

THE OAS MESSENGER



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ACCOUNTING SERVICES

2010-11 Budgets The 2010-2011 budgets were due to the Office of Accounting services on June 15, 2010. 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 or call 1-800-382-9836 Ext 1410 or 317-236-1410.

OAS Staff Changes LesLee Hill has returned to payroll from her maternity leave and Brenda Ball's temporary assignment in the payroll department has concluded. Please continue to email your payroll questions to... centralpayroll@archindy.org

Matrimonial Dispensation Fees Effective July 1, 2010, the Archdiocese began charging a processing fee for matrimonial dispensations processed at the Chancery. The fee schedule is as follows:

- \$10 Regular in state dispensation for a couple wishing to be married at a church within the state of Indiana
- \$25 Out of state requests for dispensation
- \$50 Out of country requests for dispensation

Charges will be billed monthly to the parish working with the petitioning couple. It is suggested that the parish incorporate the fee into the various fees the couple pays during the marriage preparation process.

Mobile Phone Reimbursement Policy To implement employee suggestions to reduce expenses and ensure good stewardship of resources and also to comply with IRS requirements regarding proper expense documentation the Archdiocese has issued a new policy on mobile phone reimbursement. The policy was effective beginning on July 1, 2010 and is applicable to all archdiocesan agencies. Parishes and schools are encouraged to adopt the policy or model a similar policy. The policy can be found on our website at <http://www.archindy.org/finance/parish/forms.html>.

Parish Annual Financial Report For the fiscal year ending June 30, 2010, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions was sent to the person at each parish who submitted the report last year. The instructions will **NOT** be sent by regular mail. All documents will be available online at <http://www.archindy.org/finance/parish/report.html>.

Special Events Policy We now have a special events policy available for those who rent our facilities. We will have the application and coverage details on the web by July 20th.

ADLF Rates for July–September 2010

Loans 3.50% Deposits 1.00%

ADLF rates for July– September are unchanged from the previous quarter. If you have any questions please contact the Office of Accounting Services

at our email accountingservices@archindy.org.

Rates for Property Insurance and Property Assessment effective July 1, 2010

As noted in the budget guidelines, the property insurance and property assessment rates for our new fiscal year are as follows. Please contact Mike Witka, Director of Risk Management at mwitka@archindy.org with any questions.

Agency/School Property Insurance	\$4.45/\$1000
Parish Property Insurance	\$2.55/\$1000
Parish Property Assessment	\$1.90/\$1000

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.



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RISK MANAGEMENT

Parish Contacts Needed In July we will roll out the parish self inspection insurance program. In order to do this we will need a contact person with email access from each parish that will receive and respond to the inspection reports. Contact Mike Witka at mwitka@archindy.org with your information or any questions.

From the Risk Manager We have some changes in the Insurance Program for the 2010-2011 year. We are changing our property carrier from Allianz to Catholic Mutual. Catholic Mutual is a long standing diocesan insurer that is owned by all the catholic dioceses. We will also be changing the student accident coverage so look for the new reporting forms on the insurance web page. We are in the process of reviewing the cost of the student accident coverage. We were able to negotiate it down from the nearly double first pricing because of our nearly 100% loss ratio. But it will be more expensive than anticipated. We should have more information on the event liability coverage shortly.

HUMAN RESOURCES

We are pleased to announce some significant improvements in the voluntary life insurance and short-term disability benefits available to employees through AUL:

Voluntary Term Life Insurance

Costs to employees have been reduced by an average of over 40%.

The guaranteed issue benefit has been increased from \$50,000 to \$200,000. In other words, employees will be able to purchase up to \$200,000 in life insurance coverage at low group rates without proof of good health.

Short-Term Disability Insurance

Costs to employees have also been reduced by an average of over 40%.

Enrollment

All employees who work at least 1,500 hours per year will be able to enroll in these plans in October for a January 1st effective date. This year only, both new and existing employees are eligible for guaranteed issue term life insurance coverage of up to \$200,000.

Effective immediately, new employees who want voluntary term life insurance and/or short-term disability coverage will apply for them in October during open enrollment (not at the time of hire), and the coverage will be effective on January 1st.

Payment

Instead of paying premiums through payroll deduction, employees who choose these benefits will make payments directly to either AUL or CMCS, a third-party administrator.

Employees with voluntary universal life insurance made their final payments through payroll deduction on May 31st and will receive letters at home from AUL about how to continue this benefit by paying AUL directly. We will no longer enroll employees in universal life insurance, but will continue to offer term life insurance at reduced rates.

Employees with voluntary term life insurance and with voluntary short-term disability insurance will make their final payment through payroll deduction on July 30th and will receive letters at home from AUL about how to continue this benefit at reduced rates. Payments will be made by electronic funds transfer from their personal bank accounts to CMCS, a third-party administrator for AUL.

Please contact Human Resources if you have any questions about these benefit changes. The much lower rates will make the benefits more affordable for employees and their families, and the new payment methods will greatly simplify administration.

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HUMAN RESOURCES

Employee Auto-Saving The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages last year. This year we will increase to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees will see the increase in their July 15, 2010 paycheck or the September 15, 2010 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

INTERNAL CONTROL TIP OF THE MONTH

INFORMATION SYSTEMS (IS)

The following are guidelines regarding computer hardware and software, networks, and data management:

Financial, census, and any other critical data must be backed up at least weekly and stored offsite. This data must be stored in a secure location, preferably in a safe deposit box. More frequent back-ups may be warranted for large parishes.

Back-up procedures must be in writing and should identify the data to be stored and the person or position responsible for performing the back-ups. The procedures should ensure the security of the data and allow for rotations of the disks or tapes being used.

Computer systems and software utilized should be supported by the Archdiocese or by the vendor. Accounting systems should not allow for deletions of transactions without a proper audit trail.

An inventory listing of hardware and equipment, including model and serial numbers, must be maintained for maintenance purposes and warranty and insurance claims.

Proper license documentation must be maintained for all software purchased and installed.

User access should be limited by the utilization of passwords at the network, workstation, and application levels, where appropriate. Cancellation of access should be done upon the termination of any employee.

Each location should develop a policy addressing the personal use of computers, (including email and installation of personal software), games, virus scans, illegally copied software, and output disposal.

Contact Information Systems for further information at 317-236-1420

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.