



September 2010 Page 1

## ACCOUNTING SERVICES

**Parish Annual Financial Report** For the fiscal year ending June 30, 2010, the Parish Annual Financial Report is **due September 15th**. If you have any questions or have not received the link, please contact Ashley Keller at [akeller@archindy.org](mailto:akeller@archindy.org).

**Fiscal Management and Discipleship Conference** The 2011 Fiscal Management and Discipleship Conference has been scheduled for May 5, 2011 at the Benedict Inn Conference and Retreat Center. Please save the date and send any suggestions to our email address [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

**Stock Gift Processing Policy Revised** Beginning November 1, 2010, the Archdiocese of Indianapolis will no longer forward the value of a stock donation to the designated beneficiary according to the policy implemented July 1, 1999. The proceeds from stock transfers processed by the archdiocese for parishes, schools and agencies will be sent to the beneficiary of the stock gift.

In the past, the Archdiocese of Indianapolis has absorbed the investment market changes and paid all fees for processing stock gifts provided to parishes, schools and agencies. Beginning in November the archdiocese will transfer to a parish, school or agency proceeds received from the transaction less broker fees associated with processing the donation.

The archdiocese will continue to provide the valuable service of coordinating stock gift tax contribution letters to donors for parishes, schools and agencies. In addition, by working with the archdiocesan identified broker, parishes, schools and agencies will enjoy lower transaction fees as a result of negotiated fees that take into account the volume of gifts processed.

Should you have any questions, please contact Melanie Johnson, stock gift specialist, Archdiocese of Indianapolis at [mjohnson@archindy.org](mailto:mjohnson@archindy.org) or 1-800-382-9836, ext. 1459.

## RISK MANAGEMENT

**Facilities Use Policies and Procedures** The Parish of St Mary of the Knobs Catholic Church has produced one of the finest examples of a Facilities Use document. Please get a copy for reference and spend some time updating your documents and procedures. Contact Patrick Donovan at [Patrick\\_Donovan@HSBCT.com](mailto:Patrick_Donovan@HSBCT.com).

Please feel free to send these newsletters to your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish or agency.



September 2010 Page 2

## HUMAN RESOURCES

**Electronic W-2's** Employee's can help the Archdiocese reduce printing and mailing costs of nearly \$10,000 by electing to receive their 2010 and future W-2's electronically. The 2010 W-2's will be available online along with W-2's from 2003 through 2009.

Here's how to request an electronic W-2 copy only:

Sign onto Ultipro

Select Pay

In the 'Things I Can Do' box on the right, select, 'Change W-2 consent form'.

Select, 'I want an electronic copy only'

Select, 'Save' in the upper right hand corner

Here's how to access your electronic W-2 copy:

Sign onto Ultipro

Select Pay

Select the W-2 tab

Select the W-2 year

Select Print in the upper right hand corner (Your W-2 will print in a format suitable for filing with your federal and state income tax returns.)

Please email any questions to Central Payroll at... [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)

**Employee Auto-Saving** The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages last year in 2009. This year we will increase to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees will see the increase in their July 15, 2010 paycheck or the September 15, 2010 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

### **Employee Benefits Meeting**

The Archdiocese of Indianapolis will be hosting several informational meetings around the Archdiocese to explain benefits to new and current employees. Topics covered will include: health and dental insurance, Archdiocesan retirement plans, changes in Term Life and Short-Term Disability, and Wellness Benefits offered through the Archdiocese. After the meeting, representatives from Human Resources, Anthem, and One America will be available for Q&A.

Benefits Information Meetings will be held on the following dates:

**September 20**

**Our Lady of Providence  
High School,  
Clarksville Auditorium  
3:30-5:30 pm**

**September 23**

**St. Charles, Bloomington  
Gathering Hall in  
Basement of Church  
3:30-5:30pm**

**September 28**

**St. Louis Church,  
Batesville  
Cafeteria  
4:00-6:00pm**

**October 5**

**Catholic Center,  
Indianapolis  
Assembly Hall  
6:00-8:00pm**

For planning purposes, an **RSVP** to Human Resources is strongly recommended, but not required.

You may do so by emailing [adecrane@archindy.org](mailto:adecrane@archindy.org) or calling Andrew DeCrane at 1-800-382-9836 ext. 7314.

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September 2010 Page 3

## HUMAN RESOURCES

**Wellness Screenings with Cash Incentives** Again this year, CHC Wellness is providing free, comprehensive health screenings at over 50 parishes, schools, and agencies throughout the Archdiocese during September, October, and November. All part-time and full-time employees are eligible to participate, whether they are on our health plan or not. Also, all employees' spouses can participate, whether they are on our health plan or not. All participants receive a \$50 bill as an incentive. Please encourage participation in this health promotion program, and contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) if you have any questions.

## TIP OF THE MONTH

**Here are things every business owner should know about hiring people as independent contractors versus hiring them as employees:**

The IRS uses three characteristics to determine the relationship between businesses and workers:

Behavioral Control covers facts that show whether the business has a right to direct or control how the work is done through instructions, training or other means.

Financial Control covers facts that show whether the business has a right to direct or control the financial and business aspects of the worker's job.

Type of Relationship factor relates to how the workers and the business owner perceive their relationship.

If you have the right to control or direct not only what is to be done, but also how it is to be done, then your workers are most likely employees.

If you can direct or control only the result of the work done – and not the means and methods of accomplishing the result – then your workers are probably independent contractors.

Employers who misclassify workers as independent contractors can end up with substantial tax bills. Additionally, they can face penalties for failing to pay employment taxes and for failing to file required tax forms.

Workers can avoid higher tax bills and lost benefits if they know their proper status.

Both employers and workers can ask the IRS to make a determination on whether a specific individual is an independent contractor or an employee by filing a Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding, with the IRS.

You can learn more about the critical determination of a worker's status as an Independent Contractor or Employee at [IRS.gov](http://IRS.gov) by selecting the Small Business link. Additional resources include IRS Publication 15-A, Employer's Supplemental Tax Guide, Publication 1779, Independent Contractor or Employee, and Publication 1976, Do You Qualify for Relief under Section 530? These publications and Form SS-8 are available on the IRS website or by calling the IRS at 800-829-3676 (800-TAX-FORM).

**Send us your questions! Each month one or two questions will be addressed based on inquiries of the parishes. Please submit any questions you would like answered to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).**