



The OAS Messenger

August 2007

In observance of the *Feast of the Assumption*, the Catholic Center will **close at 1:00 p.m.** on Wednesday, August 15, 2007. Also in observance of *Labor Day* the Catholic Center will be **closed** Monday, September 3, 2007.

Parish Annual Financial Report

The Parish Annual Financial Report instructions and an email link to complete the report via online survey, have been sent. Documents to assist in completing the annual financial report are available on our website at www.archindy.org/pafr. If you did not receive the email with instructions, need additional links to complete the report for more than one parish, or if you have any questions, please contact Sarah Harmeyer at 317-261-3376 or 1-800-382-9836 ext. 3376 or sharmeyer@archindy.org. The deadline for the annual report online survey submission is **September 15, 2007**. The signature form at the end of the online report should also be submitted to Sarah Harmeyer, Office of Accounting Services.

Job Openings

- St. Anthony is looking for a part-time bookkeeper, 8-10 hours per week. Please contact Fr. John McCaslin at St. Anthony's at 317-636-4828.
- Saint Lawrence is looking for a part-time bookkeeper, 10-12 hours per week. Call Mike Witka at 317-236-1558 for more information.

Change in Mass Stipend

The Bishops of Indiana, have voted to raise the standard **Mass stipend to \$10.00** from the current \$5.00 offering. This will take effect in the Archdiocese of Indianapolis **October 1, 2007**.

Please note the increase to a \$10.00 stipend is effective **immediately** on an occasion when a person requests \$100.00 or more, to be given for Masses. For example if an individual left \$100 or more in their will devoted "for masses", the increased stipend would apply.

All stipends should be reported monthly and paid through central payroll (See Budget Guidelines *Appendix A*).

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 will be **due by November 15, 2007**. If you did 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 may also be available at www.in.gov/dor/taxforms/state.html under the Nonprofit section. If you have any other questions, please contact Sarah Harmeyer at 317.261.3376.

HSA Lump Sum Payments

In May, the Archdiocese announced that additional lump sum contributions will be made to employees' Health savings Accounts on September 1, 2007. Because September 1, 2007 falls on a Saturday, the contribution will be made on Friday, August 31, 2007. The contribution will be made on the same day as the regularly scheduled September 2007 monthly contribution. On Friday, August 31, 2007 participating employees will receive the following:

- Single = \$500.00 additional contribution plus \$41.67 regular monthly contribution.
- Family = \$1,000.00 additional contribution plus \$83.34 regular monthly contribution.