



The OAS Messenger

November 2006

Archdiocesan Financial Statements Available

The June 30, 2006 audited Archdiocesan Financial Statements are now available and can be found on the OAS website at

<http://www.archindy.org/finance/files/archdiocese/finance-2006.pdf>

Important Payroll Information

Please remember that payments made to employees at Christmas or year end are considered reportable income by the IRS. That means these types of payments should be requested and paid through Central Payroll.

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Now is the time of year to remind employees who have moved during the year to make sure their new address has been reported to Central Payroll. Employees can verify their address by looking at their paystub on the web. The address appearing on their paystub will be used for the mailing of 2006 W-2's.

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As required by the IRS, 2006 W-2's will be mailed to employee's homes on or before January 31, 2007. **Employee 2006 W-2's will also be available to be printed from the web at the same location as their pay stub.** 2005 W-2's are also available online at the same web site location.

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2006 employee earnings information needed to complete FAFSA forms and for college financial aid, loans, and scholarships, is available at any-time on the web. Go to the same location as your paystub and click on the Year-To-Date-Summary tab. Employees don't need to wait for their W-2 for this information.

Access to ADLF Online:

The Archdiocese has consolidated it's websites www.archindy.info and www.archindy.org. Assigned users may now access the Archdiocesan Deposit and Loan Fund (DLS) log in screen by going to <http://www.archindy.org/finance/parish.html> and clicking on the link "ADLF - Deposit and Loan Funds".

Security Alert-E-Mail Scam

Please be aware of suspicious e-mails that appears to be from Teacher's Credit Union asking for personal information. Phishing is a sophisticated way that hackers use to obtain bank card or account numbers, passwords, user ID's, or other sensitive data. If you receive an unsolicited e-mail from a bank or credit union asking you to click on a website to enroll for a security software to protect customers from Internet attacks, please do not provide personal information, account numbers, etc. **A bank would never send an e-mail to ask for such information online.** Please delete any suspicious e-mails from any bank or credit union asking for sensitive information online.

Advertising Scam

A notice from the Catholic News Service is warning others regarding a possible advertising scam. This past August, a diocese newspaper received a \$20 bill in the mail from a Catholic organization calling themselves African Orphans Uganda asking the newspaper to place an ad soliciting donors. The diocese could not find any information about the organization so a refund check for \$20 was returned requesting more information before accepting their ad. Since then the diocese's bank had received a \$45,000 check cut against the diocese and payable to a bank in Hong Kong. The bank did not pay this check, and it was traced back to African Orphans Uganda which used the \$20 check to create the check against the diocese. If your parish receives such a request, **DO NOT** send a refund check back to an unfamiliar organization.

Certificates of Insurance

Most parishes rent out space to individuals for certain events. It is a good risk management practice to ask for a Certificate of Insurance from the person or group that rents our properties. We need to protect ourselves from accidents caused to others that we do not have control over. A suggested \$1mil in liability limits is recommended. The certificate should also name the Parish and the Archdiocese as additional insureds. If you would like a review of a certificate please fax to Mike Witka at 317-236-7327.

Also make sure contracted services follow this certificate requirement. Too often we contract with a company and do not check their insurance coverage. Some of the certificates come in with very low limits and we have suggested they be corrected.

Catholic Center Closed for the Holidays

The Catholic Center will be closed for the Christmas Holidays December 22, 2006 and reopen on Tuesday, January 2, 2007. *All direct withdrawal for Payroll, the December Assessment Bill, and December ADLF payments will occur on Friday, December 29, 2006.*

If you anticipate any difficulties in making these payments, please make arrangements by **Thursday, December 21, 2006** with Sarah Harmeyer at 317.261.3376 or sharmeyer@archindy.org

Archdiocese Assessments

Documentation for items purchased through the purchasing department and included on the Archdiocesan billing is sent in the parish mailing closest to the date that the bill was e-mailed by Jo Ann Schramm. **Do not pay from the statements received in your parish mailing.** These statements are to serve as detail for the charges on your bill and is directly withdrawn from the parish checking account at the end of the month. If you have any questions, please contact Jo Ann Schramm at jschramm@archindy.org or 317.261.3387.