



May 2014 Page 1

## ACCOUNTING NEWS

- ◆ Please review the I-9 information in the Human Resource section.
- ◆ The Office of Accounting Services welcomes new staff! Melinda Buckler joins us as our new Payroll Specialist. Patty Gotway joined the team serving as the Billing Specialist and Accounting welcomes Lori Erickson who will process cash transactions for the department. The OAS staff list is updated and featured at the end of the newsletter.

## ACCOUNTING SERVICES

### 2012 Small Employer Tax Credit

Similar to last year the Archdiocese has enlisted the help of Wayne Lenell from the diocese of Rockford Illinois, in determining which of our parishes qualify for the small employer tax credit for health insurance premiums. If your parish did indeed qualify you will be receiving correspondence directly from Mr. Lenell requesting information to assist him in preparing the forms necessary to receive the refunds and an invoice. Please respond to his requests and remit payment to Mr. Lenell. These requests will cover either 2012 and/or 2013 tax years.

### May Assessments

Please note that the source for health billing has changed from Paycor to Anthem. Due to the data source change the Archdiocese will no longer allocate the charges between parish and school on the locations behalf. The health charge will appear as one line item on the assessment. Please use the Anthem Bill Report that you receive in the parish mailing to determine the allocation.

May assessments will be distributed to locations by May 22, 2014. Assessments will be withdrawn on Thursday, May 29th. Requests for adjustments to this withdrawal must be sent to Carey Kendall ([ckendall@archindy.org](mailto:ckendall@archindy.org)) by noon on Tuesday May 27th.

### ADLF Rates for April-June 2014

Loans 3.75%      Deposits 0.75%

The next ADLF meeting is scheduled for Thursday August 14, 2014. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by Thursday, July 24th at (317)236-1519 or [ckendall@archindy.org](mailto:ckendall@archindy.org).

ADLF requests that are received after 4pm Monday through Wednesday will be processed the following business day. Requests for deposits and loans made on Thursdays will be processed up through 4:30pm. Deposit and Loan forms have been revised to include notes about these processing changes.

### 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](mailto:Paul.Burch@53.com).



## CENTRAL PAYROLL

All payroll related information has moved to the following link: <http://www.archindy.org/finance/payroll.html> .

### **Paycor Perform Training**

A recorded Paycor Perform training session is available here: <http://www.archindy.org/finance/payroll.html>.

### **Religious Employees in Perform Paycor**

If you have religious employees, please review the Perform **Paycor Religious Employee Letter** listed online in the Paycor Perform Payroll section to ensure Rates are set correctly to avoid double paying a religious employee.

Religious employees with health coverage will appropriately have their monthly employer H.S.A. contribution added to their net pay. Credits for Religious H.S.A. earnings will be sent via ACH to locations.

### **Do Not Process Payroll Early**

Please use the 2014 Perform Payroll Calendar Required Submission Dates found on the calendar here: <http://www.archindy.org/finance/files/parish/payroll/2014%20Payroll%20Calendar%20for%20Perform.pdf>. Please note the "Required Approval Dates" for upcoming Perform Payrolls:

**5/31/2014 Payroll – Required Approval Date is Tuesday, May 27, 2014**

**6/15/2014 Payroll – Required Approval Date is Tuesday, June 10, 2014**

### **Electronic Federal Tax Payment System (EFTPS) Account Letter**

Paycor, as a third party, manages withholding taxes on behalf of the entire diocese. In doing so, they have enrolled each location in Electronic Federal Tax Payment System (EFTPS). You may receive a letter from EFTPS confirming the enrollment and personal identification number for the account. Retain this information for your records. You may elect to periodically perform a quality check by logging into the account online or by phone to ensure quarterly filings have occurred but this is not a requirement. Please contact Central Payroll with any questions.

### **Email Address**

Please ensure your location's Paycor contact email address is up to date. You may update this information by emailing [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### **Employee Paystubs**

There is a Paycor application available for download to your mobile device. Please encourage your staff to access their pay information every pay period through the online Paycor service or through their mobile device <http://www.paycor.com/products/payroll/mobile-app>.



## HUMAN RESOURCES

### **I-9 Forms**

Please ensure I-9 forms are on file for all employees. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. You can access a link to the I-9 form on the Human Resources website under Forms or at this link:

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

### **Benefit Communication Training**

The Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Courtney Mitchell at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

### **Safe and Sacred Program**

All **NEW** clergy, religious, employees and volunteers must complete the Safe and Sacred Program **BEFORE their first day of ministry, work or volunteer service**. The program can be accessed by following this link: <https://safeandsacred-archindy.org/login/index.php> Integrated in the training is the background check release form which is also required.

### **Safe and Sacred Training**

As part of our ongoing commitment to the care and protection of children, every priest, deacon, and employee of the Archdiocese of Indianapolis is asked to complete our online Safe and Sacred training program by February 28, 2014. Volunteers who have contact with children should complete the training in March or April 2014. The course is available in English and Spanish 24 hours per day, 7 days per week at [www.safeandsacred-archindy.org](http://www.safeandsacred-archindy.org). It takes about 45 minutes to complete and can be done in parts over a series of days. Thank you in advance for your participation in this training and your commitment to the protection of children. Please contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) if you have any questions.

### **“Comings and Goings” Resource for Business Managers**

The Human Resources Office has a new resource for business managers with helpful information of what to do when an employee begins or end work at a parish or school. Please click on the following link and scroll down to the Documents section at the end:

<http://www.archindyhr.org/important-forms/resources-for-business-managers/>

## PARISH INTERNAL CONTROLS

Each month we feature news that will aid administrators in safeguarding assets and ensuring compliance in parish internal controls. If there are topics in this area you'd like to see featured please contact the Office of Accounting Services: [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### **Excess Funds Deposit**

Your location may receive a letter from Archdiocesan CFO Brian Burkert regarding excess deposit funds on hand. The parish should have responded to this letter by April 15, 2014. Parishes, schools and agencies are required to deposit excess funds into the ADLF. Excess funds are all funds on hand in excess of anticipated cash disbursements for the following ninety days. Parishes schools and agencies should address the matter of excess funds on a monthly basis. Excess funds should also include all funds raised from fund drives, capital improvements, or major renovations. All excess funds must be deposited in the ADLF; a parish, school or agency may not invest such funds or deposit them in financial institutions.

Excess funds should be assessed and reviewed during routine reconciliation processes outlined in the Internal Control Policy found here: [http://www.archindy.org/finance/files/parish/parish-finance/ic\\_policy.pdf](http://www.archindy.org/finance/files/parish/parish-finance/ic_policy.pdf). Please review the Reconciliations section of the policy found on page 18. You may contact Carey Kendall with any questions about the policy or practices at 317-236-1519 or [ckendall@archindy.org](mailto:ckendall@archindy.org).



May 2014 Page 4

## CATHOLIC EDUCATION

### **Special Events Policy**

And now is a good time to review the special events policy and application so you can help those wanting to rent the space from our parishes for wedding receptions. If you have any questions see our Insurance page on the archindy website.

## RISK MANAGEMENT

### **Parish Self Inspection Program**

We have finally undertaken the parish self-inspection program as outlined in previous issues of this newsletter. After many months of testing the system, writing and re-writing the recommendations, we are now implementing the inspection program. Each parish/school has already received an email invitation to start the inspection process. The forms are written in an easy check off system that can be input through the computer generated email or sent in by mail. If you have any questions of did not receive the inspection invite you can contact me at [mwitka@archindy.org](mailto:mwitka@archindy.org)

### **Safety and Loss Control News**

Please check out the following link which features Smoke Detector Safety Tips, Maintenance of Battery Operated Emergency Lights, and Proper Snow Removal. <http://www.archindy.org/insurance/documents/Newsletter%2012-13.pdf>

### **Proactive Security Guidelines for Religious Education Activities**

Learn more about taking proactive security measures during Religious Education activities, including choosing an appropriate building, controlling access to the facility, and establishing an Emergency plan. <http://www.archindy.org/insurance/documents/Proactive%20Security%20CCD%20November%202013.pdf>

### **Fire Safety**

We have had recent fires to two of our properties. So a reminder to all: keep doors locked on all buildings whenever possible and not in use. Secondly, do not light candles in non-Church environments. The recent fire caused by a candle has been our fourth of this type.

### **Student Accident Insurance**

We have a new provider for this coverage beginning July 1, 2013. The company name is Gallagher Koster. We will have new claim forms and coverage highlights on our Insurance Web page shortly. Please throw away any old forms or information. You can reach the website by going to <http://www.archindy.org/insurance/student.html>

### **New contact for the Special Events**

A new contact has been listed on the insurance page of our website:

Mira Andreeva

Email: [mira\\_andreeva@aig.com](mailto:mira_andreeva@aig.com)

Phone: 630-634-4583

Feel free to contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) or (317)236-1558.



## OAS STAFF

**Tracy Lockwood – Controller**

email: [tlockwood@archindy.org](mailto:tlockwood@archindy.org)

**Julie Laughlin – Assistant Controller/Director of Agency Reporting** – Julie is currently training to take over agency financial reporting. This will include financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, CYO and others.

email: [jlaughlin@archindy.org](mailto:jlaughlin@archindy.org)

**Carey Kendall – Supervisor of Parish and Agency Services** – Carey supervises payroll, parish and agency billing, and the administration of the Deposit and Loan Fund. She monitors the accounting services email box, coordinates and manages the parish internal control assessments and the parish annual financial reporting process.

email: [ckendall@archindy.org](mailto:ckendall@archindy.org)

**St. Dina Bato – Accountant** – Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.

email: [dbato@archindy.org](mailto:dbato@archindy.org)

**Melinda Buckler – Payroll Specialist** – Melinda processes payroll and assists diocese locations wide with any payroll related questions.

email: [mbuckler@archindy.org](mailto:mbuckler@archindy.org)

**Nancy Hildwein – Catholic Charities Accounting Supervisor** – Nancy is responsible for accounting and reporting for several Catholic Charities agencies.

email: [nhildwein@archindy.org](mailto:nhildwein@archindy.org)

**Chris Bramble – Accountant** – Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies.

email: [cbramble@archindy.org](mailto:cbramble@archindy.org)

**Lori Erickson – Accounting Clerk** – Lori is responsible for daily cash transactions and fixed asset accounting.

email: [lerickson@archindy.org](mailto:lerickson@archindy.org)

**Sandi Jackson – Accounts Payable Specialist** – Sandi is responsible for accounts payable and employee expense reimbursements.

email: [sjackson@archindy.org](mailto:sjackson@archindy.org)

**Patty Gotway – Billing Specialist** – Patty prepares the monthly parish and agency assessments.

email: [pgotway@archindy.org](mailto:pgotway@archindy.org)