



The OAS Messenger

October 2004

IRS Form Reminder:

According to the Indiana Not-for-Profit law, all not-for-profit organizations are required to file an annual financial report **Form NP-20**. The law requires organizations to report annually to maintain their sales tax exemption. All organizations should have received a form in the mail if you are recorded with the state with a fiscal year ending June 30th. This form is very brief asking about the fiscal year 03-04 and will be due by November 15, 2004. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or forms may also be found at www.in.gov/dor/taxforms/state.html.

If you have any other questions, please contact Sarah Harmeyer at 317-261-3376.

"Protecting God's Children" Program

In order to enhance our efforts to protect children the Archdiocese has adopted the Virtus "Protecting God's Children" Program to train all volunteers and employees who have contact with children. Some of you may have already attended the program. As you know, it takes an entire Archdiocese to protect our children. It was agreed upon at the August 31st Council of Priests meeting to assess the costs of this program to parishes according to the number of Catholics in each parish. The per person cost is just \$0.215 for the first year. The small cost of the program is minor in comparison to the effort that we all will make together to protect our children. Costs for each subsequent year will be lower and will be included in the parish budget packets in the future. We recommend you charge the cost to "*professional fees*" on your financial statements. The cost will be included on the October bill; if you have any questions, please contact Cathy Mayer at: cmayer@archindy.org

OAS Location Move:

The Office of Accounting Services(OAS) will be moving to a different location within the Catholic Center at a date to be determined. We anticipate the move to occur sometime in late October. Please note that the OAS staff will be available during the move but we will have limited access to our phone and e-mail. We will let you know when a firm date for the move has been set. ***We appreciate your patience and understanding!***

New Payroll Specialist

René Raychel is the newest addition to our Central Payroll Office. She can be reached at 317.261.3370 or at [rraychel@archindy.org](mailto:r-raychel@archindy.org). Welcome René!

Reminder from OAS

Please note that the fax number for the OAS department *and* Payroll is **317-236-7327**.

Important Notice: **December 31st Payroll**

The 2004 final payroll will be deposited to employee accounts on **Friday December 31, 2004**. This is a new procedure effective this year. **Please notify your employees of this change.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2004 and reopening on January 3, 2005. Please also note that the automatic withdrawal for payroll and the monthly bill will also occur on December 31, 2004.

SAVE THIS DATE!

April 23, 2005 is the date for the upcoming *Fiscal Management and Discipleship Conference* to be held at the Benedictine Inn in Beech Grove. More details to follow.