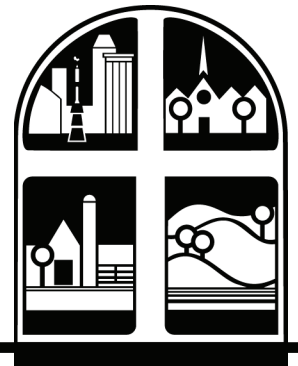


# THE OAS MESSENGER



January 2010 Page 1

The Catholic Center will be **closed on January 18th** in observance of Martin Luther King Jr. Day

## ACCOUNTING SERVICES

**Catholic Center E-mail** As you may be aware, the Catholic Center experienced system issues from December 27<sup>th</sup> through January 7<sup>th</sup>. During that period we were only able to sporadically receive e-mails. This issue affects all "archindy.org" e-mail addresses AND fax numbers like the ADLF fax # and Central Payroll fax # that are delivered to us via the e-mail system. While we did receive some e-mails after the system was brought back up, it is unclear what e-mails bounced back to the sender and which were allowed through. Please don't hesitate to resend an e-mail or fax if you feel it's been a longer than normal response time. Thank you for your understanding and patience.

**Archdiocese of Indianapolis Recommended Policy on Scrip Programs** We have conferred with various archdiocesan leadership, including our general counsel, and have finalized a recommended policy for the Scrip Programs. Please see our website at [www.archindy.org/finance/parish/forms.html](http://www.archindy.org/finance/parish/forms.html) for the Policy and example Scrip Participant Agreement form.

**2009 W-2s** Your 2009 W-2 will be available by January 31st at <http://payroll.archindy.info>. Just click on the 'W2' tab at the top of the page and select 2009. The paper version will be mailed no later than January 31st, per IRS regulation.

**2009-2010 Budget Guidelines-available in March** Now that the New Year has arrived we frequently receive inquiries regarding when the new budget guidelines and appendices will be available. The budget guidelines will be posted to our website at <http://www.archindy.org/finance/parish/guidelines.html> no later than **March 1, 2009**. Much of the data we use for our estimates is 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).

### **ADLF Rates for January- March 2010**

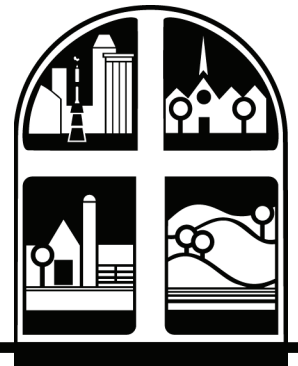
Loans 3.75%                      Deposits 1.0%

ADLF rates for January- March are unchanged from the previous quarter. If you have any questions please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

**ADLF Meeting** The ADLF subcommittee of the Archdiocesan Finance Council reviews all loan requests. Parish representatives are invited to attend the meeting when their application is being reviewed. Current ADLF policy requires that parishes have at least 50% of the cost of the project in ADLF deposit accounts and the other 50% in pledges to be considered for a loan. The next ADLF committee meeting is scheduled for **Tuesday, February 16, 2010**. If your parish would like to be placed on the agenda for this meeting, please contact OAS by **February 4th** at (317) 236-1410, 1-800-382-9836 ext. 1410 or [accountingservices@archindy.org](mailto:accountingservices@archindy.org)

**Annual IRS Tax Forms** Churches and religious organizations must provide Form 1099-MISC to report payments of \$600 or more to persons not treated as employees for services performed at your church. This form is required if your church pays an **unincorporated** individual or an entity \$600 or more in a calendar year for one of the following payments: gross rents, commissions, fees, or other compensations paid to non-employees like prizes and awards, or other fixed and determinable income. The Form 1099-MISC must be provided to the payee by January 31 and Copy A to the IRS by February 28. For more information on filing requirements for the 1099-MISC, please visit the IRS website at [www.irs.gov](http://www.irs.gov).

If your organization sponsors a charity gaming event, the winnings may also be required for reporting and withholding depending on the type of gaming, the amount of winnings, and the ratio of winnings to the wager. Form W-2G must be provided when a participant wins a prize over a specific value amount. Please see IRS Publication 3079, Gaming Publication for Tax-Exempt Organizations on <http://www.irs.gov/charities/article/0..id=159929.00.html> for more information on when filing is required. Please direct any questions to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).



## ACCOUNTING SERVICES

**Mileage Reimbursement** The IRS has issued the 2010 optional standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes. Effective January 1, 2010 the IRS adjusted the standard mileage rate to 50 cents per business mile driven, down from 55 cents per mile for 2009. The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after January 1, 2010, the Archdiocese mileage reimbursement rate will be **37.5** cents per business mile incurred. We recommend that parishes evaluate their budget status when making a change in the reimbursement rate.

**Position Announcements** Looking for a position in the finance field? Seccina Memorial High School and Cardinal Ritter High School both are looking for someone to fill in the position as Director of Finance and be able to demonstrate proactive leadership, responsible stewardship in financial planning, budget preparation and control, internal financial control, human resource supervision, accounts payable and receivable, and auxiliary services. For more information, please to email Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) or call (317)261-1558.

**Parish Incorporation Meetings** Jeff Stumpf, CFO, and Jay Mercer, General Council, will be conducting meetings discussing parish incorporations. Please make every effort to represent your parish at your deanery information meeting with your 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.

**Terre Haute Deanery: St. Patrick, January 20, 7:00-8:30 p.m.**

**Indianapolis North, South, East and West Deaneries: Catholic Center, January 25, 7:00-8:30 p.m.**

**Batesville Deanery: St. Louis, Batesville, January 26, 7:00-8:30 p.m.**

**Connersville Deanery: St. Gabriel, Connersville, January 27, 7:00-8:30 p.m.**

**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.**

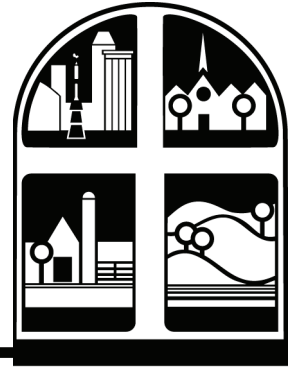
**Tell City Deanery: St. Paul, Tell City, March 10, 7:00-8:30 p.m.**

**ACS Technologies National Convention** Trying to find a way to implement your ministry and business ideas successfully together? From May 25-28 in Louisville, KY, you can have the opportunity to enjoy a fun and innovative conference where you will experience a new approach to ministry achievement in addition to highly valued software training, with over 80 classes to choose from.

For more information on the conference and how to register, please to visit the website and learn more at [www.ideastoimpact.com](http://www.ideastoimpact.com).

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

# THE OAS MESSENGER



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## INTERNAL CONTROL TIP OF THE MONTH

**Internal Control** *Proper Cash Disbursements and supporting documentation.* Controls over disbursements ensure the legitimacy of expenses incurred. Entities, with the approval of the Pastor or parish financial governing body, should designate only a limited number of persons who are authorized to place orders, purchase supplies, or sign contracts. **Before** authorizing any expense, the budget should always be reviewed to ensure that the expense has been properly anticipated or the exception/overage has been approved. All cash disbursements should include proper documentation for the expense (e.g. invoice, receipt, etc.). Payment should 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.

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.

## Q & A

**Q.** Are your parishioners aware of the parish's financial status?

**A.** Communication with them is so important. Generally, parishioners do not have a tendency to ask but are somewhat curious as follows: Where does all the money go? Why do we have so many employees? Why can't we fix the parking lot? It is the responsibility of the pastor and finance council to make parishioners aware of parish finances. People need to be praised for their giving if the parish is in good financial shape or told flat out that the parish is having financial problems. They need a means to be able to route questions about parish matters to the finance council and their questions responded to. The bulletin, periodic letter and email can be a means to communicate. Consider providing a Questions Form with the bulletin and a drop-in box in church for response. Answer their questions through a monthly insert in the bulletin or a quarterly finance council newsletter. The more written explanation you give explaining the different categories in the financial report, like "what makes up Liturgical Expense, what does the Social Program do", the more people will appreciate their parish. The response and long term results may be surprising.

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](mailto:accountingservices@archindy.org).