



ACCOUNTING SERVICES

Parish Incorporation

Many parishes have yet to return their incorporation documents. Please be sure to sign and return the **Parish Member Resolution, Initial Director Resolution**, as well as **TWO (2) copies of the By-Laws**, of which one will be signed and returned to you. You can find these documents at: <http://www.archindy.org/finance/incorporation.html>

Annual Incorporation Meeting

As was communicated at the incorporation meetings in February and March, every parish needs to hold an annual meeting between July 1st and September 15th. At this meeting, each parish should (1) complete the Annual Meeting Minutes form, (2) complete the Conflict of Interest form for each officer and director, (3) approve and sign the Administrative Services Agreement, (4) approve the June 30th Annual Financial Report and file with the Archdiocese by September 15th. Please note that the Conflict of Interest forms for each officer and director are to be retained by the parish for their reference. Please send the Annual Meeting Minutes and Administrative Services Agreement to Charlie Feeny in OAS by September 15th.

Parish Annual Financial Report

For the fiscal year ending June 30, 2011, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions was sent to the person at each parish that submitted the report last year. The instructions will NOT be sent by regular mail. All documents will be available online. The e-mail containing the link and the instructions was sent out in June. If you have not received the e-mail, please email accountingservices@archindy.org to have the link resent.

Transition to New Payroll Provider

As was announced last fall we are transitioning our payroll service provider from the in-house Ultimate system to Paycor Payroll Services. All parishes, schools and agencies have gradually been transitioned to the new provider over the last 6 months. The Catholic Center agencies and all priests are the final group to utilize the new vendor. All Archdiocesan priests will be paid through Central Payroll. Priest wages will be billed to the parishes on the monthly billing assessments. All stipends and priest related pay and personnel changes for priests will be processed through Central Payroll – please submit these to Central Payroll at centralpayroll@archindy.org.

The June 30th pay date was the final pay you would receive via the Ultimate system. You will continue to have access to the Ultimate system to view the detail pay activity up through the June 30, 2011 pay date.

On **July 15, 2011** you should have received your pay via direct deposit as normal. For the very first pay, Paycor provides a check stub (NOT a live check) that has information on how to logon to the Paycor system and view the pay information on-line. The check stub and login password were sent to you via US mail. *Please access the system when you receive this check stub to modify your password and to review all your deductions and benefits.* This is the only time a paper check stub will be provided.

Please note the Paycor system will not contain the detailed pay stub information by pay date for the time before 6/30/11. Please access Ultimate to see specific pay check history for June 30, 2011 and prior. Total year to date information will be brought over in lump-sum format into the Paycor system. This way you will receive one W-2 from the Archdiocese via the Paycor system. This lump sum information should be available by the 7/31 pay date.

We will provide a link on the www.archindy.org website to access both the Ultimate and Paycor sites.

Thanks for your patience during this process. Contact centralpayroll@archindy.org with any questions or concerns.

Payroll Questions

As we finalize the transition to Paycor we receive many questions from the locations. Many of these questions are answered in the FAQ on our website at <http://www.archindy.org/finance/files/transition-faq.pdf>. Please direct all payroll related questions to **Rene Raychel** at rtrayche@archindy.org or centralpayroll@archindy.org.

Verizon Wireless Discounts

Did you know that Archdiocesan employees receive an 18% discount and free activation for personal service with Verizon Wireless? Attached to this newsletter is a document that can be distributed to employees with existing Verizon Wireless service to access the discount. Employees not currently utilizing Verizon may contact Alissa Zink, Non Profit Account Executive with Verizon for more information.

Group Ruling

The IRS Group Ruling exemption letter for 2011 is available on our website at <http://www.archindy.org/finance/files/parish/general/2011GroupRuling.pdf>.

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

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HUMAN RESOURCES

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 two years ago. 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, 2011 paycheck or the September 15, 2011 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

New HR Site

Please check the new Human Resources website, www.archindyhr.org. It is a clearinghouse of information about employment, benefits, discounts and other offerings with convenient links to use. Find out more about our two newest benefits for health plan members: Health Advocate – where one toll-free call can link you with all of your health benefits – and Healthcare Blue Book – which pays you to select high-quality/low-cost medical providers.

2012 HEALTH PLAN

The Human Resources Office announced that the 2012 medical and dental plans will have the same monthly premiums, annual deductibles, co-insurance, and annual out-of-pocket maximums as the 2011 medical and dental plans. 2012 will be the third consecutive year with no cost increases in these plans. This information is being provided now for the benefit of administrators and teachers who will soon be signing contracts or work agreements for next year. Please contact Human Resources at hr@archindy.org if you have any questions.

Wellness Screenings

This fall, the Archdiocese will again be offering free, comprehensive health screenings with a \$50 incentive. All employees and spouses (whether they are on our health plan or not) are eligible to participate. Last year, we offered screenings at over 50 parishes, schools, and agencies, and over 2,000 people participated. Results are confidential and can be sent directly to your physician. Please take a few minutes for this important program, and encourage others to participate as well. Please contact Human Resources at hr@archindy.org with any questions or suggestions.

CATHOLIC EDUCATION

State School Vouchers and SGO Scholarships

The Office of Catholic Education has posted extensive information on the new state school vouchers as well as scholarships from the Educational CHOICE Charitable Trust. Over 650 students have already been approved to receive vouchers. The CHOICE Trust is our Scholarship Granting Organization (SGO) under the law that allows donors of scholarships to non-public schools to designate these toward specific schools and receive a 50 percent credit against their Indiana state tax liability as well as federal tax benefits. This year's solicitation for the annual Celebrating Catholic School Values event is targeting SGO gifts, so if your school can use some help, let us know. The CCSV event is on October 26, 2011 at the new JW Marriott Hotel. Voucher and scholarship information is posted at www.archindy.org/oce, front page, Public Downloads, SGO Scholarships and State Voucher Info. or click on <http://www.archindy.org/oce/index.asp?action=ioi&catid=186> or contact Ron Costello at OCE, rcostello@archindy.org.

Scholarships and Vouchers

Up-to-date information on SGO Scholarships and State School Vouchers can be found at <http://www.archindy.org/oce/index.asp?action=ioi>. Please select 'SGO Scholarships and State Vouchers Information' on the drop down list.

RISK MANAGEMENT

Risk Management Forms

We have had a number of late reported claims on both storms and workers comp. Please have someone on staff inspect your buildings after every storm that comes through, especially the roof, basements, windows, computers, phones and electrical systems. For workers comp claims there is a first report form that must be filled out immediately upon hearing of an injury. Please have these forms available in every department.

Insurance Self Inspections

We will be launching the parish/school self-inspection program in early Fall. We will need to have a contact name and email address for each parish. This can be the maintenance person, parish staff member, business manager, or pastor. Please send to Mike Witka at mwitka@archindy.org.

ARCH CONTACTS

Do you know who to contact when.....

Property insurance or risk questions?	Mike Witka
ADLF?	Rene Raychel
Payroll?	Centralpayroll@archindy.org
Billing questions?	Rene Raychel
Parish budget or other questions?	accountingservices@archindy.org

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.

ATTENTION EMPLOYEES OF ARCHDIOCESE OF INDIANAPOLIS.

You may be eligible for exclusive savings from Verizon.

Verizon is proud to be able to offer Archdiocese of Indianapolis employees exclusive discounts. It's an excellent benefit that's available to new and existing Verizon customers. Take advantage of these special savings today.

Easy to switch. Easy to save.

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The network that makes the difference.

Verizon has the largest high-speed wireless network in America. The bandwidth and speed of 4G LTE will supercharge your communications. And the footprint of our 3G network gives you coverage wherever business takes you.

Verizon is excited and proud to be able to offer discounted equipment and services to Archdiocese of Indianapolis employees. If you have questions or need more information, please don't hesitate to contact me directly.

Contact your Government Account Representative

Alissa Zink
ACCT EXEC-SMALL BUSINESS SALES
Verizon Wireless
317-517-6280
alissa.zink@verizonwireless.com

*Our surcharges (incl. Fed. Univ. Svc. of 12.9% of interstate & int'l telecom charges [varies quarterly], 13¢ Regulatory & 83¢ Administrative/line/mo., & others by area) are not taxes (details: 1.888.684.1888); gov't taxes & our surcharges could add 10%–34% to your bill. Activation fee/line: \$35. IMPORTANT CONSUMER INFORMATION: Subject to Customer Agreement, Calling Plan & credit approval. Up to \$175 early termination fee (\$350 for advanced devices) & other charges. Device capabilities: Add'l charges & conditions apply. Offers & coverage, varying by service, not available everywhere. Network details & coverage maps at verizonwireless.com. Nights: 9:01 p.m.–5:59 a.m. M–F. © 2011 Verizon Wireless.