



## ACCOUNTING SERVICES

### 2011-12 Budget Guidelines

The guidelines for 2011-2012 are available on our website at <http://www.archindy.org/finance/parish/guidelines.html>.

The budgets may be mailed, e-mailed, or faxed and due by June 15, 2011 to the Office of Accounting Services. Please also submit the signed and completed Budget Approval Form found in Appendix B. If you have any questions or require assistance with budget preparation, please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or call 1-800-382-9836 Ext 1410 or 317-236-1410.

### 2011 Fiscal Management and Discipleship Conference

The 2011 Fiscal Management and Discipleship Conference will be held on Thursday, June 9th at the Catholic Center. Conference fee for registration is \$35 per person, lunch is included in this fee. All payments and registration forms must be received by June 2, 2011. Registration for this event is now available online at <http://www.archindy.org/fmdc>. Don't miss out on this exciting and informative event.

### Parish Incorporation

Please be sure to sign and return the **Parish Member Resolution**, **Initial Director Resolution**, as well as **2 copies of the By-Laws**, of which one will be signed and returned to you. You can find these documents at: <http://www.archindy.org/finance/incorporation.html>

### ADLF

The next ADLF meeting is Thursday, May 12, 2011. If your parish would like to be placed on the agenda for this meeting, please contact Julie Laughlin by April 21<sup>st</sup> at (317) 261-3371, 1-800-382-9836 ext. 3371 or [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### ADLF Rates for April - June 2011

Loans 3.50% Deposits 1.0%

If you have any questions please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Parish Annual Financial Report

For the fiscal year ending June 30, 2011, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions will be sent to the person at each parish that submitted the report last year. The instructions will NOT be sent by regular mail. All documents will be available online. The e-mail containing the link and the instructions will be sent out in June. If the contact has changed since the prior year, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) to have the distribution list updated.

### Utility Sales Tax Exemption

With the recent incorporation of the parishes, we have been informed that some utilities have started charging sales tax again to the parishes. Parishes can reapply for utility sales tax exemption per the following:

For utilities (telephone, electric, gas, water) complete **Form ST-200** (for each meter and/or telephone account)

(<https://forms.in.gov/Download.aspx?id=2701>)

- Mail completed form to Indiana Department of Revenue
- Indiana Department of Revenue will issue ST-109
- Submit to utility vendor to receive sales tax exemption
- Keep copy of ST-109 on file



## CENTRAL PAYROLL

### **Paycor Transition- Update**

As the payroll transition continues over the next several months each location will be contacted by a member from Paycor to ensure training has been scheduled and all information necessary has been obtained. Our central payroll office is working closely with Paycor to make this transition as smooth as possible. In order to move forward we are to provide Paycor with verification of federal and state identification numbers. Office of Accounting Services is working to obtain verification of each parish federal identification numbers. If you receive documentation related to this from the IRS, please fax it to us at 317-236-7327. For payroll purposes, Deanery centers will utilize the Dean's parish identification numbers.

As noted in our Frequently Asked Questions, one of the changes experienced will be **direct withdrawal of funds from designated parish bank accounts 2 days prior to the actual payday**. Current Archdiocesan practice is that the payroll funds are withdrawn from the local account on the pay date. As you begin utilizing Paycor, please keep this important date change in mind.

The **training schedule, training registering directions and an updated version of the rollout schedule** is posted to our website at <http://www.archindy.org/finance/transition.html>. Please visit this site for other documents, such as Frequently Asked Questions and other important notices regarding the transition.

### **Form 8655**

There have been questions as to how to fill out the 8655 form for the IRS. This is a form that authorizes and allows for Paycor to submit and file taxes on behalf of the organization. Paycor will be in contact with parishes near their rollout date with more information.

### **Parish Voided Checks Needed for Paycor**

In order to verify the bank account information for each location we need to provide Paycor with a copy of a voided check for each parish/school/agency bank account that is used for payroll purposes. Each entity needs to provide us with a copy of a voided check from the appropriate bank account so that we can provide to Paycor for this transition. Please send voided checks by way of fax to: **Attention: Charlie Feeney, Fax Number: 317-236-7327 or e-mail a scanned copy to [cfeeney@archindy.org](mailto:cfeeney@archindy.org)**. Please be sure to indicate which location(s) it is for in either the fax or e-mail.

### **Payroll Questions**

As we continue to work on the transition to Paycor we receive many questions from the locations. Many of these questions are answered in the FAQ on our website at <http://www.archindy.org/finance/files/transition-faq.pdf>. Please direct all payroll related questions to **Rene Raychel at [rreyche@archindy.org](mailto:rreyche@archindy.org) or [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)**.

## HUMAN RESOURCES

### **New HR Site**

Please check the new Human Resources website, [www.archindyhr.org](http://www.archindyhr.org). It is a clearinghouse of information about employment, benefits, discounts and other offerings with convenient links to use. Find out more about our two newest benefits for health plan members: Health Advocate – where one toll-free call can link you with all of your health benefits – and Healthcare Blue Book – which pays you to select high-quality/low-cost medical providers.

**Wellness Program** The Human Resources Office is sponsoring a wellness program to promote and reward regular exercise. Employees and their spouses can receive free pedometers and win cash awards for miles completed. In May, there will be a team competition with additional cash awards. Please contact Human Resources for more information.

### **Parish Incorporation and Health Insurance Eligibility**

The Human Resources Office has received questions about whether parish incorporation affects health insurance eligibility. In the past, if an employee worked part-time at several parishes, but totaled 1,500 or more hours per year from all of those different positions, he/she was eligible for health insurance (and other full-time benefits), and the parishes shared the costs. Even though parishes are separately incorporated, our attorney advises that we should keep the same practice. Therefore, no employees should lose health insurance eligibility because of parish incorporation. Please contact Human Resources if you have any questions.

### **2012 HEALTH PLAN**

The Human Resources Office announced that the 2012 medical and dental plans will have the same monthly premiums, annual deductibles, co-insurance, and annual out-of-pocket maximums as the 2011 medical and dental plans. 2012 will be the third consecutive year with no cost increases in these plans. This information is being provided now for the benefit of administrators and teachers who will soon be signing contracts or work agreements for next year. Please contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) if you have any questions.