



ACCOUNTING SERVICES

Monthly Assessments

October assessments will be distributed to locations by October 22, 2014. Assessments will be withdrawn on Friday October 31, 2014. Requests for adjustments to withdrawals must be sent to Carey Kendall (ckendall@archindy.org) by noon on Wednesday October 29th.

Parish Annual Financial Reports were DUE September 15, 2014

For the fiscal year ending June 30, 2014, the Parish Annual Financial Reports need to be submitted using the online survey format. An e-mail link to the survey and instructions was sent in June to the person at each parish that submitted the report last year. If the contact has changed since the prior year, please email accountingservices@archindy.org to have the distribution list updated. All documents are available online: <http://www.archindy.org/finance/parish/report.html>.

2012 and 2013 Small Employer Tax Credit

Similar to last year, the Archdiocese has enlisted the help of Wayne Lenell from the Rockford, Illinois diocese, to determine which of our parishes qualify for the small employer tax credit for health insurance premiums. If your parish qualifies to receive the refund, Mr. Lenell will contact your parish directly to request the information needed to prepare the forms necessary to receive the refund and provide an invoice for his services. **Please respond to his requests and remit payment to Mr. Lenell.** These requests will cover either the 2012 and/or 2013 tax years.

ADLF Rates for Oct-Dec 2014

Loans 3.75% Deposits 0.75%

The next ADLF meeting is scheduled for Thursday November 13, 2014. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by Wednesday, October 29th at (317)236-1519 or ckendall@archindy.org.

Sales Tax Exemption

Is your parish, agency or school paying sales tax for their utilities or other items? Through review of the parish internal control reports, OAS has noticed that some parishes are currently paying sales tax. We encourage all of our locations to address this by filling out a Form ST-105 and providing it to your vendors. Note, for transactions to be tax exempt they must be directly invoiced to the organization and paid via the organization's funds. Purchases for social events, hotels, airfare, and meals (for the private benefit of an individual) are never exempt.

Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report, **Form NP-20**. **This form is very brief and is due November 15, 2014.** If you do not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or the NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

STEWARDSHIP & DEVELOPMENT

United Catholic Appeal (UCA) Gift Processing

Gift processing for the UCA has been streamlined, lessening the amount of work required at the parish level. We were able to accomplish this by partnering with Fifth Third Bank and Remittance Processing Services (RPS) for gift processing. Please look for more detailed instructions in a mailing early next week.

Please make note of the new mailing address for all gifts to the UCA:

**RPS c/o Archdiocese Process
Suite 250
2960 N. Meridian St.
Indianapolis, IN 46208**

All non-gift communications should still be sent to the Office of Stewardship and Development at the 1400 N. Meridian Street address. If you have any questions, please contact Cyndy Taber at ctaber@archindy.org or 317-236-1591.

Please share these newsletters with your fellow co-workers who normally would not receive Accounting Service News.
There is always valuable information that can be shared throughout your parish, school or agency.



October 2014 Page 2

ANNUAL DOCUMENTATION REQUIRED FOR PARISHES

There are certain items required annually to maintain your incorporated status. If you are not the appropriate person at your parish to gather this information please ensure this information reaches the person responsible. We appreciate everyone's assistance in the effort to keep the parish's status current. More information and the required documents can be located on our website at <http://www.archindy.org/finance/incorporation.html>

Annual Incorporation Meeting (to be held between July 1st and September 15th):

- Complete Annual Meeting Minutes form and retain at parish
- Complete Conflict of Interest forms for each officer and director and retain at parish
- Approve & Sign Parish Administrative Services Agreement and send to the Archdiocese. (Note this agreement automatically renews, if you have a copy on file, you do not need to sign a new one or send to the Archdiocese.) If you cannot locate your executed agreement, please execute a new agreement and submit to the Archdiocese.
- Complete June 30 Parish Annual Financial Report online
- Approve June 30 Annual Financial Report and send Signature Page to the Archdiocese
- If you are new parish as a result of mergers, you will need to execute these documents for the new parish and send copies to the Archdiocese.

Please confirm that you have completed the above action items and returned the necessary documents to the Archdiocese.

If you have any questions, please contact OAS at accountingservices@archindy.org.

PARISH INTERNAL CONTROLS

Parish Internal Control Assessments

We have recently updated the work programs used by the firms performing the parish internal control assessments to refine the programs and to include controls over annual incorporation procedures and payroll processing. If you are interested in taking a look at the changes, the programs are on our website at <http://www.archindy.org/finance/parish/forms.html>. Next up for the Office of Accounting Services is to update and refresh our internal control policy. Keep an eye out for those updates in the spring on 2015.



GRANT OPPORTUNITIES

Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis

Through the generosity of the parishioners of our archdiocese, we now have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the archdiocese.

Combined grant applications are **due to the Archdiocese for the 2 grant allocation periods on April 30th and October 31st** each year.

For more information, please see the executive summary and the combined grant application below:

- Combined Grant Process Executive Summary
- Combined Grant Application (PDF format)
- Combined Grant Application (Word format)

Please contact Stacy Harris in the finance office if you have any questions at sharris@archindy.org or 317-236-1535.

CENTRAL PAYROLL

*****Do not reset your Pay run when opening Payroll*****

Resetting your pay run when opening payroll removes any benefit related changes that were processed by Central Payroll. This will cause issues with employees net pay and warrant back deductions. Please do not reset your pay run when opening payroll. If you do inadvertently reset your pay run, contact Central Payroll to notify the office that this has occurred.

Anthem Enrollment and Change form Due Dates

Please note the Anthem New Hire Enrollment and Anthem Change forms must be sent to human resources before the pay period end date noted on the Payroll Calendar. This allows human resources and Central Payroll sufficient time to process the required paperwork and ensure the required deductions are being modified appropriately. Sending in the paperwork by the pay period end date ensures the employee will not be burdened with double health and dental deductions.

Do Not Process Payroll Early

Please use the 2014 Perform Payroll Calendar Required Submission Dates found on the calendar here:

<http://www.archindy.org/finance/files/parish/payroll/2014%20Payroll%20Calendar%20for%20Perform.pdf>.

Please note the **"Pay Period End Dates and Required Approval Dates"** for upcoming Perform Payrolls:

Processing payroll before the required approval date may disrupt benefit related changes to employee benefits for new, shared, transferred, or terminated employees. The required approval dates for upcoming payroll cycles are as follows:

10/31/2014 Pay Period Ends 10/24/14 – Required Approval Date is Tuesday October 28, 2014

11/15/2014 Pay Period Ends 11/7/14 – Required Approval Date is Tuesday November 11, 2014

11/30/2014 Pay Period Ends 11/21/14 – Required Approval Date is Monday November 24, 2014

12/15/2014 Pay Period Ends 12/5/14 – Required Approval Date is Wednesday December 10, 2014

12/31/2014 Pay Period Ends 12/21/14 – Required Approval Date is Monday December 22, 2014



HUMAN RESOURCES

Safe and Sacred Program

An important announcement from the director of Human Resources regarding the Safe and Sacred program is attached. Please take time to read the letter and make note of the new changes.

All **NEW** clergy, religious, employees and volunteers must complete the Safe and Sacred Program **BEFORE their first day of ministry, work or volunteer service**. Integrated in the training is the background check release form which is also required. Every **CURRENT** priest, deacon, and employee of the Archdiocese of Indianapolis is asked to complete our online Safe and Sacred training program as soon as possible, if he or she has not already done so. Volunteers who have contact with children should complete the training as well, if they have not already done so. The course is available in English and Spanish 24 hours per day, 7 days per week at www.safeandsacred-archindy.org. It takes about 45 minutes to complete and can be done in parts over a series of days. Thank you in advance for your participation in this training and your commitment to the protection of children. Please contact Human Resources at hr@archindy.org if you have any questions.

2015 Benefits Open Enrollment is from October 15th – November 15th.

Open enrollment is the one time of year that you can make changes to your health plan) for 2015.

Packets will be mailed out to eligible employee's homes. All forms, details and instructions will be in the packet as well as on our website www.archindyhr.org!

Important Health Savings Account Information

Newly hired employees are no longer required to open their health savings account (HSA) before being enrolled in health insurance. In the past, health insurance applications have not been processed until the new employee had opened their HSA. Since this was creating missed deductions and delays in coverage, we have eliminated that process. Eligible, completed health applications will now be processed upon receipt by human resources. Please note – in order for the employee to receive the monthly employer HSA contributions, they still must open an account. Back contributions will not be given to anyone whose "account opened date" is beyond their first month of health insurance eligibility.

I-9 Forms

Please ensure I-9 forms are on file for all employees. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. **I-9 forms must be completed within 3 day of employment.** You can access a link to the I-9 form on the Human Resources website under Forms or at this link: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

Benefit Communication Training

The Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Christa Bunch at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

"Comings and Goings" Resource for Business Managers

The Human Resources Office has a new resource for business managers with helpful information of what to do when an employee begins or end work at a parish or school. Please click on the following link and scroll down to the Documents section at the end:

<http://www.archindyhr.org/important-forms/resources-for-business-managers/>



October 2014 Page 5

CATHOLIC EDUCATION

Special Events Policy

And now is a good time to review the special events policy and application so you can help those wanting to rent the space from our parishes for wedding receptions. If you have any questions see our Insurance page on the Archdiocesan website.

RISK MANAGEMENT

Tenant User Liability Insurance Program

Formally known as Special Events Insurance Program is now known as Tenant User Liability Insurance Program or TULIP. The program is now a computer based application and you no longer have to mail in forms. You should have received a folder in the mail about the new program.

Parish Self Inspection Program—Due December 1st

We have finally undertaken the parish self-inspection program as outlined in previous issues of this newsletter. After many months of testing the system, writing and re-writing the recommendations, we are now implementing the inspection program. Each parish/school has already received an email invitation to start the inspection process. The forms are written in an easy check off system that can be input through the computer generated email or sent in by mail. **This must be completed by December 1, 2014.** If you have any questions of did not receive the inspection invite you can contact me at mwitka@archindy.org.

Safety and Loss Control News

Please check out the following link which features Smoke Detector Safety Tips, Maintenance of Battery Operated Emergency Lights, and Proper Snow Removal. <http://www.archindy.org/insurance/documents/Newsletter%2012-13.pdf>

Proactive Security Guidelines for Religious Education Activities

Learn more about taking proactive security measures during Religious Education activities, including choosing an appropriate building, controlling access to the facility, and establishing an Emergency plan. <http://www.archindy.org/insurance/documents/Proactive%20Security%20CCD%20November%202013.pdf>

Fire Safety

We have had recent fires to two of our properties. So a reminder to all: keep doors locked on all buildings whenever possible and not in use. Secondly, do not light candles in non-Church environments. The recent fire caused by a candle has been our fourth of this type.

Student Accident Insurance

We have a new provider for this coverage beginning July 1, 2013. The company name is Gallagher Koster. We will have new claim forms and coverage highlights on our Insurance Web page shortly. Please throw away any old forms or information. You can reach the website by going to <http://www.archindy.org/insurance/student.html>

New contact for the Special Events

A new contact has been listed on the insurance page of our website:

Mira Andreeva

Email: mira_andreeva@ajg.com

Phone: 630-634-4583

Boiler Inspections

Here is contact information for Jim Law

Office phone, 317-203-5176

Cell phone, 317-987-6573

Email address, jim.law@bpcllga.com



OAS STAFF

Tracy Lockwood – Controller

email: tlockwood@archindy.org

Julie Laughlin – Director of Agency Reporting – Julie is currently training to take over agency financial reporting. This will include financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, CYO and others.

email: jlaughlin@archindy.org

Carey Kendall – Supervisor of Parish and Agency Services – Carey supervises payroll, parish and agency billing, and the administration of the Deposit and Loan Fund. She monitors the accounting services email box, coordinates and manages the parish internal control assessments and the parish annual financial reporting process.

email: ckendall@archindy.org

St. Dina Bato – Accountant – Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.

email: dbato@archindy.org

Melinda Buckler – Payroll Specialist – Melinda processes payroll and assists diocese locations wide with any payroll related questions.

email: mbuckler@archindy.org

Nancy Hildwein – Catholic Charities Accounting Supervisor – Nancy is responsible for accounting and reporting for several Catholic Charities agencies.

email: nhildwein@archindy.org

Chris Bramble – Accountant – Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies.

email: cbramble@archindy.org

Lori Erickson – Accounting Clerk – Lori is responsible for daily cash transactions and fixed asset accounting.

email: lerickson@archindy.org

Sandi Jackson – Accounts Payable Specialist – Sandi is responsible for accounts payable and employee expense reimbursements.

email: sjackson@archindy.org

Patty Gotway – Billing Specialist – Patty prepares the monthly parish and agency assessments.

email: pgotway@archindy.org



October 15, 2014

Dear Safe and Sacred Coordinators,

Thank you very much for all you do to coordinate the Safe and Sacred Child Protection Program at your parish, school, or agency. Since August 2013, over 20,000 people in the Archdiocese of Indianapolis have completed this training, which is a remarkable success. Your efforts have made a positive difference and are greatly appreciated!

We wanted to let you know about an improvement in the Safe and Sacred Program. Effective October 19, 2014, people who take the course must fill out the background check section and have a completed background check prior to issuance of a certificate. They will no longer be able to print a certificate immediately after taking the course, but will receive an e-mail message usually within 2-3 days to let them know that their certificate is ready.

This change was made due to several suggestions from parish and school leaders who wanted to ensure that certificates would only be issued after background checks were complete. Some re-programming of the Safe and Sacred system was required to make this change effective, and we are pleased that it will soon be operational. We think that this is a step forward with integrating training and background checks, which are both essential elements of our child protection program.

Barada Associates, our background check provider, will research their database to determine if a check had already been conducted for each individual. If a background check had been processed by Barada Associates within the past 5 years, it will not be re-done at the completion of the Safe and Sacred Program. If your location does not currently have an account with Barada and Associates, please contact them at customerservice@baradainc.com as soon as possible. This will enable you to receive copies of all background checks processed for your location.

Please contact the Human Resources Office at hr@archindy.org or (317) 236-1594 if you have any questions, comments or suggestions.

Once again, thank you, and God bless you,

Ed Isakson
Director, Human Resources
Archdiocese of Indianapolis