

THE OAS MESSENGER



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OVERVIEW

Communication from OAS

The OAS Messenger Newsletter has transitioned from a monthly newsletter to a quarterly newsletter (spring, summer, fall, winter). Based on feedback we have received from business managers, payroll processors, and others, we are shifting the focus of the Quarterly OAS Messenger Newsletter to be a point of reference for you throughout the year, particularly in the following areas:

- Budgets
- Billing
- ADLF (rates, upcoming meetings)
- Compliance Requirements (e.g. annual requirements of each corporation, various state filings, charity gaming report filing deadlines, etc.)
- Upcoming Grant Opportunities
- Calendar year and fiscal year updates for payroll (e.g. W-2 issuance, open enrollment, etc.)

In between publications of the quarterly newsletter, we will communicate with business managers, payroll processors, and others via Flocknote e-mails from accountingservices@archindy.org on an as-needed basis. We will also be putting a copy of each Flocknote e-mail we send on our website at www.archindy.org/finance so that all interested parties may have access to that information.

Upcoming Dates to Remember

Date	Subject	For more information, see...
September 15th	Annual Meeting must be completed.	Page 3
September 15th	Annual Conflict of Interest Disclosure Statements must be completed.	Page 3
September 30th	Parish Annual Financial Reports must be completed.	Page 3
October 1st	Grant applications due for TCE Endowment Group Project Grants and Individual Education Assistance Grants	Page 4
October 31st	Grant applications due for combined grant process	Page 4
October 29th through November 15th	Open enrollment for employee benefits, administered by Archdiocese Human Resources Department.	
November 15th	Form NP-20 filing is due to the State of Indiana for each parish and high school. <u>It is the responsibility of the parish, high school, and agency to complete this filing.</u>	Page 4
November 30th	Audited financial statements (June 30, 2018) for the Roman Catholic Archdiocese of Indianapolis will be available on our website at www.archindy.org/finance/archdiocese .	
December 31st	CFO Accountability Report will be available on our website at www.archindy.org/finance/archdiocese .	



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BILLING

Billing Calendar

To help parishes and schools manage the timing of cash flows, we prepared a billing calendar in the 2018-19 Budget Guidelines to provide a high-level overview of when major items are scheduled to be billed by our office.

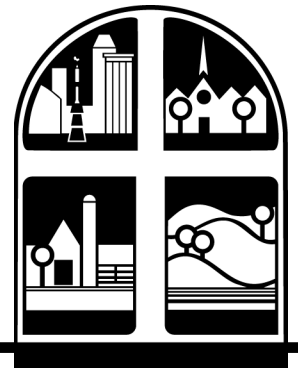
Description	Billing Frequency	September	October	November	December
Cathedraticum	Monthly	X	X	X	X
Clergy Healthcare	Monthly	X	X	X	X
Lay Retirement	Monthly	X	X	X	X
Indianapolis Education	Monthly	X	X	X	X
Latino Outreach	Monthly	X	X	X	X
Property Ins.	Monthly	X	X	X	X
Vehicle Ins.	Monthly	X	X	X	X
Workers Comp.	Monthly	X	X	X	X
Lay Health Ins.	Monthly	X	X	X	X
Criterion Subscriptions	Monthly	X	X	X	X
AdvancED	Annually			X	
Jupiter	Annually			X	
Renaissance	Annually		X		
Student Acc. Ins.	Annually			X	
Permanent Deacon Prof. Dev.	Annually	X			

ADLF

ADLF Rates for October–December 2018

Loans 3.75% Deposits 0.75%

There is one remaining 2018 Quarterly ADLF meeting, which will be held on Wednesday, October 24, 2018. If your parish would like to be placed on the agenda for an upcoming meeting, please contact Chris Bramble at (317)592-4099 or cbramble@archindy.org.



ANNUAL DOCUMENTATION REQUIRED FOR PARISHES AND HIGH SCHOOLS

Annual Requirements for Incorporated Entities

There are annual documentation requirements that must be met by each individually incorporated parish, school, and agency (hereinafter referred to as “location” or “locations”). These requirements are listed below, along with resource information for how to meet and document your compliance with the requirement.

- **Annual Meeting.** All separately incorporated entities should hold an annual meeting of the Board of Directors between July 1 and September 15 each year and document and retain the minutes of each annual meeting. The meeting minutes should be retained by the entity and are not required to be provided to the Archdiocese. The meeting minutes must include:
 - Date of the annual meeting
 - Names of directors present at the meeting
 - Approval or ratification of actions taken by the Parish Council
 - Approval or ratification of actions taken by the Finance Council
 - Appointment of officers for the upcoming year (President, Secretary, Treasurer, other (if applicable))
 - Approval of Annual Financial Report
 - Completion of Conflicts of Interest (see below for additional information on this internal control policy)
 - Contracts approved or ratified

Refer to this link for information on the topics that should be covered in the Annual Meeting. [Annual Meeting Minutes Example](#)

- **Conflict of Interest Disclosure Statements.** All separately incorporated entities are required to have its Board of Directors complete a conflict of interest disclosure statement annually, by September 15. The completion of this process should be documented in the Annual Meeting minutes. The membership of the Board of Directors for most parishes consists of:
 - The individual holding the office of Pastor, Priest Administrator, or Priest Moderator
 - The individual holding the office of the President/Chairperson of the Parish Council
 - The individual holding the office of the President/Chairperson of the Parish Finance Council

The membership of the Board of Directors for high schools and agencies varies greatly based on the entity. Consult your entity’s Bylaws to verify the make-up of your Board of Directors. Clergy are excluded from the requirement to sign the conflict of interest statement. The signed conflict of interest disclosure statements should be kept on file at the parish for 7 years. Any conflicts disclosed should be evaluated by the Pastor or Parish Life Coordinator. The minimum requirement is for the Board of Directors to sign the annual conflict of interest disclosure statement, but the best practice is for the business manager and all members of the Parish Council, Finance Council, and School Commission to sign the annual conflict of interest disclosure statement. The following link will take you to an example Conflict of Interest Disclosure Statement. [Conflict of Interest Disclosure Statement Example](#)

- **Parish Annual Financial Report.** The Parish Annual Financial Report (PAFR) for fiscal year ended June 30, 2018 must be completed by September 30. Again this year, we are utilizing World App’s Key Survey to collect PAFRs. The PAFR link was e-mailed to the primary business contact at each location on August 16. To register completion of the PAFR, the parish must (1) submit the online survey and (2) e-mail the signed PAFR signature page to accountingservices@archindy.org. Additional information, including a copy of the blank signature form, can be found on our website at: <http://www.archindy.org/finance/parish/report.html>.



OTHER ANNUAL FILING REQUIREMENTS

Prepare to File Year-end Form NP-20

State Form NP-20 is due annually by November 15th. **It is the responsibility of the parish / high school to file this report.** If you do not receive a form in the mail by the State, please contact the Indiana Department of Revenue's Non-profit Sector at 317-232-2188. A blank Form NP-20 is also available online at <http://www.in.gov/dor/3506.htm>.

Annual Report to Secretary of State: Business Entity Report

You may receive a notice from the Secretary of State's office asking that the parish file a Business Entity Report. Please do not file this report. **The Office of Accounting Services will file this report on each parish's behalf.** If you receive a notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing the Business Entity Report, please forward that notice to the Office of Accounting Services: accountingservices@archindy.org.

GRANT OPPORTUNITIES

Combined Grant Process (Home Mission, Growth & Expansion, James P. Scott Capital Needs) - Applications Due October 31, 2018

Through the generosity of the parishioners of our Archdiocese, we have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the Archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the Archdiocese.

Combined grant applications are due to the Archdiocese for the 2 grant allocation periods on April 30th and October 31st each year. For more information, please see the Finance and Administrative Services page at <http://www.archindy.org/finance/grant.html> or contact Stacy Harris in the Office of Finance and Administrative Services at sharris@archindy.org or (317) 236-1535.

TCE Endowment Group Project Grants and Individual Education Assistance Grants

The purpose of the TCE Fund is to provide financial resources to support the professional training, education, and staff development of Catholic educators, catechetical leaders, and pastoral ministers employed by the Archdiocese of Indianapolis in order to enhance education and faith formation in the Church of central and southern Indiana.

Funds are awarded in the form of group project grants or individual education assistance grants on a bi-annual basis with application deadlines of October 1st and March 1st. For more information on these grants and the application process go to: <http://oce.archindy.org/office-of-catholic-schools/public-resources/public-downloads/forms/tce-fundgrant-and-education-assistance-forms.aspx>.



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SECRETARIAT FOR FINANCE & ADMINISTRATIVE SERVICES

Brian Burkert – Chief Financial Officer / Executive Director of Finance and Administrative Services

bburkert@archindy.org

Stacy Harris – Senior Director of Finance / Director of Compliance

sharris@archindy.org

Brian Schmidt – Director of Finance / Controller

bschmidt@archindy.org

Mike Witka - Director of Parish Financial Services & Risk Management

mwitka@archindy.org

Eric Atkins – Director of Management Services

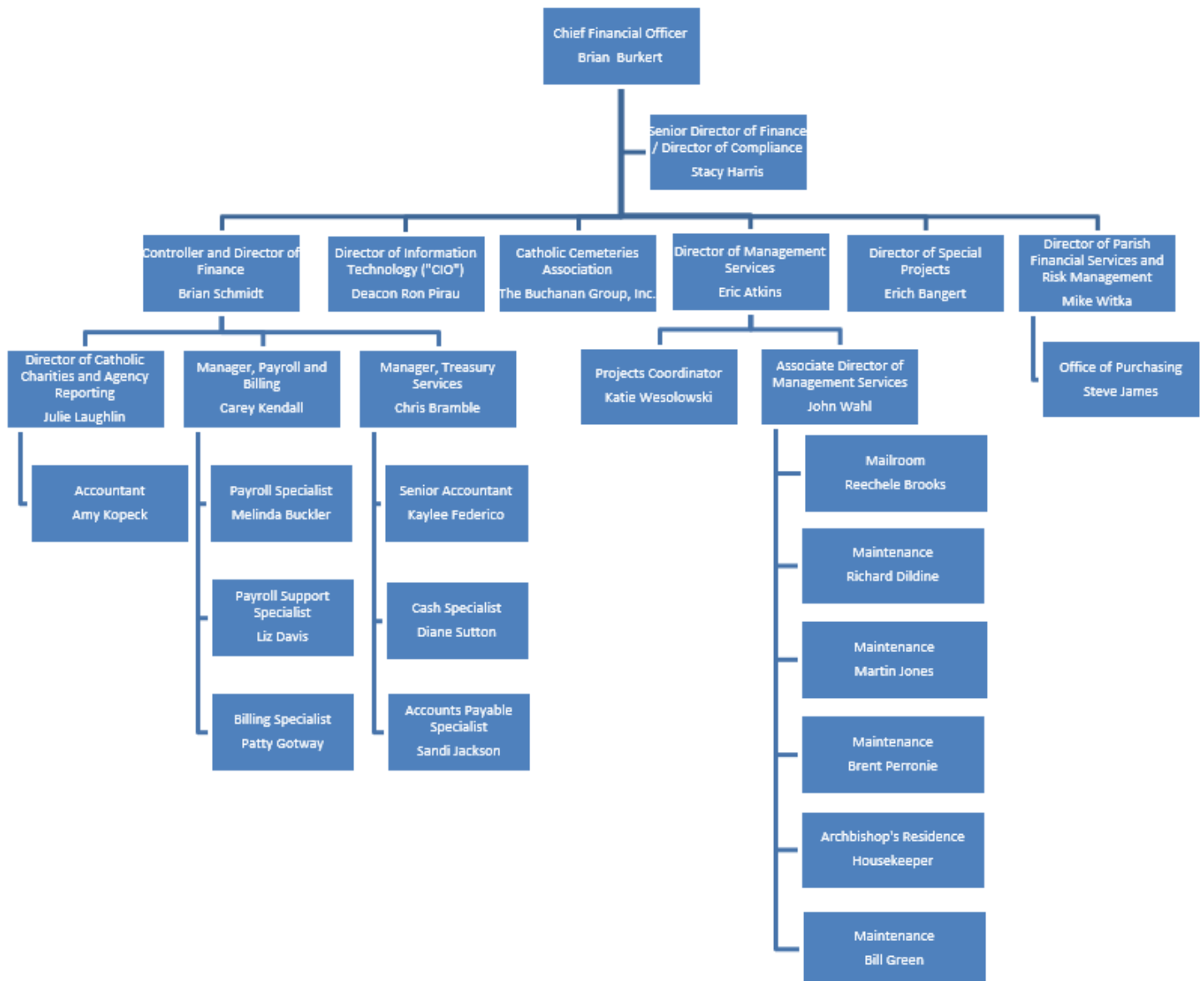
eatkins@archindy.org

Deacon Ron Pirau—Director of Information Technology

rpirau@archindy.org

Erich Bangert – Director of Special Projects

ebangert@archindy.org







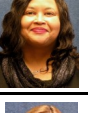
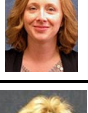
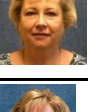

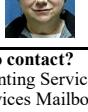


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OFFICE OF ACCOUNTING SERVICES

Name	Photo	Title	What We Do	Contact Information
Brian Schmidt		Controller and Director of Finance	Brian is responsible for oversight and management of the Office of Accounting Services and ensuring that our office provides high quality service to our clients (parishes, schools, agencies, and departments within the Catholic Center).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Manager, Payroll and Billing	Carey is responsible for managing payroll and parish and agency billing, as well as the parish annual financial reporting process.	Phone: 317-236-1519 E-mail: ckendall@archindy.org
Julie Laughlin		Director of Catholic Charities & Agency Reporting	Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO, and St. Mary's Child Center.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Manager, Treasury Services	Chris is responsible for managing our treasury services, including the Archdiocesan Deposit and Loan Fund (ADLF), cash and investment accounting, and accounting support for Fatima Retreat House and several Catholic Charities agencies. Chris also coordinates and manages the parish internal control assessments (PICA).	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Kaylee Federico		Senior Accountant	Kaylee is responsible for accounting for Catholic Cemeteries, the Archdiocesan Deposit and Loan Fund, various Archdiocesan campaigns and appeals (UCA, LFOM), and monthly financial reporting and reconciliations.	Phone: 317-592-4021 E-mail: kfederico@archindy.org
Amy Kopeck		Accountant	Amy is responsible for accounting for the activities of Archdiocesan agencies, with a primary focus on Catholic Charities.	Phone: 317-592-4018 E-mail: akopeck@archindy.org
Diane Sutton		Cash Specialist	Diane is responsible for daily cash management, including ACH processing and recording all deposits received by OAS.	Phone: 317-261-3376 E-mail: dsutton@archindy.org
Melinda Buckler		Payroll Specialist	Melinda processes payroll and is involved in the monthly parish and agency billing.	Phone: 317-236-1439 E-mail: mbuckler@archindy.org
Liz Davis		Payroll Support Specialist	Liz is responsible for processing payroll for parishes and schools as well as reviewing and processing employee expense reimbursements.	Phone: 317-592-4065 E-mail: ldavis@archindy.org
Sandi Jackson		Accounts Payable Specialist	Sandi is responsible for accounts payable.	Phone: 317-236-1561 E-mail: sjackson@archindy.org
Patty Gotway		Billing Specialist	Patty is responsible for preparing the parish and agency billing.	Phone: 317-236-1572 E-mail: pgotway@archindy.org

Not sure who to contact?

Office of Accounting Services General Phone Number: 317-236-1410

Accounting Services Mailbox: accountingservices@archindy.org

Central Payroll Mailbox: centralpayroll@archindy.org

We will reply to your message as soon as possible with a desired response time of less than 48 hours.