

THE OAS MESSENGER



April 2012 Page 1

OAS STAFF

Please welcome Tracy Lockwood to the Archdiocese. Tracy began her responsibilities in the Office of Accounting Services as Controller on March 19th. She comes to us with 10 years of experience in public accounting at KPMG, one of the 4 largest global accounting firms. We're excited that Tracy is here and confident she's well qualified for her new responsibilities.

OAS CONTACTS

OAS Contact Information

With recent staffing changes to the OAS, please note the following changes to contact information.

Payroll related questions should be sent to centralpayroll@archindy.org

ADLF and Archdiocesan Billing questions should be sent to accountingservices@archindy.org

CENTRAL PAYROLL

2011 W-2

By now, everyone who needed one should have already received their NEW W-2 related to the Box 13 Retirement Plan error. If you believe you should have received a new W-2 and did not, please contact centralpayroll@archindy.org

Payroll Information

As a rule, please give ONE WEEK AFTER the pay date before submitting your next payroll. When your location payroll is submitted to Paycor, we are not able to make timely updates or changes (health, dental, etc.). This can cause employee benefit deductions to be doubled unnecessarily to catch up for the employee.

Temporary Payroll Tax Cut Act

President Obama signed into law the Temporary Payroll Tax Cut Continuation Act of 2011 on December 23, 2011. This legislation extends the current 4.2% (reduced from 6.2%) Social Security Old-Age, Survivors, and Disability Insurance (OASDI) tax rate for employees to wages paid between January 1, 2012 and February 29, 2012. It is possible that the payroll tax cut will be extended through the end of 2012, as both the House and Senate have expressed interest in continuing the tax break for workers. The current extension of the law is scheduled to expire on February 29, 2012. Employers will continue to pay Social Security tax of 6.2% up to the taxable wage limit for each worker, as well as the 1.45% Medicare tax, with no limit. The Social Security wage limit for 2012 is \$110,100.

ACCOUNTING SERVICES

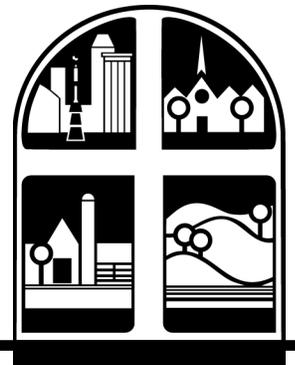
2012-13 Budget Guidelines

The guidelines for 2012-2013 are now 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, 2012 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 or call 1-800-382-9836 Ext 1410 or 317-236-1410.

SECA Reimbursement

Updated 2011 SECA Reimbursement guidelines and the request form are located on our website at <http://www.archindy.org/finance/parish/forms.html> Please be sure to utilize the new forms and submit the reimbursement request on or before June 1, 2012 for the 2011 tax year, to centralpayroll@archindy.org.

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



April 2012 Page 2

ACCOUNTING SERVICES

Paycor Contact

Now that we are more familiar with the Paycor system, our contact at Paycor is GiGi Gonzalez, GGonzalez@paycor.com or 513-345-6878. Gerri Smith can still assist when necessary, but GiGi should be contacted first with any issues.

Clergy Wages

Priest wages are billed to the parishes on the monthly billing assessment. **All** stipends and priest related pay and personnel changes for priests are processed through Central Payroll. Please submit these to Central Payroll at centralpayroll@archindy.org.

Mileage Reimbursement Rate

The IRS on Friday December 9, 2011 released standard mileage rates for use in 2012 (Notice 2012-1). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile.

For business use of an automobile remains at 55½ cents per mile.

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after July 1, 2011 (last date the reimbursement rate was modified), the Archdiocese mileage reimbursement rate continues to be **41.63** cents per business mile incurred. We recommend that parishes examine individual budgets carefully when determining a reimbursement rate.

Fifth Third Pooled Checking Account

Fifth Third Bank Interest Bearing Checking Account is where catholic-related entities' funds are pooled together and invested to receive a higher rate of return each month. This account has been with the Archdiocese since 1993. Besides a higher rate of return than an average interest-bearing checking account, the advantages include no investment sweep fee, lower service charges, and the ability to increase the rate of return as the pool grows. Currently, the Indianapolis Pool has over 100 accounts with approximately \$35,000,000 invested. If your parish is interested in joining this account, please contact Paul Burch at Fifth Third bank at 317-383-2668 or Paul.Burch@53.com.

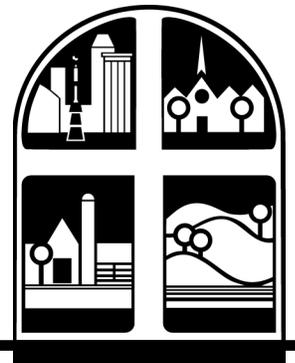
CATHOLIC EDUCATION

PRIVATE SCHOOL TAX DEDUCTION

Effective Jan. 1, 2012, IC 6-3-2-22 authorizes taxpayers to claim a retroactive \$1,000 state income tax deduction per dependent who is enrolled in a private school or who is home schooled in grades K-12 and incurs costs for tuition, fees, computer software, textbooks or school supplies. To claim this credit, you will need to provide the following information about the school attended: School Name and DOE School Number under the Archdiocese of Indianapolis Corp. #9200. Three PDF documents are posted: 1) Information about the deduction; 2) Form IT-40, Schedule 2 Deductions Form; 3) List of IDOE School Numbers. Find these at: www.archindy.org/oce/, Public Downloads, Misc., Private School Parent Tax Deduction, or click on: <http://www.archindy.org/oce/index.asp?action=ioi&catid=198>.

Scholarships and Vouchers

Up-to-date information on SGO Scholarships and State School Vouchers can be found at <http://www.archindy.org/oce/index.asp?action=ioi>. Please select 'SGO Scholarships and State Vouchers Information' on the drop down list.



April 2012 Page 3

HUMAN RESOURCES

Benefits Meetings

Ed Isakson from Human Resources would be glad to come to your parish or school to talk about employee benefits and answer questions. To schedule a meeting on a date and time convenient for your staff, please contact Ed at eisakson@archindy.org

Employee Auto-Saving

The IRS has increased the annual limits for health savings account contributions in 2012 to \$3,100 for single coverage and \$6,250 for family coverage. There is still a \$1,000 allowable catch-up contribution for people age 55 and over. The IRS has also raised the annual contribution limit for 403(b) retirement savings plans to \$17,000. There is also a \$5,500 catch-up contribution for people who are age 50 and over.

Pension Plan Changes

Employees were notified by mail of important changes to Archdiocesan pension benefits. It is important that business managers, principals and administrators understand the changes being made to effectively communicate this with all existing and future employees.

Current pension benefit changes: We intend to continue funding pension benefits for all current employees and for employees hired before January 1, 2012. It is the current intention of the Archdiocese to continue to make contributions to the pension for these employees. Please note, new employees hired on or after January 1, 2012 will NOT be covered by the pension plan. Retirement savings 403(b) plan changes: Effective January 1, 2012, the Archdiocese will improve the matching contributions in our retirement 403(b) savings plan. The Archdiocesan match will be 50% of eligible contributions up to **8%** of pay (up from the previous 6% of pay). This improved matching contribution is available to both existing and newly hired employees (even those hired after 1/1/2012).

Contact Human Resources at hr@archindy.org with questions.

RISK MANAGEMENT

Self Inspections

We are in the early stages of the self-inspection program. If you have not sent in a contact person please do so – we need the name of the person to contact, phone number, and email address.

Event Rental Insurance

You have received by now a packet explaining the event rental insurance coverage. If you have any question contact Mike Witka at mwitka@archindy.org

Insurance Office on the Web Site

Please become familiar with all the reporting forms and information on the Insurance Office Website page.

Storms and Claims

After each major storm system that comes through your area please physically inspect the possible damage to your building. One major concern would be the roof. If you can not see damage but suspect there may be some please call our office or Jerry Pachciarz 317-546-4833

ARCH CONTACTS

Property insurance or risk questions?
ADLF?
Payroll?
Billing questions?
Parish budget or other questions?
Accounting Office

Mike Witka—mwitka@archindy.org or (317) 236-1558
accountingservices@archindy.org
centralpayroll@archindy.org
accountingservices@archindy.org
accountingservices@archindy.org
(317) 236-1410 or 1-800-382-9836 ext. 1410

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.