



## ACCOUNTING SERVICES

### Mileage Reimbursement Rate

The IRS has issued the 2011 optional standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes. Effective January 1, 2011 the IRS adjusted the standard mileage rate to 51 cents per business mile driven. The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven **on or after January 1, 2011**, the Archdiocese mileage reimbursement rate will be **38.25** cents per business mile incurred. It is recommended that parishes examine budgets carefully in determining a reimbursement rate.

### Fiscal Management and Discipleship Conference

**Save The Date** – The Fiscal Management and Discipleship Conference is scheduled for **Thursday, June 9, 2011** at the Catholic Center. This conference includes workshops related to Stewardship, HR, Payroll, Education and Finance and is designed to meet training and information needs of administrators, business managers, bookkeepers, finance council members, stewardship council members and volunteers handling bookkeeping or stewardship functions.

### Parish Incorporation Meeting Updated Schedule

In order to plan meeting space appropriately for each of the meetings please RSVP to [cfo@archindy.org](mailto:cfo@archindy.org) with the meeting location, parish name and number and the names of the persons (including their role i.e. finance chair etc.) attending. All meetings are at 7:00 P.M. Don't hesitate to contact us at the email address noted above with questions.

Indianapolis (Catholic Center): 2/15

Holy Family, New Albany: 2/17

Sacred Heart of Jesus, Terre Haute: 2/22

St. Gabriel, Connersville: 2/24

St. Charles, Bloomington: 3/1

St. Louis, Batesville: 3/7

St. Paul, Tell City: 3/8

### THE JOY OF SERVING THE BROKENHEARTED: *Living the Challenge*

The Catholic Cemeteries Association and the Office of Family Ministries of the Archdiocese of Indianapolis will host its 9<sup>th</sup> annual Mission Day event for caregivers of the bereaved. This year, the one day seminar will take place on Tuesday, March 22nd at Fatima Retreat House, 5353 E. 56<sup>th</sup> St. in Indianapolis. The day will begin with registration at 9:00 a.m., include lunch and conclude at 3:30 p.m. Registration costs \$30 and seating is limited. Pre-registration is requested for Mission Day. To receive a registration form, contact Sue Meacham at Our Lady of Peace Cemetery at 317-574-8898 or log on to [www.archindy.org/family/bereavement.html](http://www.archindy.org/family/bereavement.html).

## HUMAN RESOURCES

### New HR Website

Please visit the new Human Resources website at [www.archindyhr.org](http://www.archindyhr.org). New online videos have been added. There are also lots of new links and postings. Learn more about Health Advocate, which can connect you with all of your health benefits with one toll-free call. Also, Healthcare Blue Book now offers a free online database to check health care costs from local providers and even earn financial incentives of \$25 to \$100 per medical procedure. The password for the Healthcare Blue Book site is archindy.

### Parish Incorporation and Health Insurance Eligibility

The Human Resources Office has received questions about whether parish incorporation affects health insurance eligibility. In the past, if an employee worked part-time at several parishes, but totaled 1,500 or more hours per year from all of those different positions, he/she was eligible for health insurance (and other full-time benefits), and the parishes shared the costs. Even though parishes are separately incorporated, our attorney advises that we should keep the same practice. Therefore, no employees should lose health insurance eligibility because of parish incorporation. Please contact Human Resources if you have any questions.

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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### Paycor Transition- Update

Things are proceeding well with the transition to our new payroll service provider, Paycor. In the next several months each location will be contacted by a member from Paycor to ensure training has been scheduled and all information necessary has been obtained. Our central payroll office is working closely with Paycor to make this transition as smooth as possible.

In order to move forward we are to provide Paycor with verification of federal and state identification numbers. Office of Accounting Services is working to obtain verification of each parish federal identification numbers. If you receive documentation related to this from the IRS, please fax it to us at 317-236-7327. For payroll purposes, Deanery centers will utilize the Dean's parish identification numbers.

As noted in our Frequently Asked Questions, one of the changes experienced will be **direct withdrawal of funds from designated parish bank accounts 2 days prior to the actual payday**. Current Archdiocesan practice is that the payroll funds are withdrawn from the local account on the pay date. As you begin utilizing Paycor, please keep this important date change in mind.

The **training schedule, training registering directions and an updated version of the rollout schedule** is posted to our website at <http://www.archindy.org/finance/transition.html>. Please visit this site for other documents, such as Frequently Asked Questions and other important notices regarding the transition.

As always, any questions about the transition can be directed to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### 2010 W-2's

The 2010 W-2s are currently available on our website at <http://payroll.archindy.info>. Just enter your login information and click on the 'W2' tab at the top of the page and select 2010. The paper version was mailed in early **January**.

### Parish Voided Checks Needed for Paycor

In order to verify the bank account information for each parish/school/agency we need to provide Paycor with a copy of a voided check for each parish/school/agency bank account that is used for payroll purposes. Each parish/school/agency needs to provide us with a copy of a voided check from the appropriate bank account so that we can provide to Paycor for this transition. Please send voided checks by way of fax to: **Attention: Charlie Feeney, Fax Number: 317-236-7327** or e-mail a scanned copy to [cfeeney@archindy.org](mailto:cfeeney@archindy.org). Please be sure to indicate which parish/school/agency it is for in either the fax or e-mail.

### Payroll Questions

As we continue to work on 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 [rreyche@archindy.org](mailto:rreyche@archindy.org), **LesLee Hill** at [lhill@archindy.org](mailto:lhill@archindy.org), or [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

## RISK MANAGEMENT

### Risk Management

As the ice begins to thaw make sure that each room in your building is inspected every day for leaks or water infiltration.

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).