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ACCOUNTING SERVICES

Parish Annual Financial Report For the fiscal year ending June 30, 2010, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions was sent to the person at each parish who submitted the report last year. If you have not received this link or incorrectly received the link, please contact Ashley Keller at akeller@archindy.org. The instructions will **NOT** be sent by regular mail. All documents will be available online at <http://www.archindy.org/finance/parish/report.html>. The PAFR is due on September 15th.

Special Events Policy We now have a special events policy available for those who rent our facilities. We have application and coverage details online at:
<http://www.archindy.org/finance/insurance.html>

Rates for Property Insurance and Property Assessment effective July 1, 2010

As noted in the budget guidelines, the property insurance and property assessment rates for our new fiscal year are as follows. Please contact Mike Witka, Director of Risk Management at mwitka@archindy.org with any questions.

Agency/School Property Insurance	\$4.45/\$1000
Parish Property Insurance	\$2.55/\$1000
Parish Property Assessment	\$1.90/\$1000
Planning for 2011 Fiscal Management and Discipleship Conference	

Fiscal Management and Discipleship Conference Plans are already underway for the 2011 Fiscal Management and Discipleship Conference and we would like to hear from you. Do you have any topics you would like addressed at the next conference? Are you aware of speaker that could be added to our agenda? Do you have any suggestions that would make the conference more valuable to you? We DO want your feedback. Please send any suggestions to our e-mail address accountingservices@archindy.org.

Tax Exempt Letter 2010 501(c)3 Letter – The 2010 501(c)3 tax exempt letter, the document needed to prove federal tax exemption status, is now available on our website at <http://www.archindy.org/finance/files/parish/general/2010GroupRuling.pdf>

RISK MANAGEMENT

From the Risk Manager We have some changes in the Insurance Program for the 2010-2011 year. We are changing our property carrier from Allianz to Catholic Mutual. Catholic Mutual is a long standing diocesan insurer that is owned by all the catholic dioceses. Pricing on the Student Accident Insurance is raised from \$5.00/student to \$6.00/student.

Please feel free to send these newsletters to your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish or agency.



HUMAN RESOURCES

We are pleased to announce some significant improvements in the voluntary life insurance and short-term disability benefits available to employees through AUL:

Voluntary Term Life Insurance

Costs to employees have been reduced by an average of over 40%.

The guaranteed issue benefit has been increased from \$50,000 to \$200,000. In other words, employees will be able to purchase up to \$200,000 in life insurance coverage at low group rates without proof of good health.

Short-Term Disability Insurance

Costs to employees have also been reduced by an average of over 40%.

Enrollment

All employees who work at least 1,500 hours per year will be able to enroll in these plans in October for a January 1st effective date. This year only, both new and existing employees are eligible for guaranteed issue term life insurance coverage of up to \$200,000.

Effective immediately, new employees who want voluntary term life insurance and/or short-term disability coverage will apply for them in October during open enrollment (not at the time of hire), and the coverage will be effective on January 1st.

Payment

Instead of paying premiums through payroll deduction, employees who choose these benefits will make payments directly to either AUL or CMCS, a third-party administrator.

Employees with voluntary universal life insurance made their final payments through payroll deduction on May 31st and will receive letters at home from AUL about how to continue this benefit by paying AUL directly. We will no longer enroll employees in universal life insurance, but will continue to offer term life insurance at reduced rates.

Employees with voluntary term life insurance and with voluntary short-term disability insurance made their final payment through payroll deduction on July 30th and will receive letters at home from AUL about how to continue this benefit at reduced rates. Payments will be made by electronic funds transfer from their personal bank accounts to CMCS, a third-party administrator for AUL.

Please contact Human Resources if you have any questions about these benefit changes. The much lower rates will make the benefits more affordable for employees and their families, and the new payment methods will greatly simplify administration.

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 last year in 2009. This year we will increase to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees will see the increase in their July 15, 2010 paycheck or the September 15, 2010 paycheck if they have a teacher contract. Human

Resources will be mailing information to all those affected.

THE OAS MESSENGER



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HUMAN RESOURCES

Wellness Screenings with Cash Incentives Again this year, CHC Wellness will be providing free, comprehensive health screenings at over 50 parishes, schools, and agencies throughout the Archdiocese during September, October, and November. All part-time and full-time employees are eligible to participate, whether they are on our health plan or not. Also, all employees' spouses can participate, whether they are on our health plan or not. All participants receive a \$50 bill as an incentive. Please encourage participation in this health promotion program, and contact Human Resources at hr@archindy.org if you have any questions.

INTERNAL CONTROL TIP OF THE MONTH

CONTROLS FOR THE RESOURCE-CONSTRAINED PARISH

The Archdiocese recognizes that the procedures detailed in the previous pages may be difficult to implement in a resource-constrained parish (e.g. budget, personnel, and number of parishioners). As such, parishes whose annual ordinary income is less than \$100,000 may exercise discretion over which of the previously detailed procedures are implemented. However, in each broad topical area, the parish must be able to demonstrate that they have endeavored to establish certain minimum, well-established forms of control that ensure that:

- Those responsible for the physical receipt of goods and services should not be responsible for paying for those goods and services.
- Those responsible for collections of any type should not be responsible for accounting entries.
- Those responsible for issuing checks should not be a signer on the bank account or responsible for reconciling the bank statements with the accounting records. A member of the parish finance committee should be utilized to prepare the bank reconciliation or at a minimum perform a detailed review of the completed reconciliation.
- Cash is always counted by two or more unrelated individuals.

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.