



# The OAS Messenger

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May 2006

## St. Francis Xavier Home Missions Grant July 2006 Applications

Applications for the July 2006 Home Mission Grants are due in the Vicar General Office by Friday, May 26, 2006. Applications are available on line at <http://www.archindy.org/finance>. Click on the icon at the bottom of this webpage. For further information, please contact Bonnie Vollmer by e-mail at [bvollmer@archindy.org](mailto:bvollmer@archindy.org) or by phone at 317-236-1410 or 1-800-382-9836 ext. 1410.

## Parish Annual Financial Reports

Again this year, the Parish Annual Financial Reports will be submitted using the online survey format. In early June, watch for a link to the survey and instructions. The instructions will **NOT** be sent by regular mail. All documents will be available online. If you would like to have an e-mail address added or changed from the person who submitted the report last year, please contact Bonnie Vollmer at [bvollmer@archindy.org](mailto:bvollmer@archindy.org) or 317-236-1410.

## Monthly Billing Statements

On Thursday, May 4th the May Archdiocesan billing statements were distributed via e-mail. The June statements will reflect a formatting and layout improvement. Supporting documentation such as purchasing detail, payroll summaries and Legacy for Our Mission Cash Flow statements will continue to be sent in the Thursday mailings. If no statement was received or to update our e-mail information, contact Jo Ann Schramm at [jschramm@archindy.org](mailto:jschramm@archindy.org) or 317-261-3387.

## Bookkeeper Training Workshops

Two bookkeeper workshops are scheduled for spring. The General Accounting session will cover general accounting procedures and topics related to parishes. The main topic for the June session will be budget preparation. Archdiocesan policies, charity gaming, and payroll topics will be addressed at both sessions.

### General Accounting

May 25, 2006

Catholic Center

1400 N Meridian St

Indianapolis, IN 46202

### Budget Session

June 1, 2006

St. Paul

216 Scheller Ave

Sellersburg, IN

47172

Contact Sarah Harmeyer with questions or to register at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or 317-261-3376.

## Budget Guidelines

The 2007 budget guidelines are available at [www.archindy.org/finance](http://www.archindy.org/finance). Select "Parish Finances", and click on the link for 2006-07 Budget Guidelines to access the documents. Budgets are due by **June 15, 2006** to the Office of Accounting Services, Attention Bonnie Vollmer.

If you have any questions or require assistance with budget preparation, please contact Sarah Harmeyer in the Office of Accounting Services at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or call 1-800-382-9836 ext. 3376 or 317-261-3376.





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## Automated Church System (ACS) Training

ACS Technologies is offering various training sessions this summer and fall. Visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1-800-669-2509 for registration information.

### Training Location Information

July 17-21	October 16-20
Community Church	Walnut Street Baptist
Church of Southport	1143 South Third Street
5250 E Stop 11 Road	Suite A
Indianapolis, IN 46237	Louisville, KY 40203
317-881-4010	502-589-5290

## ADLF Loan Review Committee Meetings

Meetings for 2006 are scheduled for June 14, August 7th, and October 23rd.

The ADLF subcommittee of the Archdiocesan Finance Council reviews ALL loan requests. Meetings are generally held only if there are loan requests to review. For a loan request worksheet and to be placed on the agenda of an upcoming meeting, contact Michelle Lecher at (317) 261-3371, 1-800-382-9836 ext. 3371 or [mlecher@archindy.org](mailto:mlecher@archindy.org)

## Employee Pay Stubs

Employee pay stubs are available for review on the web 24 hours before payday. For example May 31 paychecks are available for viewing on May 30. Encourage employees to get an advance look at their pay and deductions so questions can be addressed as soon as possible.

The web address to view paychecks is: <http://payroll.archindy.info>.

## Garnishments & Interrogatories

If your parish or school receives garnishment orders or interrogatories, they must be answered and processed through the Central Payroll office only. Please contact Tracy Doyle with questions or orders at 317-236-1416 or [tdoyle@archindy.org](mailto:tdoyle@archindy.org)

## IRS Reportable Earnings

Agencies, parishes, and schools often pay employees for additional services provided to their organization. Examples of these include the payment of a 'stipend' amount to a neighboring priest who helps during Holy Week, a flat amount paid to the school music teacher who plays organ at mass, a 'thank you' payment made to the maintenance staff for working over the weekend at the parish festival, etc.

The IRS considers all of these payments, and others like them, to be reportable earnings. These payments should be paid to the employee through Central Payroll. It is not appropriate for the agency, parish, or school to make these payments directly to the employee.

If you have any questions about the type of payment being made, or if the recipient is an employee of the Archdiocese, please contact Central Payroll.

