

THE OAS MESSENGER



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OAS CONTACTS

OAS Contact Information

With recent staffing changes to the OAS, please note the following changes to contact information.

Payroll related questions should be sent to centralpayroll@archindy.org

ADLF and Archdiocesan Billing questions should be sent to accountingservices@archindy.org

CENTRAL PAYROLL

2011 W-2

By now, everyone should have already received their W-2C related to HSA, Dependent Care, GTL errors. If you believe you should have received a W-2C and did not, please contact centralpayroll@archindy.org

There was also an error with the Retirement Plan (Ret Plan) coding in Box 13 of the W-2. Employees who were not eligible for the Retirement Plan (did not work 1500 hours or more during 2011 and did not contribute to the 403(b) plan) had an 'X' in this box incorrectly indicating that they were participating or eligible to participate in the Retirement Plan. We are currently working with Paycor to correct this error. A new W-2 will be issued for employees affected by this error. The only change will be that box 13 will not have an 'X' for the Ret Plan. We will notify you when these W-2 forms go in the mail to employees.

Please contact centralpayroll@archindy.org with questions. Thank you for your continued understanding and patience.

Payroll Information

As a rule, please give ONE WEEK AFTER the pay date before submitting your next payroll. When your location payroll is submitted to Paycor, we are not able to make timely updates or changes (health, dental, etc.). This can cause employee benefit deductions to be doubled unnecessarily to catch up for the employee.

Temporary Payroll Tax Cut Act

President Obama signed into law the Temporary Payroll Tax Cut Continuation Act of 2011 on December 23, 2011. This legislation extends the current 4.2% (reduced from 6.2%) Social Security Old-Age, Survivors, and Disability Insurance (OASDI) tax rate for employees to wages paid between January 1, 2012 and February 29, 2012. It is possible that the payroll tax cut will be extended through the end of 2012, as both the House and Senate have expressed interest in continuing the tax break for workers. The current extension of the law is scheduled to expire on February 29, 2012. Employers will continue to pay Social Security tax of 6.2% up to the taxable wage limit for each worker, as well as the 1.45% Medicare tax, with no limit. The Social Security wage limit for 2012 is \$110,100.

ACCOUNTING SERVICES

2012-13 Budget Guidelines

The guidelines for 2012-2013 are now available on our website at <http://www.archindy.org/finance/parish/guidelines.html>. The budgets may be mailed, e-mailed, or faxed and due by June 15, 2012 to the Office of Accounting Services. Please also submit the signed and completed Budget Approval Form found in Appendix B. If you have any questions or require assistance with budget preparation, please contact the Office of Accounting Services at our email accountingservices@archindy.org or call 1-800-382-9836 Ext 1410 or 317-236-1410.

SECA Reimbursement

Updated 2011 SECA Reimbursement guidelines and the request form are located on our website at <http://www.archindy.org/finance/parish/forms.html> Please be sure to utilize the new forms and submit the reimbursement request on or before June 1, 2012 for the 2011 tax year.

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



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ACCOUNTING SERVICES

Paycor Contact

Now that we are more familiar with the Paycor system, our contact at Paycor is GiGi Gonzalez, GGonzalez@paycor.com or 513-345-6878. Gerri Smith can still assist when necessary, but GiGi should be contacted first with any issues.

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.

Mileage Reimbursement Rate

The IRS on Friday December 9, 2011 released standard mileage rates for use in 2012 (Notice 2012-1). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile.

For business use of an automobile remains at 55½ cents per mile.

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after July 1, 2011 (last date the reimbursement rate was modified), the Archdiocese mileage reimbursement rate continues to be **41.63** cents per business mile incurred. We recommend that parishes examine individual budgets carefully when determining a reimbursement rate.

Summary of Incorporation Information Action Items

Please verify that you have completed all Initial Incorporation Documents as well as the Annual Incorporation Meeting requirements with Charlie Feeney at cfeeney@archindy.org. Parishes may have received a notice from the State of Indiana regarding filing a Business Entity Report as a result of the incorporation. **This is an annual filing with the State of Indiana and has been completed by the Office of Accounting Services.** Any questions can be directed to Charlie or to accountingservices@archindy.org.

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.

Group Ruling

The current IRS Group Ruling exemption letter for is available on our website at <http://www.archindy.org/finance/files/parish/general/2011GroupRuling.pdf>.

2011 Financials

The 2011 Audited Financials, which include our financial position, cash flows, activities, along with additional supplementary information, are now available on our website at <http://www.archindy.org/finance/archdiocese.html>.



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CATHOLIC EDUCATION

PRIVATE SCHOOL TAX DEDUCTION

Effective Jan. 1, 2012, IC 6-3-2-22 authorizes taxpayers to claim a retroactive \$1,000 state income tax deduction per dependent who is enrolled in a private school or who is home schooled in grades K-12 and incurs costs for tuition, fees, computer software, textbooks or school supplies. To claim this credit, you will need to provide the following information about the school attended: School Name and DOE School Number under the Archdiocese of Indianapolis Corp. #9200. Three PDF documents are posted: 1) Information about the deduction; 2) Form IT-40, Schedule 2 Deductions Form; 3) List of IDOE School Numbers. Find these at: www.archindy.org/oce/, Public Downloads, Misc., Private School Parent Tax Deduction, or click on: <http://www.archindy.org/oce//index.asp?action=ioi&catid=198>.

Scholarships and Vouchers

Up-to-date information on SGO Scholarships and State School Vouchers can be found at <http://www.archindy.org/oce/index.asp?action=ioi>. Please select 'SGO Scholarships and State Vouchers Information' on the drop down list.

HUMAN RESOURCES

Benefits Meetings

Ed Isakson from Human Resources would be glad to come to your parish or school to talk about employee benefits and answer questions. To schedule a meeting on a date and time convenient for your staff, please contact Ed at eisakson@archindy.org

Employee Auto-Saving

The IRS has increased the annual limits for health savings account contributions in 2012 to \$3,100 for single coverage and \$6,250 for family coverage. There is still a \$1,000 allowable catch-up contribution for people age 55 and over. The IRS has also raised the annual contribution limit for 403(b) retirement savings plans to \$17,000. There is also a \$5,500 catch-up contribution for people who are age 50 and over.

Pension Plan Changes

Employees were notified by mail of important changes to Archdiocesan pension benefits. It is important that business managers, principals and administrators understand the changes being made to effectively communicate this with all existing and future employees.

Current pension benefit changes: We intend to continue funding pension benefits for all current employees and for employees hired before January 1, 2012. It is the current intention of the Archdiocese to continue to make contributions to the pension for these employees. Please note, new employees hired on or after January 1, 2012 will NOT be covered by the pension plan. Retirement savings 403(b) plan changes: Effective January 1, 2012, the Archdiocese will improve the matching contributions in our retirement 403(b) savings plan. The Archdiocesan match will be 50% of eligible contributions up to **8%** of pay (up from the previous 6% of pay). This improved matching contribution is available to both existing and newly hired employees (even those hired after 1/1/2012).

Contact Human Resources at hr@archindy.org with questions.



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RISK MANAGEMENT

Risk Management

We are ready to start the parish and school self-inspection process. If you would like to begin this for your location please let me know. If you have not already given me your contact and email please do so now.

Mike Witka, Director of Risk Management - mwitka@archindy.org

Regarding Boy Scouts and Insurance

We have met with the Field Director of the Crossroads of American Council, Boys Scouts of America regarding insurance issues. The council provides, through the national organization, Liability Insurance for the activities of the various scouting troops or packs. Automobile Insurance and Marine coverage is provided on an excess basis over and above the primary driver's insurance. The BSA plan also provides coverage for accident medical expenses and accidental death and dismemberment while participating in an official Scouting activity. And finally there is a policy for Camper's Accident and Sickness while attending a scouting event. If you have any questions please call Mike Witka at 317-236-1558 or email at mwitka@archindy.org.

Risk Management Forms

We have had a number of late reported claims on both storms and workers comp. Please have someone on staff inspect your buildings after every storm that comes through, especially the roof, basements, windows, computers, phones and electrical systems. For workers comp claims there is a first report form that must be filled out immediately upon hearing of an injury. Please have these forms available in every department.

Event Rental Insurance

You have received by now a packet explaining the event rental insurance coverage. If you have any question contact Mike Witka at mwitka@archindy.org

ARCH CONTACTS

Do you know who to contact when...

Property insurance or risk questions?

Mike Witka—mwitka@archindy.org or (317) 236-1558

ADLF?

accountingservices@archindy.org

Payroll?

centralpayroll@archindy.org

Billing questions?

accountingservices@archindy.org

Parish budget or other questions?

accountingservices@archindy.org

Accounting Office

(317) 236-1410 or 1-800-382-9836 ext. 1410