

THE OAS MESSENGER



October 2012 Page 1

OAS STAFF CHANGES

OAS Staff Changes

OAS has welcomed several new staff members.

Carey Kendall – Supervisor of Parish Services – supervises payroll, ADLF and the parish/agency billing process.

Erin Johnson – Payroll Specialist – processes payroll and prepares the monthly parish/agency billing.

Chris Bramble – Accountant – investment accounting and accounting support for Fatima and several Catholic Charities agencies.

OAS CONTACTS

OAS Contact Information

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

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

ADLF questions should be sent to dbato@archindy.org

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

CENTRAL PAYROLL

Payroll Information

As a rule, please allow ONE WEEK AFTER the pay date before submitting your next payroll. When your location payroll is submitted to Paycor early, 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.

Please ensure you are following the 'P/R Processing' deadline date on the Archdiocese Payroll Calendar on our website at <http://www.archindy.org/finance/files/parish/payroll/2012%20Payroll%20Processing%20Calendar.xls>

Payrolls processed after this deadline cause issues with benefits being distributed on time to employees.

ACCOUNTING SERVICES

Annual Incorporation Meeting

Every parish needs to hold an annual meeting between July 1st and September 15th. At this meeting, each parish should (1) complete the Annual Meeting Minutes form, (2) complete the Conflict of Interest form for each officer and director, (3) approve and sign the Administrative Services Agreement, (4) approve the June 30th Annual Financial Report and file with the Archdiocese by September 15th. Please note that the Conflict of Interest forms for each officer and director are to be retained by the parish for their reference. Please send the Annual Meeting Minutes and Administrative Services Agreement to OAS by September 15th.

Parish Annual Financial Report

For the fiscal year ending June 30, 2012, the Parish Annual Financial Report was due September 15th. If you have not submitted your PAFR please email accountingservices@archindy.org to let us know when it will be completed.

Business Entity Reports

Parishes may receive a notice from the State of Indiana indicating a Business Entity Report is Due. This is an annual filing with the State of Indiana that will be handled by the Office of Accounting Services. Any questions can be directed to accountingservices@archindy.org.

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 is due November 15, 2012. If you do 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 the NP-20 form is available online at <http://www.in.gov/dor/3506.htm>. If you have any questions, please email accountingservices@archindy.org

ADLF Rates for October - December 2012

Loans 3.75% Deposits 0.75%

If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org.

ADLF

The next ADLF meeting is Thursday, November 15, 2012. If your parish/school would like to be placed on the agenda for this meeting, please contact Carey Kendall at (317) 236-1519 or email accountingservices@archindy.org.

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.



October 2012 Page 2

ACCOUNTING SERVICES

Group Ruling

The IRS Group Ruling exemption letter for 2012 is available on our website at <http://www.archindy.org/finance/files/parish/general/2012GroupRuling.pdf>

HUMAN RESOURCES

2013 Health Plan

The 2013 health plan will have the same premiums for employees and parishes, schools, and agencies, as well as the same deductibles, out-of-pocket maximums, and monthly health savings account contributions. This is the fourth consecutive year of no plan changes or cost increases. Since health care costs are rising by about 10% per year across the country, this is great news for employees and the locations where they work. Please contact Human Resources at hr@archindy.org if you have any questions.

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.

New Smoking Ban Effective July 1st

Indiana's new workplace smoking ban took effect on July 1st. The law requires:

Informing current and prospective employees that smoking is prohibited inside the building

Removing all ashtrays

Posting a sign at each public entrance to the school or office that reads "State Law Prohibits Smoking Within 8 Feet of This Entrance"

If you do not already have signs posted that ban smoking on your property, you can obtain them for free by contacting Human Resources at hr@archindy.org.

Wellness Screenings with \$50 Incentive

All employees and their spouses are eligible for free wellness screenings, which will be offered at over 50 parishes and schools this fall. You don't have to be on our health plan to participate. In addition to receiving great information about your health, all participants get a \$50 incentive. Please see the list of locations and dates posted at www.archindyhr.org.

Open Enrollment for Employee Benefits

The open enrollment period for health insurance begins October 15th and goes through November 15th. During this time full time employees can enroll in health insurance, flexible spending accounts and voluntary benefits offered by the Archdiocese. Benefits will be effective January 1, 2013. Please see the flyer on page 4 for details!

CATHOLIC EDUCATION

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&catid=206>. Please select 'SGO Scholarships and State Vouchers Information' on the drop down list.

Send us your questions! Each month one or two questions will be addressed based on inquiries of the parishes. Please submit any questions you would like answered to accountingservices@archindy.org.



October 2012 Page 3

RISK MANAGEMENT

Fidelity and Crime White Papers

There has been a disturbing trend in the frequency of fidelity, embezzlement and EPLI claims. See related white papers on the insurance page at <http://www.archindy.org/insurance/otherforms.html>

Self Inspections

We are in the early stages of the self-inspection program. If you have not sent in a contact person please do so – we need the name of the person to contact, phone number, and email address.

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

Insurance Office on the Web Site

We have renewed the insurance for July 1, 2012 with a couple of changes. One is the property will now be through Church Mutual. The Boiler and Machinery will be through XL Greenwich Insurance. The normal contacts for insurance will continue.

Please become familiar with all the reporting forms and information on the Insurance Office Website page.

Storms and Claims

After each major storm system that comes through your area please physically inspect the possible damage to your building. One major concern would be the roof. If you can not see damage but suspect there may be some please call our office or Jerry Pachciarz 317-546-4833.

Boiler Inspections

For Boiler inspections please contact: Jim Law

Phone: 317-987-6573

Email: jim.law@bpcllcca.com

If you have any questions or problems contact Mike Witka, Director of Risk Management at 317-236-1558 or mwitka@archindy.org

ARCH CONTACTS

Do you know who to contact ?

Property insurance or risk questions?

ADLF?

Payroll?

Billing questions?

Parish budget or other questions?

Accounting Office

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

dbato@archindy.org

centralpayroll@archindy.org

accountingservices@archindy.org

accountingservices@archindy.org

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

2013 Benefits Open Enrollment

Between the dates of:

October 15th and November 15th

Medical and Dental Insurance

- Full time employees may enroll or add dependents to your coverage.
- Eligible participants' benefits will begin on January 1, 2013.

To Enroll:

To enroll in medical and/or dental insurance, please download the **Anthem Enrollment Form**. The form is located at: <http://www.archindyhr.org/important-forms/>.

Upon completion, please mail or fax to:

The Catholic Center
Attn: Human Resources
1400 N Meridian Street
Indianapolis, IN 46202
(Fax) 317-261-3389
(Phone) 317-236-1594

Short Term Disability and Term Life Insurance

- New employees may elect up to \$200,000 of “guaranteed issue” term life insurance. This means that new employees do not need to go through a medical review process. Other employees can apply for life insurance coverage pending medical review.
- Short-term disability insurance is also available at group rates.
- Coverage begins in January 2013, and premiums are paid directly from employees' bank accounts each month.

If you are interested in **Term Life Insurance** or **Voluntary Short-Term Disability**, please call **Darrel Fitch** with Fitch Hoyt Benefits Group at **(317) 344-2706**.

Flexible Spending Account

To enroll in the flexible spending account for dependent day care or health care, please complete the enrollment form on our website www.archindyhr.org and return it to the fax/address above. Please note there are new federal limits in place for 2013.