethics Point, an independent third-party, by phone at 1-888-393-6810 or by visiting their website:

<http://archdioceseofindianapolis.ethicspoint.com>. The confidential hotline and website are accessible 24 hours a day 7 days a week. The Chief Financial Officer and Director of Human Resources will be informed of every report and an investigation is performed with each report.

### Charity Gaming

The Indiana Gaming Commission relays five important things to remember when conducting a festival:

1. The organization must list on their application only those members who will be conducting or assisting in conducting the gaming activities. This would be those selling bingo packs, calling bingo numbers, selling tickets (raffle or door prize), selling pull tabs, punchboard or tip boards, conducting your card games, wheel games or dice games. Those individuals selling food, parking cars or working the kids games are not required to be on the license. Utilizing anyone that is not listed as an operator or worker on the application is a violation.
2. The age limit of charity gaming is eighteen (18). Children under that age and are members of the church may sell raffle tickets. They cannot purchase tickets, pull winning tickets/chances or play/call bingo unless there are games conducted specifically for children with no cost to participate.
3. Kids (under eighteen) cannot win. So, the parents or grandparents cannot purchase a raffle/chance and put "Little Johnny's" name on it. The organization would be in violation to award a prize to "Little Johnny".
4. No tipping – operators and workers cannot accept tips.
5. If the parish provides tickets to all their members to sell, they must list all of these individuals on their gaming license application with the required information.

### Indiana Gaming Contact Information

Indiana Gaming Commission | Charity Gaming Division | 101 W. Washington Street Suite 1600 East Tower Indianapolis IN 46204

Phone: 317-232-4646 | Fax: 317-232-0117 | Website: [www.in.gov/igc](http://www.in.gov/igc)

IC 4-32.2 – Indiana Code sections that govern charity gaming.

68 IAC 21 – Indiana Administrative Code sections that govern charity gaming.

### Parish Planning

If you are looking for training on parish planning for your leadership groups, please email Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org).

## RISK MANAGEMENT

### Insurance Changes & Surveys

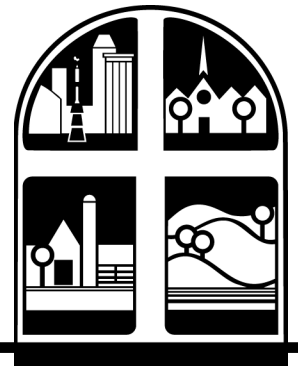
We have a new boiler insurance company with a new inspector contact. The general hotline information for Boiler and Pressure Vessel inspections is (877)-526-0020 or [LMEBInspections@LibertyMutual.com](mailto:LMEBInspections@LibertyMutual.com). The two engineers that have been assigned to perform all pending / overdue / and future jurisdictional object inspections are Chris Davis and Jim Richert:

Chris Davis—[ChristopherTDavis@Libertymutual.com](mailto:ChristopherTDavis@Libertymutual.com) Work: 317-814-6913

Jim Richert—[James0471Richert@Libertymutual.com](mailto:James0471Richert@Libertymutual.com)

Friendly reminder to complete your risk management surveys as quickly as you can. Please review the insurance page on the website for items such as: certificate requests, reporting claims, student accident claims reporting, and special events coverage.

Questions – email Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org)



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## GRANT AWARDS UPDATE

### Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis – Applications Due October 31, 2016

Through the generosity of the parishioners of our Archdiocese, we have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the Archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the Archdiocese.

Combined grant applications are due to the Archdiocese for the 2 grant allocation periods on April 30<sup>th</sup> and October 31<sup>st</sup> each year.

For more information, please see the Finance and Administrative Services page at <http://www.archindy.org/finance/grant.html> or contact Stacy Harris in the Office of Finance and Administrative Services at [sharris@archindy.org](mailto:sharris@archindy.org) or (317) 236-1535.

## ADLF

### ADLF Rates for Jul-Sept 2016

Loans 3.75%      Deposits 0.75%

Upcoming quarterly ADLF Committee meetings will be held on the following dates:

Thursday August 25th and Thursday October 27th.

If your parish would like to be placed on the agenda for an upcoming meeting, please contact:

Carey Kendall at (317)236-1519 or [ckendall@archindy.org](mailto:ckendall@archindy.org).

## PURCHASING

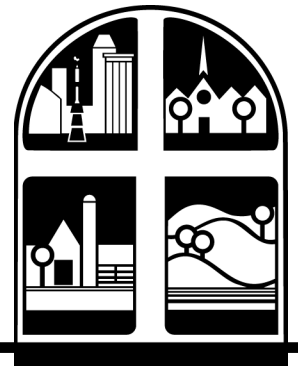
### Discounts and Deals

If you are not aware, Grainger has a discount program in place for your use. Our overall discount runs 7%, however, Grainger has just extended new discounts of 30-50% in multiple categories. Additional information about the program can be found at <http://www.archindy.org/purchasing/specials.html>.

A new program from Tru-Green is now available for use at all Archdiocesan locations. A price list of available services along with contact information is provided at <http://www.archindy.org/purchasing/links.html>. With festival season occurring, Tru-Green's flea and tick spray for grassy areas might be quite advantageous!

Our national buying group, Catholic Purchasing Services, opened a program with Canon copiers. Our representative is Chris Mitchell, and if you have any questions about Canon he can be reached at (317) 810-4806. Their product line is currently available in our catalog.

Toomey clerical shirts are available at a discounted price. Please contact Steve James via e-mail at [sjames@archindy.org](mailto:sjames@archindy.org) or via phone at (317)236-1451 or (800)382-9836 x1451 and he will provide you a quote.



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## STEWARDSHIP & DEVELOPMENT

### **New Resources Available for the Fall United Catholic Appeal (UCA)**

Visit the Parish Helpdesk of the Stewardship and Development website to access the newly released Parish Guide and to view all of the new Ministry Minute Videos. While in the Helpdesk section, download the updated UCA timelines. The Indianapolis Advance Commitment event date has changed since first publishing the UCA timelines. The new date for the Indianapolis event is Tuesday, October 18, 2016.

Please mark your parish calendar for the fall 2016 Appeal – *November 12 – 13, 2016*. Resources including the UCA timeline are now available in the Parish Helpdesk online at [www.archindy.org/UCA](http://www.archindy.org/UCA).

### **Overages/Rebates**

The *2016 Parish Overage Allocation Form* was due July 28<sup>th</sup>. The impact of serving ministry through the United Catholic Appeal is expanded by assigning 25% of the UCA overage to Saint Francis Xavier Home Mission Fund, maintained by the Catholic Community Foundation. Parishes elect how to distribute the remaining 75% of the overage by completing and returning the Parish Overage Allocation Form signed by the pastor. Forms can be returned by mail or e-mailed to Cindy Riley at [criley@archindy.org](mailto:criley@archindy.org).

### **Census Reports**

The Census Report was also due July 28<sup>th</sup>. The purpose of the census report is to ensure data is correct leading into the upcoming United Catholic Appeal as well as to maintain the integrity of the Criterion mailing list. Should you have specific questions about your parish census report, please contact Cindy Riley at [criley@archindy.org](mailto:criley@archindy.org) or (317) 236-1415.

## OFFICE OF CATHOLIC SCHOOLS

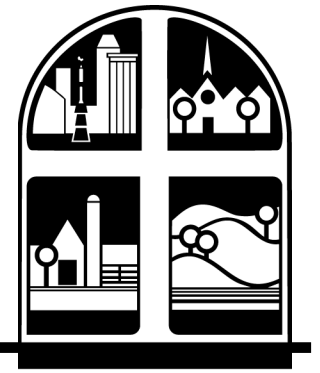
### **Office of Catholic Schools Accepting Nominations**

The Office of Catholic Schools of the Archdiocese of Indianapolis is accepting nominations for their Career Achievement Award to be presented at the 21<sup>st</sup> Annual Celebrating Catholic Schools Values event on Thursday, February 9, 2017 in the Grand Hall of Union Station in Indianapolis. Please consider nominating Catholic school graduates whose ethics, leadership, service and achievements are significant to your parish, school, work and/or civic community. You may nominate men, women, clergy and religious. Current Catholic School employees and students are not eligible. Nomination forms are due by Wednesday, August 31, and can be found on the Office of Catholic Schools website at <http://oce.archindy.org/news.aspx?ItemId=38>.

### **Indiana Tax Credit Scholarship Program Opened July 1**

The Indiana Tax Credit Scholarship Program opened July 1st with \$9.5 million in tax credits now available! The Office of Catholic Schools is gratified by the tremendous support of generous donors this past year. Act now, before these tax credits are exhausted, to make your gift and receive the 50% tax credit. It's easy to do! Donations must be directed to the Institute for Quality Education (IQE) in order to receive the tax credit. To learn more about the tax credit scholarship program and how to donate, visit <http://www.i4qed.org/sgo>. Questions should be directed to Cindy Riley, Office of Stewardship and Development, Archdiocese of Indianapolis at 317-236-1415 or [criley@archindy.org](mailto:criley@archindy.org).

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## 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**

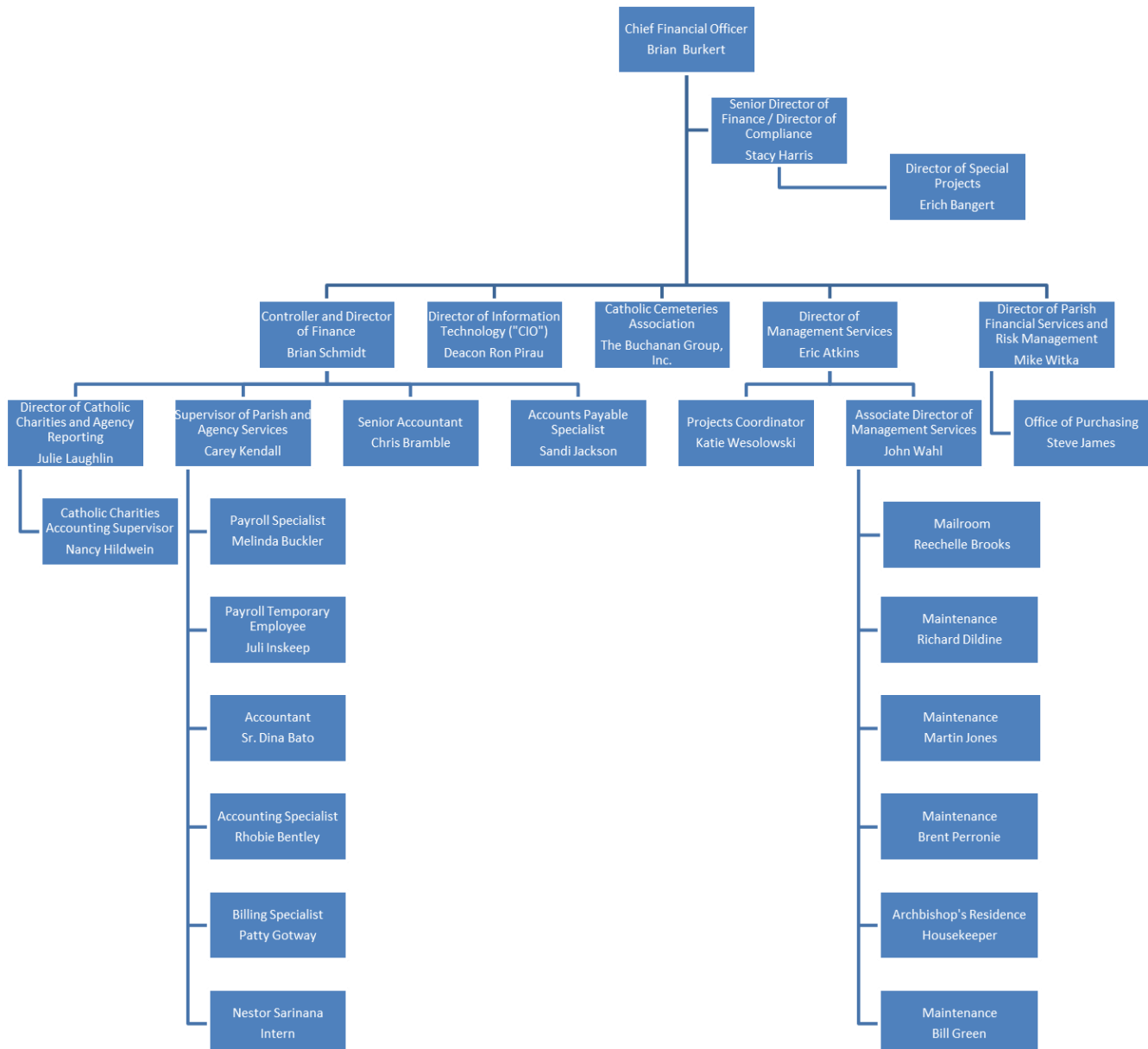
[eatkins@archindy.org](mailto:eatkins@archindy.org)

**Deacon Ron Pirau—Director of Information Technology**

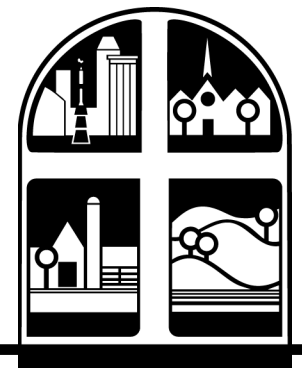
[rpirau@archindy.org](mailto:rpirau@archindy.org)

**Erich Bangert – Director of Special Projects**

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


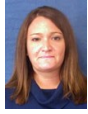



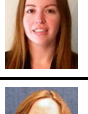




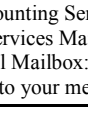


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## OFFICE OF ACCOUNTING SERVICES

Name	Photo	Title	What We Do	Contact Information
Brian Schmidt		Controller and Director of Finance	As Controller, 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, departments within the Catholic Center, and various agencies).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Supervisor of Parish and Agency Services	Carey supervises payroll, parish and agency billing, and the administration of the Archdiocesan Deposit and Loan Fund. She monitors the accounting services email box and manages the parish annual financial reporting process.	Phone: 317-236-1519 E-mail: ckendall@archindy.org
Julie Laughlin		Director of Catholic Charities and Agency Reporting	Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO and others.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Senior Accountant	Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies, as well as coordinates and manages the parish internal control assessments.	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Sister Dina Bato		ADLF, Catholic Cemeteries, United Catholic Appeal	Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Archdiocesan Deposit and Loan Fund.	Phone: 317-236-1418 E-mail: dbato@archindy.org
Rhobie Bentley		Accounting Specialist	Rhobie (Row-bee) is responsible for daily cash management including processing all deposits received by OAS.	Phone: 317-261-3376 E-mail: rbentley@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
Nancy Hildwein		Catholic Charities Accounting Supervisor	Nancy is responsible for accounting and reporting for several Catholic Charities agencies.	Phone: 317-236-1525 E-mail: nhildwein@archindy.org
Sandi Jackson		Accounts Payable Specialist	Sandi is responsible for accounts payable and employee expense reimbursements.	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
Nestor Sarinana		Intern	Nestor assists on a wide variety of projects within the Office of Accounting Services.	E-mail: oasintern@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.