**E-mail to Business Managers and Payroll Processors sent via Flocknote from** [**accountingservices@archindy.org**](mailto:accountingservices@archindy.org) **on 11/12/2018.**

Good afternoon,

The Office of Accounting Services has a few topics to share information on, summarized below:

* **Unrelated Business Income and Form 990-T filing information**
* **Moore Restoration - Service Available to Parishes, High Schools, and Agencies**
* **Methods for Contacting OAS**

**Unrelated Business Income and Form 990-T filing information**

Parishes and high schools of the Archdiocese of Indianapolis are not required to file a Form 990 *Return of Organization Exempt from Tax*; however, some parishes and high schools may have to file a Form 990-T *Exempt Organization Business Income Tax Return* depending on its circumstances. Form 990-T is required if the organization's unrelated business gross income is $1,000 or more. If this applies to your parish, you must file your extension by November 15th. To learn more about this topic and the various types of unrelated business income, including advertising income from parish bulletins, please open the attachment at the bottom of the e-mail.

**Moore Restoration - Service Available to Parishes, High Schools, and Agencies**

The Archdiocese has entered into an agreement with Moore Restoration ([www.moorerestoration.com](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.moorerestoration.com&data=02%7C01%7C%7C9a0fc72eefd94f34cc1c08d6459bcc6a%7Ca54192d98f824167ba15f0159a5c6254%7C0%7C0%7C636772932781054247&sdata=uU4LhBDev81xPNwUEv%2F8CCTrROA0g1hPKEPm%2BxMrens%3D&reserved=0)) for insurance-related repairs. If you use Moore, you will not be required to apply the $5,000 deductible on your loss. This agreement will run for a one year trial period and will be evaluated again next October (2019). We encourage you to take advantage of the services they can supply for any loss. You can contact Matt McDonald at Gallagher at 574-344-2923 or contact Moore Restoration directly at 317-791-3862.

**Methods for Contacting OAS**

Have a question and not sure who to ask? Read below to learn more about the best way to receive a timely and accurate response from the Office of Accounting Services.

**Non-payroll Inquiries (Billing, Bank activity, compliance, etc.)**

**E-mail:** [**accountingservices@archindy.org**](mailto:accountingservices@archindy.org)**.** This shared e-mail address inbox is monitored by the entire OAS team. When you e-mail us, we will acknowledge the receipt of your e-mail and indicate who will be responsible for following back up with you. For example, *“John, thanks for your inquiry. I’ve cc’ed Kaylee Federico on this reply and she will follow up with you directly.”* Follow-up time is typically within 24-48 hours, and we will do our best to communicate expectations with you so you aren’t left wondering.

**Phone: 317-236-1410.** Either Sandi Jackson or Diane Sutton will answer your phone call, and if unable to answer your question, will transfer you to someone on our team who can. If the initial call rings through to voicemail and you leave a message, the voicemail will be sent as an audio file to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

**Payroll Inquiries**

**E-mail:** [**centralpayroll@archindy.org**](mailto:centralpayroll@archindy.org)**.** This shared e-mail address inbox is monitored by Carey Kendall, Melinda Buckler, and Liz Davis. Liz is the primary respondent. You’ll receive an automated reply when you e-mail [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org), and a member of the Payroll team will follow up you.

**Phone:** We prefer payroll-related inquiries to be received via e-mail rather than phone call, as this allows us to centralize the communications and focus our attention on responding through one portal ([centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)) which decreases our average response time. That said, please *do not hesitate* to call Carey, Melinda, or Liz in the case of a payroll emergency.

Thanks!

Attachments (double click to open):

