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The Catholic Center will **close** for the holidays on **Thursday December 24, 2009** and **reopen** on **Monday, January 4, 2010**.

## ACCOUNTING SERVICES

**2009 501(c)3 letter** The 2009 501(c)3 tax exempt letter, the document needed to prove tax exempt status, is available on our website at <http://www.archindy.org/finance/files/parish/general/2009GroupRuling.pdf>

**Insurance Certificate Requests** The Archdiocese of Indianapolis and Gallagher Bassett Services Inc. certificate of Insurance Request Form, the document needed for insurance for certain events, is available on our website at <http://archindy.org/finance/files/insurance/Cert%20Request.pdf>

**2009 Financials** The 2009 Audited Financials, which include our financial position, cash flows, activities, along with additional supplementary information, are now available on our website at <http://www.archindy.org/finance/archdiocese.html>

**Software Update** All the PC's in the Catholic Center are being upgraded from Microsoft Office 2003 to Microsoft Office 2007. If you are still having problems with opening an Office 2007 Excel or Word documents or access to ACS, you should download the Office 2007 Compatibility Pack. This **free** compatibility pack can be downloaded at the following link: <http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>.

**Online Giving Training Webinar** On **Wednesday, December 9th**; *Faith Direct*, an online giving company, will be hosting a webinar at **1:00 PM EST** to explain how a full-service electronic giving program is the best long-term solution for offertory, Diocesan appeals, second collections, and capital campaigns. *Faith Direct* now serves parishes in 40 Dioceses across the United States. *Faith Direct* has inspired the conversion of thousands of envelope users to recurring automatic supporters. Space is limited, so be sure to register online at <https://www2.gotomeeting.com/register/313306834>. After registering you will receive a confirmation email containing information about joining the Webinar.

### **Month End Payroll and Assessment Withdrawal**

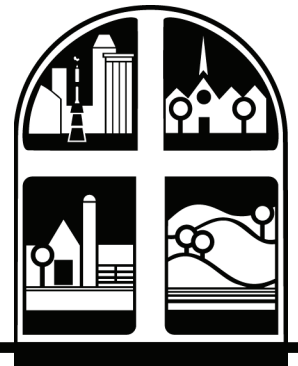
**December** – Payroll and Assessment will be **withdrawn** on **Thursday, December 31<sup>st</sup>**. \*\* All requests for adjustments to these withdrawals must be **sent to Jeanette Walker [jwalker@archindy.org](mailto:jwalker@archindy.org) by 5:00 p.m. on Tuesday, December 22<sup>nd</sup>**.

**OAS Staffing Changes** The Office of Accounting Services has experienced a few staffing changes in December. Abbey Kirchner's last day was November 30th. Her replacement, Matt Horan, will begin part-time January 2010. Matt can be contacted by email at [mhoran@archindy.org](mailto:mhoran@archindy.org) and by phone at 317-261-3374.

Cody Whited's last day will be December 10th. Rene' Raychel will be taking over Cody's ADLF responsibilities. You can contact Rene by email at [raychel@archindy.org](mailto:raychel@archindy.org) and by phone at 317-261-3370. We wish both Abbey and Cody good luck at their new jobs, and we welcome Matt to the OAS family.

**BABY Announcement** Julie Laughlin, Assistant Controller, had a baby boy, Killian Michael, on November 20th. Congratulations to Julie on her new arrival!

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.



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## INTERNAL CONTROL TIP OF THE MONTH

**Internal Control** *Cash Receipts-Sunday and Holy Day Collections.* Recently, reports of theft, have been reported to the Office of Accounting Services. It is important to maintain strict policies regarding Cash Receipts at all time, but especially during the holidays. Though even with the strictest policies, theft can still occur; however by following and implementing proper controls, this risk is minimized. For the collection of loose cash and envelopes, only **appointed** ushers should be used. If a collection basket is part of the Offertory, it should be taken to a counting location **immediately**, under **no** circumstances should the basket be left at the altar. Counting should be done in teams composed of at least **two** unrelated individuals. It may be beneficial to implement an electronic giving option to your parishioners.

For more information regarding this control and to view other internal controls, please visit our website at <http://www.archindy.org/finance/parish/forms.html> and view the "Parish Internal Control and Assessment" and "Internal Control" sections.

## Q & A

**Q.** Where can I find information on the Financial Status of the Archdiocese of Indianapolis?

**A.** Every fiscal year end, the Archdiocese of Indianapolis, partakes in a year end audit. These audited financial statements are published online on our website at:

<http://www.archindy.org/finance/files/archdiocese/Financial%20Statements%202009.pdf>

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).