



Growth and Expansion Grants Now Available The Archdiocese of Indianapolis Growth and Expansion Fund was established to provide financial support to parishes, schools and agencies of the archdiocese to **grow or expand** their ministries which are vital to the mission of the church. The Growth and Expansion grants will be awarded through an application process. Applications are available now and will be accepted through Friday, November 19th and distributions will be made in January 2011. Applications and the award criteria are available on the archdiocesan website at www.archindy.org by clicking on the finance office page. Please direct all questions to Stacy Harris at 1-800-382-9836 ext. 1535 or via e-mail at sharris@archindy.org.

Change for Fiscal Management and Discipleship Conference The 2011 Fiscal Management and Discipleship Conference has been rescheduled to June 9th at the catholic center. Please save the date and send any suggestions to our email address accountingservices@archindy.org.

Stock Gift Processing Policy Revised Beginning November 1, 2010, the Archdiocese of Indianapolis will no longer forward the value of a stock donation to the designated beneficiary according to the policy implemented July 1, 1999. The proceeds from stock transfers processed by the archdiocese for parishes, schools and agencies will be sent to the beneficiary of the stock gift.

In the past, the Archdiocese of Indianapolis has absorbed the investment market changes and paid all fees for processing stock gifts provided to parishes, schools and agencies. Beginning in November the archdiocese will transfer to a parish, school or agency proceeds received from the transaction less broker fees associated with processing the donation.

The archdiocese will continue to provide the valuable service of coordinating stock gift tax contribution letters to donors for parishes, schools and agencies. In addition, by working with the archdiocesan identified broker, parishes, schools and agencies will enjoy lower transaction fees as a result of negotiated fees that take into account the volume of gifts processed.

Should you have any questions, please contact Melanie Johnson, stock gift specialist, Archdiocese of Indianapolis at mjohnson@archindy.org or 1-800-382-9836, ext. 1459.

ADLF Rates for October-December 2010

Loans 3.5% Deposits 1.0%

ADLF rates for October– December are unchanged from the previous quarter. If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org.



RISK MANAGEMENT

Insurance Once again we remind all parishes and schools that rent out space that a certificate of insurance is required naming the parish and the Archdiocese as additional insureds. The coverage is available through a program we put in place for our parishes for special events, weddings, socials, rentals etc. This coverage may be found on the insurance tab under the finance office on our web site.

<http://www.archindy.org/finance/insurance.html>

HUMAN RESOURCES

Electronic W-2's GO GREEN with Electronic W-2's. Employees can help the environment and reduce printing and mailing costs of nearly \$10,000 by electing to receive their 2010 and future W-2's electronically. The 2010 W-2's will be available online along with W-2's from 2003 through 2009.

Here's how to request an electronic W-2 copy only:

Sign onto Ultipro

Select Pay

In the 'Things I Can Do' box on the right, select, 'Change W-2 consent form'.

Select, 'I want an electronic copy only'

Select, 'Save' in the upper right hand corner

Here's how to access your electronic W-2 copy:

Sign onto Ultipro

Select Pay

Select the W-2 tab

Select the W-2 year

Select Print in the upper right hand corner (Your W-2 will print in a format suitable for filing with your federal and state income tax returns.)

Please email any questions to Central Payroll at... centralpayroll@archindy.org

NALM Regional Gathering The National Association for Lay Ministry regional gathering "Telling Our Ministry Story" will be held Thursday, October 28, 2010 from 9:15 am-3:30 pm. The registration form is included as the last page of this OAS newsletter.

Wellness Screenings with Cash Incentives Again this year, CHC Wellness is providing free, comprehensive health screenings at over 50 parishes, schools, and agencies throughout the Archdiocese during September, October, and November. All part-time and full-time employees are eligible to participate, whether they are on our health plan or not. Also, all employees' spouses can participate, whether they are on our health plan or not. All participants receive a \$50 bill as an incentive. Please encourage participation in this health promotion program, and contact Human Resources at hr@archindy.org if you have any questions.

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.

THE OAS MESSENGER



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HUMAN RESOURCES

Open Enrollment Open enrollment for medical, dental, life, and short-term disability insurance will be from October 15th through November 15th. The effective date of coverage is January 1, 2011. This provides an opportunity for full-time employees who do not have our medical and dental insurance to sign up for either or both plans without the need for a “qualifying event”, such as marriage or the birth or adoption of a child. Employees with medical and dental coverage can switch from single to family coverage or visa versa. There is also a special opportunity for dependents up to age 26 to enroll in our medical plan for coverage beginning in January. There is also a special opportunity for all full-time employees to enroll in group term life insurance coverage of up to \$200,000 on a guaranteed issue basis, meaning without proof of good health. There is spousal and dependent life insurance available, as well as options for short-term disability coverage for full-time employees. AUL will mail information to employees’ homes in October. Please contact Human Resources at hr@archindy.org if you have any questions.

INTERNAL CONTROL TIP OF THE MONTH

OTHER PARISH/SCHOOL PROGRAMS

The following polices are for parishes and schools that operate a cafeteria, extended care or daycare programs, or a bookstore:

Cafeterias, extended care and daycare programs, and bookstores must follow the same controls as outlined in the internal controls policy. Each should have a budget, prepared in accordance with the regular operating budget for the parish or school. All revenue and expenses should be reflected on the parish or school ledger, and all funds should be accounted for in the operational checking account of the entity.

All funds should be deposited intact. Expenses should follow normal disbursements policies as outlined in the internal controls policy and should never be made in cash.

Receipts should be issued for all childcare payments received. Payments should be accepted by a limited number of individuals. These individuals should not be responsible for posting deposits to the ledger or posting payments to individual family/student accounts.

Cash registers should be utilized for bookstores and cafeterias. Register reports should be reconciled with the daily deposit.

Bookstore inventories should be listed on the balance sheet as an asset and should be properly valued at the lower of cost or market.

A physical inventory list should be maintained and reconciled to the balance sheet on a monthly basis.

If the bookstore sells clothing and other non-school curriculum items subject to state sales tax (such as school t-shirts, sweatshirts, miscellaneous school supplies, etc.), and if these items are sold thirty days or more of the calendar year, the bookstore must collect and remit Indiana sales tax to the Department of Revenue. Organizations are exempt from sales tax on the sale of religious items (prayer books, bibles, rosaries, and religious education materials) and items sold by the bookstore that are required by the school curriculum (textbooks, workbooks, physical education clothing, etc.).

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.



National Association
for Lay Ministry



NALM Regional Gathering

Telling Our Ministry Story

Thursday, October 28, 2010

9:15 am – 3:30 pm

Immaculate Conception Catholic Church
502 N. 5th Street
LaGrange, Kentucky 40031

Gather with lay ministers from across your region to discuss your ministry, lay ministry and the future for lay ministry. This interactive process will include storytelling, table discussions and a presentation from NALM Executive Director Christopher Anderson. This is a unique opportunity to gather across diocesan and state lines while focusing on the local situation.

Agenda

9:15 AM Gathering

9:45 AM Opening and Prayer

10:00 AM Session I: Telling Our Story as Lay Ministers

12:30 PM Lunch

1:15 PM Session II: Historical Shift in Ministry

2:45 PM Session III: What's Next for the Region

3:30 PM Closing

FACILITATOR: Christopher Anderson, Executive Director, National Association for Lay Ministry

Co-sponsored by Immaculate Conception Parish and the Office of Lifelong Formation & Education, Archdiocese of Louisville

[Register on-line at www.nalm.org](http://www.nalm.org)

Name

Preferred Name (name badge)

Position Title

Organization

Address

City

State

Zip

Phone

E-mail

Return with payment to:

National Association for Lay Ministry
6896 Laurel Street, NW
Washington DC 20012

Luncheon and materials fee \$20 (\$30 after October 22)

Check payable to NALM / Credit Card: Visa MasterCard

Name on Card

Card #

Exp. Date

Billing Zip Code

Signature

Questions? Contact NALM 202-541-5300