



# The OAS Messenger

October 2007

In observance of the Solemnity of All Saints, the Catholic Center will close at 1:00 p.m. on Thursday, November 1st.

## SCAM ALERT

**PLEASE BE AWARE:** A person posing as a Catholic Priest from Africa indicates by e-mail that he wants to make a donation to a parish or school. When he receives a response, he contacts the respondent by phone and then sends a package of blank Travelers' checks with instructions for the respondent to keep one as a donation and make the others out to various named "patients" and send them along to addresses provided. The Travelers' Checks are fraudulent according to American Express. The e-mails are signed either Rev. Richard Walters or Rev. Richard Peterson (and possibly others) and the packages are sent from a fictitious address in Lafayette, IN. Four schools have received packages and have reported the scam to police. Others have heard from Fr. Richard, but have not responded. Please let us know if you have heard from "Fr. Richard" by contacting Cody Whited at [cwhited@archindy.org](mailto:cwhited@archindy.org).

## ACS Technologies

ACS Technologies will soon no longer support ACS products older than version 6. Due to the ACS 2006 Edition upgrade, they are offering an upgrade installation CD of the latest version at a cost of \$150 from version 5, \$100 from version 6, \$50 from version 7, and FREE from version 8. With this upgrade you will also be able to save 20% on ACS online training classes. To receive this promotion, you must enroll in the Preferred Client Program for at least one year. Please contact ACS at 1-800-669-2509 (Option 4) by **October 31, 2007** to take advantage of this offer.

## ADLF Loan Review Committee Meeting

The next ADLF Loan Review Committee meeting will be Monday, November 12, 2007. If your parish would like to be placed on the agenda for this meeting, please contact Michelle Scheidler at (317) 261-3371, 1-800-382-9836 ext. 3371 or [mscheidler@archindy.org](mailto:mscheidler@archindy.org). Michelle can provide the necessary loan request worksheet.

## October-December 2007 ADLF Rates

The ADLF interest rates in effect for the quarter ending December 31, 2007 are 4.75% (a 1.0% decrease) for deposits and 7.25% (a 0.5% decrease) for loans. ADLF loans are charged interest at prime less 0.5% and savings accounts accrue interest at the discount rate less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you have any questions regarding ADLF, please contact Michelle Scheidler at [mscheidler@archindy.org](mailto:mscheidler@archindy.org) or 317-261-3371

## Indiana State Sales Tax Exemption

The Indiana State Sales Tax Exemption Certificate needs to be presented at the time of purchase and signed by the purchaser to obtain Indiana state sales tax exemption. Form ST-105 is available on the OAS website at [www.archindy.org/finance/parish/forms.html](http://www.archindy.org/finance/parish/forms.html) under General Forms. **This form cannot be used for utility vendors.** There is another form to submit for sales tax exemption on utilities; please see section in this newsletter 'Tax Exemption for Utilities'.

For a purchase to qualify for exemption for a nonprofit organization, the article purchased must be used for the same purpose as that for which the organization is being exempted. Meals, lodging, and airfare are **not** exempt from sales tax and purchases used for social purposes are **never** exempt. Please contact Sarah Harmeyer at 317-261-3376 or via email to [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) with any questions pertaining to this form.

## Tax Exemption for Utilities

As a not-for-profit organization, each parish, school and agency of the Archdiocese of Indianapolis is exempt from paying Indiana State Sales Tax. For most vendors, you can provide Form ST-105 to receive this exemption. For utility vendors (telephone, electric, gas, water), there is a special exemption needed. Form St-109 is needed for these utilities. You may be receiving this request from your utility vendors as they update their files every 4-5 years. If you are not currently exempt from IN Sales tax you will also need to apply. In order to apply, please follow these steps:

1. Fill out Form ST-200 (one for each metered vendor). You can obtain these forms from <http://www.in.gov/dor/taxforms/s-wforms.html> or by calling the Indiana Department of Revenue @ 317-232-2339.
2. Mail form to: Indiana Department of Revenue  
Compliance Division, Room N203  
100 N Senate Avenue  
Indianapolis, IN 46204
3. The Indiana Department of Revenue will issue Form ST-109 to you. You will need to submit this form to the utility vendor that you have requested the sales tax exemption from.
4. Keep a copy of your ST-109 on file.

## Risk Management Corner

We are asking that each parish send an email to Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) with info on the number of volunteers you have at your location. This is to be an estimate. However we are interested in knowing if any are involved in maintenance issues, especially up on ladders, this will not affect your current workers compensation insurance charges. Please let Mike know by **November 1st**.