



ACCOUNTING SERVICES

Parish Incorporation

Many parishes have yet to return their incorporation documents. Please be sure to sign and return the **Parish Member Resolution, Initial Director Resolution**, as well as **TWO (2) copies of the By-Laws**, of which one will be signed and returned to you. You can find these documents at: <http://www.archindy.org/finance/incorporation.html>

Annual Incorporation Meeting

As was communicated at the incorporation meetings in February and March, 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 and retain for reference, (2) complete the Conflict of Interest form for each officer and director and retain for reference, (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 Annual Meeting Minutes and Conflict of Interest forms for each officer and director are to be retained by the parish for their reference. Please send the Administrative Services Agreement to Charlie Feeney in OAS by September 30th.

Parish Annual Financial Report

For the fiscal year ending June 30, 2011, the Parish Annual Financial Report was **due September 15th**. Please email accountingservices@archindy.org if you have any questions or need the link resent.

Paycor Fees- Please Review

Some parishes and schools continue to be billed by Paycor incorrectly. Please review the invoices received each pay and make sure there are **NO charges** for delivery fees after the initial delivery of the paystubs. Please contact your Paycor representative to resolve any over-billing concerns. Below is a listing of the correct fees.

The following is a list of Paycor fee charges:

\$10 per pay period service fee / \$1.25 per pay per employee fee / \$60 annual W-2 fee / \$4.25 per employee W-2 fee

\$7 per pay period split packaging fee (budget guidelines state \$16 per month fee for both the service fee and split package- we will update)

\$1 new hire fee- which is optional and can be turned off as requested (contact Rene to adjust this as a report needs to be sent to the State)

\$1.25 check fee for all other items like garnishments, child support, etc.

The delivery fee is based on actual cost and should **ONLY** be one time for the initial delivery of the paystubs. After that we are paperless and you shouldn't be charged.

Also, some locations may have received a \$15 charge resulting from checks clearing early. That was the result of a processing error made at the Catholic Center, which has since been resolved. If you have received that fee, please contact Rene Raychel at centralpayroll@archindy.org provide her with a copy of your invoice and the Archdiocese will refund that fee to your specified account.

Important: 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.

Group Ruling

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



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ACCOUNTING SERVICES

August Property Insurance Charge and Property Assessment

Because of some complications with the third party property values files, the August billing statement was sent out without the property insurance charge and property assessment. Corrections will be made to the amounts billed in July as necessary. The billing for property insurance and property assessments will be re-allocated across September 2011 to June 2012. Questions can be sent to Rene` Raychel at rayche@archindy.org.

Fax Receipts at the Catholic Center

We have recently gone through a phone upgrade that has changed how we at the Catholic Center receive faxes. The numbers for the faxes you currently have are all still valid they are just received differently. You might experience a voice pickup when dialing a fax number. All fax machines dump into voicemail and are picked up by the fax machine. We're working to "hide" the voice from the system but the fax system works fine. Please wait 10-15 seconds and the fax will send without problems.

Fax Numbers for Accounting:

General	317-236-7327
Payroll	317-592-4038
ADLF	317-592-4035

ARCH CONTACTS

Do you know who to contact when.....

Property insurance or risk questions?	Mike Witka
ADLF?	Rene Raychel
Payroll?	Centralpayroll@archindy.org
Billing questions?	Rene Raychel
Parish budget or other questions?	accountingservices@archindy.org

RISK MANAGEMENT

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.

Insurance Self Inspections

We will be launching the parish/school self-inspection program in early Fall. We will need to have a contact name and email address for each parish. This can be the maintenance person, parish staff member, business manager, or pastor. Please send to Mike Witka at mwitka@archindy.org.

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.



HUMAN RESOURCES

Employee Auto-Saving

The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages two years ago. This year we increased to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees should see the increase in their July 15, 2011 paycheck or the September 15, 2011 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

New HR Site

Please check the new Human Resources website, www.archindyhr.org. It is a clearinghouse of information about employment, benefits, discounts and other offerings with convenient links to use. Find out more about our two newest benefits for health plan members: Health Advocate – where one toll-free call can link you with all of your health benefits – and Healthcare Blue Book – which pays you to select high-quality/low-cost medical providers.

2012 HEALTH PLAN

The Human Resources Office announced that the 2012 medical and dental plans will have the same monthly premiums, annual deductibles, co-insurance, and annual out-of-pocket maximums as the 2011 medical and dental plans. 2012 will be the third consecutive year with no cost increases in these plans. This information is being provided now for the benefit of administrators and teachers who will soon be signing contracts or work agreements for next year. Please contact Human Resources at hr@archindy.org if you have any questions.

Wellness Screenings

This fall, the Archdiocese is offering free, comprehensive health screenings with a \$50 incentive. All employees and spouses (whether they are on our health plan or not) are eligible to participate. Last year, we offered screenings at over 50 parishes, schools, and agencies, and over 2,000 people participated. Results are confidential and can be sent directly to your physician. Please take a few minutes for this important program, and encourage others to participate as well. Please contact Human Resources at hr@archindy.org with any questions or suggestions.

Upcoming Pension Plan Changes

Recently 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 new 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.

Benefits Information Meetings

The Office of Human Resources will be hosting five benefits information meetings for all current and new employees throughout the Archdiocese. These meetings are open to full and part-time employees who wish to learn more about the benefits available to them through their schools, parishes and agencies. A Q&A session will follow. This year's meetings will be at the following locations:

<u>September 20</u> Our Lady of Providence HS Clarksville, IN Auditorium 3:30-5:30pm	<u>September 21</u> St. Louis Church Batesville, IN Cafeteria 4:00pm-6:00pm	<u>September 26</u> St. Charles Bloomington, IN Basement Gathering Hall 3:30pm-5:30pm	<u>September 27th</u> Catholic Center Indianapolis, IN Assembly Hall 6:00pm-8:00pm	<u>September 29th</u> St. Patrick Church Terre Haute Family Life Center Room A 3:30pm-5:30pm
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For planning purposes, an RSVP to Human Resources is strongly recommended, but not required. You may do so by emailing Human Resources at hr@archindy.org.

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CATHOLIC EDUCATION

State School Vouchers and SGO Scholarships

The Office of Catholic Education has posted extensive information on the new state school vouchers as well as scholarships from the Educational CHOICE Charitable Trust. Over 650 students at Archdiocesan schools have already been approved to receive vouchers. The CHOICE Trust is our Scholarship Granting Organization (SGO) under the law that allows donors of scholarships to non-public schools to designate these toward specific schools and receive a 50 percent credit against their Indiana state tax liability as well as federal tax benefits. This year's solicitation for the annual Celebrating Catholic School Values event is targeting SGO gifts, so if your school can use some help, let us know. The CCSV event is on October 26, 2011 at the new JW Marriott Hotel. Voucher and scholarship information is posted at www.archindy.org/oce, front page, Public Downloads, SGO Scholarships and State Voucher Info. or click on <http://www.archindy.org/oce//index.asp?action=ioi&catid=186> or contact Ron Costello at OCE, rcostello@archindy.org.

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.

INTERNAL CONTROL TIPS OF THE MONTH

CASH DISBURSEMENTS (CD)

Controls over disbursements ensure the legitimacy of expenses incurred. The following procedures are an important part of this control environment.

- Entities, with the approval of the Pastor or parish financial governing body, should designate only a limited number of individuals who are authorized to place orders, purchase supplies, or sign contracts. A "check request" system should be utilized which requires a signed authorization by the person responsible for the given budgeted expense account in order to pay a bill.
- Before authorizing any expense, the budget should be reviewed to ensure that the expense has been properly anticipated or the exception/overage approved.
- All cash disbursements should contain substantiation for the expense. Requests for mileage reimbursements should include the date, destination, purpose and number of miles for each individual trip.
- Before making a disbursement, the individual who has direct knowledge of the expense incurred must certify that goods or services have been received and verify the mathematical accuracy of the charges.
- Payment discounts shall always be taken. Because the entity has been granted tax-exempt status, state sales tax should not be paid nor reimbursed to individuals purchasing items for the entity.
- After proper certification of the expense, invoices/check requests should be forwarded to the bookkeeper for payment. Prior to payment, the bookkeeper should review the documentation for completeness, accuracy and reasonableness.
- Payment will be made by utilizing pre-numbered checks issued in a sequential manner with the check number and date posted on the applicable invoice and/or bill. A check log should be maintained which details the sequential issuance of checks and clearly identifies any voided checks.
- No checks shall ever be made payable to "cash" or "petty cash". When replenishing petty cash, the check should be made payable to the custodian of petty cash fund. Blank checks shall never be pre-signed and signature stamps shall not be utilized.

For more information regarding this control and to view other internal controls, please visit our website at <http://www.archindy.org/finance/parish/forms.html> and view the "Parish Internal Control and Assessment" and "Internal Control" sections.

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