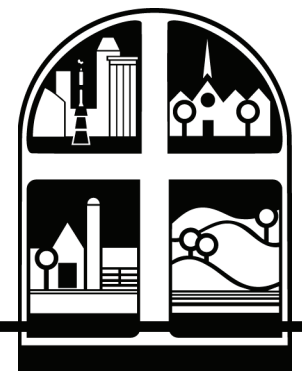


# THE OAS MESSENGER

September 2008

## ACCOUNTING SERVICES



### Parish Annual Financial Reports

The deadline for the annual report survey submission is **September 15, 2008**. If you need the survey link, contact us at [accountingservices@archindy.org](mailto:accountingservices@archindy.org). The signature form at the end of the online report should also be submitted to OAS.

### ADLF

The next ADLF meeting is **Monday, November 3, 2008**. If your parish would like to be placed on the agenda for this meeting, please contact Julie Laughlin at (317) 261-3371, 1-800-382-9836 ext. 3371 or [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

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## PARISH FINANCIAL SERVICES

### Charity Gaming

As we indicated in a previous newsletter, the Indiana Gaming Commission has recently released new laws regarding the conduct of charity gaming. The Indiana Gaming Commission will be conducting Charity Gaming Seminars at the Clarion Hotel & Conference Center. Seminars will be held on the following dates from 8:00–4:30. September 12, 20 and 26 and October 3, 11, 17 and 25. You may register by calling the Charity Gaming Division at (317)232-4646 or email [seminarregistration@igc.IN.gov](mailto:seminarregistration@igc.IN.gov). If you would like additional information, please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Sales Tax Exemption for Utilities

As a not-for-profit organization, each parish, school and agency of the Archdiocese of Indianapolis is exempt from paying Indiana State Sales Tax. For most vendors, you can provide Form ST-105 to receive this exemption. For utility vendors (telephone, electric, gas, water), a special exemption is needed. Form ST-109 is needed for utility sales tax exemptions. You may be receiving this request from your utility vendors as they update their files every 4-5 years. If you are not currently exempt from IN Sales tax you will also need to apply. In order to apply, please follow these steps:

1. Fill out Form ST-200 (one for each metered vendor). You can obtain these forms from <http://www.in.gov/dor/taxforms/s-wforms.html> or by calling the Indiana Department of Revenue @ 317-232-2339.
2. Mail form to: Indiana Department of Revenue  
Compliance Division, Room N203  
100 N Senate Avenue  
Indianapolis, IN 46204
3. The Indiana Department of Revenue will issue Form ST-109 to you. You will need to submit this form to the utility vendor that you have requested the sales tax exemption from.
4. Keep a copy of your ST-109 on file.

### State Form NP-20

Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report **Form NP-20**. This form is very brief and is **due November 15, 2008**. If you did not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or forms are available at <http://www.in.gov/dor/3506.htm> under the Nonprofit section. If you have any other questions, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

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## Q & A

Q. Where can I find the 501c(3) Federal tax exemption letter?

A. The 501c(3) Federal tax exemption letter is located online at [www.archindy.org/finance/parish/forms.html](http://www.archindy.org/finance/parish/forms.html)

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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).