

# THE OAS MESSENGER



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The Catholic Center will be closed on **Monday, February 8th** to celebrate the Super Bowl! GO COLTS!!  
The Catholic Center **will** be open president's day on **February 15th**.

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## ACCOUNTING SERVICES

**The Criterion** *The Criterion* is still accepting advertising from parishes, agencies, and schools, which includes a 30% discount off the published rate card. Please note that we must have two full weeks notice of any ad to be placed. If festival ads are placed early and during the months of February, March and April, *The Criterion* will discount an additional 10 percent. Please contact Ron Massey, Criterion Business Manager, to request a rate card or to answer any questions at [rmassey@archindy.org](mailto:rmassey@archindy.org)

**2009 W-2s** The 2009 W-2s are available on the Ultipro website. The 2009 and prior year W-2 forms can be accessed and printed by going to the website. This is also where employees should go to print replacement W-2s. Payroll will not print replacement W-2s. User names and passwords for access to the payroll website can be requested by emailing [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

In accordance with IRS guidelines, paper 2009 W-2s were mailed on February 1, 2010 to the employee's address of record.

**Parish Incorporation Meeting** Jeff Stumpf, CFO, and Jay Mercer, General Council, have been conducting meetings discussing parish incorporation. Please make every effort to have your parish properly represented including the pastor or parish life coordinator, parish council chairperson, and finance council chairperson. You are welcome to attend a meeting in a different deanery if you are unable to attend the meeting in your deanery. **Please RSVP to [cfo@archindy.org](mailto:cfo@archindy.org) with the names and positions of those attending from your parish.** The remaining meetings are listed below:

Bloomington Deanery: St. Charles Borromeo, Bloomington, February 10, 7:00-8:30 p.m.

Seymour Deanery: St. Joseph, Jennings County, February 24, 7:00-8:30 p.m.

New Albany Deanery: Holy Family, New Albany, March 9, 7:00-8:30 p.m.

Tell City Deanery: St. Paul, Tell City, March 10, 7:00-8:30 p.m.

The presentation from the meeting can be found at <http://www.archindy.org/finance/incorporation.html>.

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## ACCOUNTING SERVICES

**Haiti Relief** Donations to charities during 2010 providing earthquake relief in Haiti can be claimed on the 2009 return. According to the Internal Revenue Service, taxpayers who itemize deductions on their 2009 return qualify for this special tax relief provision, enacted Jan. 22. Only cash contributions made to these charities after **Jan. 11, 2010, and before March 1, 2010**, are eligible. This includes contributions made by text message, check, credit card or debit card. Taxpayers should be sure their contributions go to qualified charities.

**2010-2011 Budget Guidelines- available in March** The budget guidelines will be posted to our website at <http://www.archindy.org/finance/parish/guidelines.html> no later than March 1, 2010. Much of the data we use for our estimates are gathered from third parties, of which we do not have control of deadlines. An e-mail will be sent to all business managers, administrators and bookkeepers included in our distribution list when the guidelines are available. If you are unsure if you are included on the e-mail distribution list and would like to ensure inclusion, please send a request to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

## Q & A

**Q.** Do you know the parish finance council responsibilities?

**A.** Information on suggested responsibilities, term limits, and various required consultations can be found in the document "Financial Committee Norms" located on our website at <http://archindy.org/finance/parish/forms.html>

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