



# The OAS Messenger

May 2005

## Beginning and Advanced Bookkeeper Training

Two courses for bookkeeper training will be held in May. These courses are great for a new bookkeeper, to further knowledge in bookkeeping, or as a refresher course in accounting. The cost per session is \$20.00 per person. Payments can be made by check or placed on the Archdiocesan bill. If unable to attend, but would like a binder, the cost is only \$10.00 per binder. If you would like to attend either session, please RSVP by May 16th by contacting Sarah Harmeyer at 317.261.3376 or email to [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org). Registration forms may be obtained on the OAS website at [www.archindy.info/newoas](http://www.archindy.info/newoas) and can be sent to: Archdiocese of Indianapolis, Office of Accounting Services, Attn: Sarah Harmeyer, 1400 N. Meridian St, Indianapolis, IN 46202 or fax to Attn: Sarah Harmeyer at 317.236.7327

### Beginning Session

**May 19th, 1:00 p.m. to 5:00 p.m.**

St. Bartholomew Parish

1306 27th St., Columbus, IN 47201

*Parish Hall—lower level of church*

#### **Beginning Session includes:**

- The nature of Debits and Credits
- Assets, Liabilities and Fund Balance
- Recording of Revenues and Expenses
- Accruals
- Balance Sheets and Income Statements
- Parish Financial Reports
- Charity Gaming
- Chart of Accounts

### Advanced Session

**May 25th, 1:00 p.m. to 5:00 p.m.**

Catholic Center

1400 N Meridian St., Indianapolis, IN 46202

*Benedictine Room*

#### **Advanced Session includes:**

- Budget Planning
- Budget Examples
- Charity Gaming

### Additional Notes:

John Hansberry will be at both the beginning and advanced sessions to speak about current payroll topics and future plans. Claire Reagan will be at the May 19th session only to discuss human resource information.

## Changes for St. Francis Xavier Home Missions Grant Distributions

The distribution schedule for the St. Francis Xavier Home Missions Grant has changed for 2005. There will be *only one allocation* in July of 2005. Applications for the July 2005 Home Missions Grants are due in the Vicar General Office by **Friday, May 27, 2005**. Applications may be obtained on the OAS website at <http://www.archindy.info/newoas>. If you have any questions, please contact Bonnie Vollmer at 317.236.1410 or 800.382.9836 ext. 1410, or via e-mail to [bvollmer@archindy.org](mailto:bvollmer@archindy.org)

## Benefit Audit

Starting in the month of May, Central Payroll is beginning an in depth review of all benefits available to employees. This “audit” will include a detailed comparison of employee benefit enrollment documents to Payroll, Human Resource, and Benefit Vendor records. The first benefit to be audited is approximately 800 employees’ participation in Voluntary Disability Insurance. This premium deduction appears as, “Voluntary STD”, on the paycheck stub viewed on the web.

The May 13, 2005 paycheck will reflect premium deduction changes discovered during this first phase of the Disability Insurance audit. Most, but not all participating employees, will notice a change in this deduction. Almost all deduction changes (increase or decrease) are less than \$1.00.

A detailed explanation of the overall audit and results of the Disability Insurance review are included in the May 13, 2005 Pay Summary mailings and in the Company Info section of the paycheck web site.

Please contact Central Payroll with questions.

## Budget Deadline

Just a reminder that budgets are due in the Office of Accounting Services to the attention of Bonnie Vollmer on or before June 15th. Standard budget forms will **not** be used this year. Budgets should be submitted in the format used by the parish/school with the pastor, PLC, administrator, or principal's signature indicating the budget has been approved. Please visit the OAS website at [www.archindy.info/newoas](http://www.archindy.info/newoas) for budget resources. If you have any questions, please contact Sarah Harmeyer at 800.382.9836 or 317.261.3376 or [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org)

## Parish Annual Financial Reports

It's that time of year again—the Parish Annual Financial Report forms will be available on the Office of Accounting Services website by mid June. More information will soon follow.