What's New This Month?

Here are some key items to pay special attention to in this month’s newsletter:

- See page 3 for payroll deadlines during Thanksgiving and New Years weeks and information on annual IRS notices.
- See page 4 for important notes from Stewardship and Development.

Thanksgiving Week Payroll

The Archdiocese of Indianapolis and Paylocity are closed to observe the Thanksgiving holiday on Thursday November 23rd. Therefore, in order to guarantee employees are paid on Friday November 24th, all locations are required to approve their pay run on Monday November 20th. This allows Central Payroll one day to complete an adequate review and submission of all Archdiocesan payrolls and allows Paylocity to ensure the payroll liability is drafted by Wednesday November 23rd to ensure timely deposits on Friday November 24th.

Please contact Central Payroll if you are unable to approve your pay run on Monday November 20th: centralpayroll@archindy.org.

OAS Staff Update

We are pleased to announce that we have a new team member in the Office of Accounting Services, Kaylee Federico. Kaylee started on October 30th and is a welcome addition to our team!

Also, Ben Phares’ last day of temporary employment with OAS was November 2nd. Kaylee is assuming all ADLF responsibilities.

We are also still searching for an Accountant (http://www.archindy.org/hr/job.html).

Upcoming Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Dates:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday November 28th</td>
<td>Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for December 8th payroll.</td>
<td></td>
</tr>
<tr>
<td>Tuesday December 5th</td>
<td>Required payroll approval due date for December 8th payroll.</td>
<td></td>
</tr>
<tr>
<td>Tuesday December 12th</td>
<td>Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for December 22nd payroll.</td>
<td></td>
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<tr>
<td><strong>Other Dates:</strong></td>
<td></td>
<td></td>
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<tr>
<td>None currently</td>
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</table>
Annual Report to Secretary of State: Business Entity Report
You may receive a notice from the Secretary of State’s office asking that the parish file a Business Entity Report. Please do not file this report. The Office of Accounting Services will file this report on each parish’s behalf. If you receive a notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing the Business Entity Report, please forward that notice to the Office of Accounting Services: accountingservices@archindy.org.

Billing Calendar
To help parishes and schools manage the timing of cash flows, we prepared a billing calendar in the 2017-18 Budget Guidelines to provide a high-level overview of when major items are scheduled to be billed by our office.

<table>
<thead>
<tr>
<th>Description</th>
<th>Billing Frequency</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathedraticum</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clergy Healthcare</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lay Retirement</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Indianapolis Education</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Property Ins.</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle Ins.</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Workers Comp.</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lay Health Ins.</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Criterion Subscriptions</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ADvancED</td>
<td>Annually</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Jupiter</td>
<td>Annually</td>
<td></td>
<td>X</td>
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<tr>
<td>Renaissance</td>
<td>Annually</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Student Accident Insurance</td>
<td>Annually</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Monthly Assessments
November assessments will be withdrawn on Thursday November 30th.

ADLF Rates for Oct-Dec 2017
Loans 3.75%  Deposits 0.75%
The final 2017 quarterly ADLF meeting was held on Thursday October 26, 2017. Meeting dates for 2018 are forthcoming. If your parish would like to be placed on the agenda for a meeting in 2018, please contact Chris Bramble at (317)592-4099 or cbramble@archindy.org.
Thanksgiving Week—November 24th Pay Run

The Archdiocese of Indianapolis and Paylocity are closed to observe the Thanksgiving holiday on Thursday November 23rd. Therefore, in order to guarantee employees are paid on Friday November 24th, all locations are required to approve their pay run on Monday November 20th. This allows Central Payroll one day to complete an adequate review and submission of all Archdiocesan payrolls and allows Paylocity to ensure the payroll liability is drafted by Wednesday November 23rd to ensure timely deposits on Friday November 24th.

Please contact Central Payroll if you are unable to approve your pay run on Monday November 20th: centralpayroll@archindy.org.

New Year's Week—January 5, 2018 Pay Run

All changes for new hires, rehires, terminations, and stipends are due by December 15th for the January 5th pay run. The Archdiocese and Paylocity are closed on Monday January 1st to observe the New Year’s holiday. Locations will be required to approve their pay run by Tuesday January 2nd in order to guarantee employees are paid by Friday January 5th.

Web Time

Please do not check or uncheck the Enable Time and Labor box on the Web Time tab, Central Payroll manages the use of that option.

Annual Notices from IRS

You may have received an annual statement from the Internal Revenue Service (IRS) stating “We have determined your 2018 deposit requirements for Form 941”. The notice lists estimated amounts due each quarter. These types of notices might indicate that Paylocity needs to change the filing frequency with the IRS. Central Payroll has established a good partnership with Paylocity’s tax team, so we ask that you please continue to forward any notices you receive from either the IRS or the Indiana Department of Revenue to Carey Kendall for resolution: ckedall@archindy.org.

Time Off Requesting System

In order for employees to request time off electronically through their employee self-service portal, you’ll need to ensure you have your Time Off benefits and balances such as vacation, sick, and personal time off set up in WEB PAY. This makes using electronic timekeeping easier for the employee and the payroll processor by allowing the employee to request time off through their self-service portal so that the information automatically populates in the timecard upon approval.

If you need time off balances set up, please email your time off policy to Carey Kendall: c.kendall@archindy.org. Carey will work with Paylocity to ensure a programmer is assigned to get this setup for your location. The programmer will contact the location directly when they are ready to review the setup to ensure it is accurate and assist with loading time off balances.

If you are unsure if your location has a time off policy; it might be helpful to review the Archdiocese’s suggested policy: http://www.archindyhr.org/wp-content/uploads/2015/07/Suggested-HR-Policies-2014-CY-v2.pdf
United Catholic Appeal
Thank you for all your efforts in preparation for Intention Weekend. It typically takes seven to ten days to process and record gifts. Parish Update Reports are being emailed at the end of each week again. Please send out all gifts turned into the parish as quickly as possible to ensure the most accurate reporting. If additional mailing supplies are needed, email Cindy Riley at criley@archindy.org.

End-of-Year Giving Webinar for Pastors and Parish Staff
Mark your calendars for the Boosting Year End Giving and Guidelines for Acknowledgements Webinar on Thursday, November 30th from 11 – 11:45 am. The webinar will address two important and timely topics: 1) Promoting year-end gifts and 2) How to properly acknowledge 2017 gifts in January of 2018. Register for the webinar now by clicking the following link: www.archindy.org/stewardship/YrEnd.

An Evening of Lights
Thursday, December 7th marks the inaugural Archdiocesan Christmas Tree Lighting & Prayer Service held in the Catholic Center Assembly Hall. The Prayer Service led by Archbishop Thompson begins at 6 pm with a reception to follow. Dedicate a luminaria in memory of a loved one to be lit at the prayer service for a donation of $10 or more. To RSVP and/or to make a donation, please visit www.archindy.org/CCF/EveningofLights. For more information, please contact Rhobie Bentley at 317-236-1482 or ccf@archindy.org.

IQE - IMPACT THE FUTURE
You can literally change a child’s life by providing them with the means to afford a quality Catholic education while you benefit from a 50 percent state tax credit on your gift made through the Institute for Quality Education. Act now! With year-end giving season upon us, Indiana State Tax Credit Scholarship Program funds are expected to diminish quickly. Both individuals and companies are eligible to take advantage of the state tax credit and may be eligible for a federal tax deduction as well. There’s no better time than NOW to impact the future. For more information or to donate, visit: indianataxcreditscholarship.org or contact Kim Pohovey at 317-236-1568 or kpohovey@archindy.org.

Professional Development for Professional Advisors
The Catholic Community Foundation is sponsoring two continuing education seminars for professional advisors including attorneys, accountants, financial advisors and life insurance representatives as well as clients and those who may have an interest in the seminar material. Topics of discussion include Catholic Community Foundations (fund types, fund agreements, endowment law, and comparison to private foundations); Ethics in Charitable Estate Planning; and, Gift Planning with Retirement plans. This program qualifies for three hours of continuing professional education credit, including two hours of ethics credit.

- Tuesday, December 5th, 2017 at the McCauley Centre (702 North Shore Dr., Jeffersonville)
- Wednesday, December 6, 2017 at the Edward T. O’Meara Catholic Center (1400 N Meridian St., Indianapolis)

Registration opens at 8:30 AM. The program begins at 9 AM and concludes by 12:30 PM. A continental breakfast and box lunch will be provided. For easy registration visit www.archindy.org/CCF/ProfDevelopment.

Please contact Rhobie Bentley at 317-236-1482 or ccf@archindy.org with additional questions.

Loaves+Fishes Monthly Webinar Series
The “Loaves+Fishes” monthly webinar series continues through the end of the year. Webinars are available to the staff and volunteers of all parishes at no cost to the parish. The presenters are knowledgeable and well prepared. The topics are current and timely. The feedback is enthusiastic. Don’t miss the upcoming FREE sessions listed below. To ensure that you are receiving the monthly announcements with the registration link, email your contact information to Barb Samsel at bsamsel@archindy.org.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12</td>
<td>Faith-filled Ways to Call Parishioners to Serve in the Parish</td>
</tr>
<tr>
<td>Name</td>
<td>Photo</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
</tbody>
</table>
| Brian Schmidt      |       | Controller and Director of Finance | As Controller, Brian is responsible for oversight and management of the Office of Accounting Services and ensuring that our office provides high quality service to our clients (parishes, schools, agencies, and departments within the Catholic Center). | Phone: 317-592-4005  
E-mail: bschmidt@archindy.org |
| Carey Kendall      |       | Manager, Payroll and Billing      | Carey manages payroll and parish and agency billing. She monitors the accounting services email inbox and also manages the parish annual financial reporting process. | Phone: 317-236-1519  
E-mail: ckendall@archindy.org |
| Julie Laughlin     |       | Director of Catholic Charities & Agency Reporting | Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO, St. Mary’s Child Center, and others. | Phone: 317-261-3371  
E-mail: jlaughlin@archindy.org |
| Chris Bramble      |       | Manager, Treasury Services        | Chris is responsible for managing our treasury services, including the Archdiocesan Deposit and Loan Fund (ADLF), cash and investment accounting, and accounting support for Fatima Retreat House and several Catholic Charities agencies. Chris also coordinates and manages the parish internal control assessments (PICA). | Phone: 317-592-4099  
E-mail: cbramble@archindy.org |
| Kaylee Federico    |       | Senior Accountant                 | Kaylee is responsible for accounting for Catholic Cemeteries, the Archdiocesan Deposit and Loan Fund, various Archdiocesan campaigns and appeals (UCA, LFOM), and monthly financial reporting and reconciliations. | Phone: 317-592-4021  
E-mail: kfed@archindy.org |
| Diane Sutton       |       | Cash Specialist                   | Diane is responsible for daily cash management including processing all deposits received by OAS.       | Phone: 317-261-3376  
E-mail: dsutton@archindy.org |
| Melinda Buckler    |       | Payroll Specialist                | Melinda processes payroll and is involved in the monthly parish and agency billing.                    | Phone: 317-236-1439  
E-mail: mbuckler@archindy.org |
| Liz Davis          |       | Payroll Support Specialist        | Liz is responsible for processing payroll for parishes and schools.                                     | Phone: 317-592-4065  
E-mail: ldavis@archindy.org |
| Sandi Jackson      |       | Accounts Payable Specialist       | Sandi is responsible for accounts payable and employee expense reimbursements.                         | Phone: 317-236-1561  
E-mail: sjackson@archindy.org |
| Patty Gotway       |       | Billing Specialist                | Patty is responsible for preparing the parish and agency billing.                                       | Phone: 317-236-1572  
E-mail: pgotway@archindy.org |
| Nestor Sarinana    |       | Intern                            | Nestor assists on a wide variety of projects within the Office of Accounting Services.                  | E-mail: oasintern@archindy.org |

Not sure who to contact?
Office of Accounting Services General Phone Number: 317-236-1410
Accounting Services Mailbox: accounting@archindy.org
Central Payroll Mailbox: centralpayroll@archindy.org
We will reply to your message as soon as possible with a desired response time of less than 48 hours.