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ACCOUNTING NEWS

- ◆ Please review the I-9 information in the Human Resource section.

ACCOUNTING SERVICES

Budgets

Budgets should be completed and forwarded to the Office of Accounting Services for review on or before **June 15, 2014**. The budget may be e-mailed to accountingservices@archindy.org or sent via US mail or faxed to 317.236.7327. Please complete the budget approval sign off form with the pastor, PLC, administrator or principal's signature indicating the budget has been approved; see the *Budget Approval Form* in **Appendix B**.

Parish Annual Financial Report

For the fiscal year ending June 30, 2014, 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 to have the distribution list updated.

Annual Incorporation Meeting

- Each location will hold their annual meeting between July 1 and September 15th annually. At this meeting the location will complete the Annual Meeting Minutes form which is submitted to OAS, Conflicts of Interests for each officer and or director which is retained for reference, and approve the Annual Financial Report. The data from the annual financial report is submitted in electronic form as noted in the Parish Annual Financial Report memo above.

Prepare to File Year-end Documents

- State Form NP-20 is due annually by November 15th. If you do not receive a form in the mail by the State, please contact the Indiana Department of Revenue's Non-profit Sector at 317-232-2188. The NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.
- File 1099 Forms. The Internal Revenue Service requires organizations provide 1099-MISC to report payments of \$600 or more in a calendar year to unincorporated individuals not treated as employees or an entity for services performed. The forms must be post-marked by January 31, 2015.

Annual Report to Secretary of : Business Entity Report

- You may receive a notice from the Secretary of State's office asking that the parish file a Business Entity Report. **Please do not file this report.** The Office of Accounting Services will file this report on each parish's behalf. If you receive a notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing the Business Entity Report, please send a copy of that report to the Office of Accounting Services at accountingservices@archindy.org.

June Assessments

June assessments will be distributed to locations by June 24, 2014. Assessments will be withdrawn on Monday, June 30, 2014. Requests for adjustments to this withdrawal must be sent to Carey Kendall (ckendall@archindy.org) by noon on Thursday June 26th.

ADLF Rates for April-June 2014

Loans 3.75% Deposits 0.75%

The next ADLF meeting is scheduled for Thursday August 14, 2014. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by Thursday, July 24th at (317)236-1519 or ckendall@archindy.org.

Please share these newsletters with your fellow co-workers who normally would not receive Accounting Service News.
There is always valuable information that can be shared throughout your parish, school or agency.



CENTRAL PAYROLL

All payroll related information has moved to the following link: <http://www.archindy.org/finance/payroll.html>.

Do Not Process Payroll Early

Please use the 2014 Perform Payroll Calendar Required Submission Dates found on the calendar here: <http://www.archindy.org/finance/files/parish/payroll/2014%20Payroll%20Calendar%20for%20Perform.pdf>. Please note the "Required Approval Dates" for upcoming Perform Payrolls:

Processing payroll before the required approval date may disrupt benefit related changes to employee benefits for new, shared, transferred, or terminated employees. The required approval dates for upcoming payroll cycles are as follows:

6/30/2014 Payroll—Required Approval Date is Tuesday June 24, 2014

7/15/2014 Payroll—Required Approval Date is Thursday July 10, 2014

Religious Employees in Perform Paycor

If you have religious employees, please review the Perform **Paycor Religious Employee Letter** listed online in the Paycor Perform Payroll section to ensure Rates are set correctly to avoid double paying a religious employee.

Religious employees with health coverage will appropriately have their monthly employer H.S.A. contribution added to their net pay. Credits for Religious H.S.A. earnings will be sent via ACH to locations.

Email Address

Please ensure your location's Paycor contact email address is up to date.

You may update this information by emailing centralpayroll@archindy.org.

Employee Paystubs

There is a Paycor application available for download to your mobile device. Please encourage your staff to access their pay information every pay period through the online Paycor service or through their mobile device <http://www.paycor.com/products/payroll/mobile-app>.



HUMAN RESOURCES

I-9 Forms

Please ensure I-9 forms are on file for all employees. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. You can access a link to the I-9 form on the Human Resources website under Forms or at this link:

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

Benefit Communication Training

The Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Courtney Mitchell at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

Safe and Sacred Program

All **NEW** clergy, religious, employees and volunteers must complete the Safe and Sacred Program **BEFORE their first day of ministry, work or volunteer service**. The program can be accessed by following this link: <https://safeandsacred-archindy.org/login/index.php> Integrated in the training is the background check release form which is also required.

Safe and Sacred Training

As part of our ongoing commitment to the care and protection of children, every priest, deacon, and employee of the Archdiocese of Indianapolis is asked to complete our online Safe and Sacred training program by February 28, 2014. Volunteers who have contact with children should complete the training in March or April 2014. The course is available in English and Spanish 24 hours per day, 7 days per week at www.safeandsacred-archindy.org. It takes about 45 minutes to complete and can be done in parts over a series of days. Thank you in advance for your participation in this training and your commitment to the protection of children. Please contact Human Resources at hr@archindy.org if you have any questions.

“Comings and Goings” Resource for Business Managers

The Human Resources Office has a new resource for business managers with helpful information of what to do when an employee begins or end work at a parish or school. Please click on the following link and scroll down to the Documents section at the end:

<http://www.archindyhr.org/important-forms/resources-for-business-managers/>

PARISH INTERNAL CONTROLS

Each month we feature news that will aid administrators in safeguarding assets and ensuring compliance in parish internal controls. If there are topics in this area you'd like to see featured please contact the Office of Accounting Services: accountingservices@archindy.org.

Excess Funds Deposit

Your location may receive a letter from Archdiocesan CFO Brian Burkert regarding excess deposit funds on hand. The parish should have responded to this letter by April 15, 2014. The Office of Accounting Services will follow up with your location if you have not responded to this letter.

Parishes, schools and agencies are required to deposit excess funds into the ADLF. Excess funds are all funds on hand in excess of anticipated cash disbursements for the following ninety days. Parishes schools and agencies should address the matter of excess funds on a monthly basis. Excess funds should also include all funds raised from fund drives, capital improvements, or major renovations. All excess funds must be deposited in the ADLF; a parish, school or agency may not invest such funds or deposit them in financial institutions.

Excess funds should be assessed and reviewed during routine reconciliation processes outlined in the Internal Control Policy found here: http://www.archindy.org/finance/files/parish/parish-finance/ic_policy.pdf. Please review the Reconciliations section of the policy found on page 18. You may contact Carey Kendall with any questions about the policy or practices at 317-236-1519 or ckendall@archindy.org.

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CATHOLIC EDUCATION

Special Events Policy

And now is a good time to review the special events policy and application so you can help those wanting to rent the space from our parishes for wedding receptions. If you have any questions see our Insurance page on the archindy website.

RISK MANAGEMENT

Parish Self Inspection Program

We have finally undertaken the parish self-inspection program as outlined in previous issues of this newsletter. After many months of testing the system, writing and re-writing the recommendations, we are now implementing the inspection program. Each parish/school has already received an email invitation to start the inspection process. The forms are written in an easy check off system that can be input through the computer generated email or sent in by mail. If you have any questions of did not receive the inspection invite you can contact me at mwitka@archindy.org

Safety and Loss Control News

Please check out the following link which features Smoke Detector Safety Tips, Maintenance of Battery Operated Emergency Lights, and Proper Snow Removal. <http://www.archindy.org/insurance/documents/Newsletter%2012-13.pdf>

Proactive Security Guidelines for Religious Education Activities

Learn more about taking proactive security measures during Religious Education activities, including choosing an appropriate building, controlling access to the facility, and establishing an Emergency plan. <http://www.archindy.org/insurance/documents/Proactive%20Security%20CCD%20November%202013.pdf>

Fire Safety

We have had recent fires to two of our properties. So a reminder to all: keep doors locked on all buildings whenever possible and not in use. Secondly, do not light candles in non-Church environments. The recent fire caused by a candle has been our fourth of this type.

Student Accident Insurance

We have a new provider for this coverage beginning July 1, 2013. The company name is Gallagher Koster. We will have new claim forms and coverage highlights on our Insurance Web page shortly. Please throw away any old forms or information. You can reach the website by going to <http://www.archindy.org/insurance/student.html>

New contact for the Special Events

A new contact has been listed on the insurance page of our website:

Mira Andreeva

Email: mira_andreeva@aig.com

Phone: 630-634-4583

Feel free to contact Mike Witka at mwitka@archindy.org or (317)236-1558.



OAS STAFF

Tracy Lockwood – Controller

email: tlockwood@archindy.org

Julie Laughlin – Assistant Controller/Director of Agency Reporting – Julie is currently training to take over agency financial reporting. This will include financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, CYO and others.

email: jlaughlin@archindy.org

Carey Kendall – Supervisor of Parish and Agency Services – Carey supervises payroll, parish and agency billing, and the administration of the Deposit and Loan Fund. She monitors the accounting services email box, coordinates and manages the parish internal control assessments and the parish annual financial reporting process.

email: ckendall@archindy.org

St. Dina Bato – Accountant – Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.

email: dbato@archindy.org

Melinda Buckler – Payroll Specialist – Melinda processes payroll and assists diocese locations wide with any payroll related questions.

email: mbuckler@archindy.org

Nancy Hildwein – Catholic Charities Accounting Supervisor – Nancy is responsible for accounting and reporting for several Catholic Charities agencies.

email: nhildwein@archindy.org

Chris Bramble – Accountant – Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies.

email: cbramble@archindy.org

Lori Erickson – Accounting Clerk – Lori is responsible for daily cash transactions and fixed asset accounting.

email: lerickson@archindy.org

Sandi Jackson – Accounts Payable Specialist – Sandi is responsible for accounts payable and employee expense reimbursements.

email: sjackson@archindy.org

Patty Gotway – Billing Specialist – Patty prepares the monthly parish and agency assessments.

email: pgotway@archindy.org