



September 2009

ACCOUNTING SERVICES

Parish Annual Financial Report The deadline for the annual report survey submission is **September 15, 2009**. If you need the survey link, contact us at accountingservices@archindy.org. The signature form at the end of the online report should also be submitted to OAS.

2009 501(c)3 letter The 2009 501(c)3 tax exempt letter, the document needed to prove tax exempt status, is now available on our website at <http://www.archindy.org/finance/files/parish/general/2009GroupRuling.pdf>.

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, 2009**. If you do 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 online at <http://www.in.gov/dor/3506.htm> under the Nonprofit section. If you have any other questions, please email accountingservices@archindy.org.

Indiana Gaming Commission Seminar The Indiana Gaming Commission is hosting a series of seminars throughout the months of September and October. Space is limited and registration is required. You may register via email at seminarregistration@igc.IN.gov or by calling (317) 232-4646. For more information please visit the Indiana Gaming Commission's promotional flyer online at http://www.in.gov/igc/files/2009_Seminars.pdf.

September dates:

- 11th-Hilton Garden Inn (53995 Indiana SR 933, South Bend, IN 46637)
- 18th-Minnetrista (1200 N Minnetrista Pkway, Muncie, IN 47303)
- 25th-Avalon Manor (3550 E US Highway 30, Merrville, IN 46410)

October dates:

- 2nd-Holiday Inn (3300 US 41 S, Terre Haute, IN 47802)
- 9th-Adams Mark (2544 Executive Drive, Indianapolis, IN 46241)-Tentative Facility
- 16th-Clifty Falls State Park (1501 Green Rd. Madison, IN 47250)
- 23rd-Jasper Inn & Convention Center (951 Wernsing Rd., Jasper, IN 47547)
- 30th-Hilton Garden Inn (8910 Hatfield Dr., Indianapolis, IN 46231)-Tentative Facility

Sign in for these seminars is at 8:00am with sessions beginning at 8:30am and ending by 3:30pm. These times are subject to local time zones so be sure to plan accordingly.

Financial Concerns? Is your parish currently struggling to meet its monthly payroll and assessment? Do you see financial difficulties in the future? Please don't wait until its too late, contact Mike Witka at mwitka@archindy.org or by phone at (317) 236-1558 for help in your parish financial needs.

Scrip We have received multiple inquiries regarding our recent scrip guidance and are continuing to research and consult with Archdiocesan attorneys. We will publish additional guidance as soon as it is available.



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HUMAN RESOURCES

Free Health Screenings In September and October, CHC Wellness will provide free health screenings at over 50 parishes, schools and agencies throughout the Archdiocese. These screenings are open to all priests, deacons, employees and employees' spouses, whether they are on our health plan or not. There is a \$50 cash incentive for participating. Please contact Human Resources at humanresources@archindy.org for more information.

INTERNAL CONTROL TIP OF THE MONTH

NEW this Month Beginning this month, we will be highlighting an internal control from the Archdiocesan Internal Control Policy and provide a general overview of the control and some helpful tips on how to enhance the control.

Internal Control *Proper documentation and record keeping of parish council and finance council minutes.* It is important to have a central location for these minutes located at your parish. Having the minutes in one central location allows easy office personnel access and eliminates having to search multiple locations for past minutes. Proper record keeping of council minutes provides a summary of parish current and future happenings, they also serve as a source for those members not present to see what was discussed, and they act as a resource for future reference.

For more information regarding this control and to view other internal controls, please visit our website at <http://www.archindy.org/finance/parish/forms.html> and view the "Parish Internal Control and Assessment" and "Internal Control" sections.

Q & A

Q. Is there a sample or some kind of template that can assist us in creating proper Information Technology policies (i.e data back up, passwords etc...)?

A. Yes, our IT department has posted its policies and procedures regarding this issue online. Feel free to use this as reference in your development or enhancement in parish technology control. Please visit the Archdiocese of Indianapolis Information Technology policy online at <http://www.archindy.org/intranet/shared/is/use.html>.

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.

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.