

## ACCOUNTING SERVICES

### Fiscal Management & Discipleship Conference—Save the Date

The Fiscal Management & Discipleship Conference will be held on June 17, 2015.

Please save the date and look for more information about the conference to be announced in the coming months.

### Human Resources and Payroll

As we continue to look for ways to improve our processes and procedures, we would like to ask for your help in getting the current data cleaned up in the payroll system. In addition to the fields noted in the payroll section, we've noticed many other critical data points within the payroll system that are missing or inconsistent. This causes issues when we are trying to be compliant and in determining benefits eligibility. Please stay tuned for an announcement about an important data clean up project which will include a step-by-step guide. Further developments about our research for a Human Resources Information System and Timekeeping software system will be forthcoming as well.

### Mileage Reimbursement Rate

The IRS released standard mileage rates for use in 2015 on December 10<sup>th</sup>. (Notice 2014-114). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile. **The rate for business use of an automobile was increased to 57.5 cents per mile.**

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after January 1, 2015, the Archdiocese mileage reimbursement rate will be 43 cents per business mile incurred. Questions can be directed to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Monthly Assessments

February assessments will be distributed to locations by February 24, 2015. Assessments will be withdrawn on Friday February 27, 2015. Requests for adjustments to withdrawals must be sent to Carey Kendall by noon on Thursday February 26th: [ckendall@archindy.org](mailto:ckendall@archindy.org)

### ADLF Rates for Jan-Mar 2015

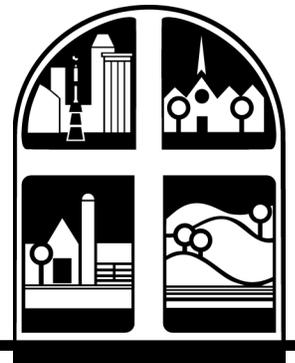
Loans 3.75%      Deposits 0.75%

The next ADLF committee meeting will be held on Thursday May 7, 2015. If your parish would like to be placed on the agenda for the next meeting, please contact Carey Kendall at (317)236-1519 or [ckendall@archindy.org](mailto:ckendall@archindy.org).

## CENTRAL PAYROLL

### Employer Health Savings Account (H.S.A.) Contributions

- ◆ Employees with Anthem health coverage have an earning called ERHSA and a corresponding deduction (DD) to offset the earning which is set up to route the employer H.S.A. deposit to the employee's health savings account. Please review pre-post journals for the last pay period each month to ensure each employee with coverage has both an earning and direct deposit deduction code.
- ◆ The Archdiocese reimburses each location for the sum of employer health savings account deposits one day prior to the funds being deducted for payroll by Paycor.
- ◆ The earning and deduction codes are set up to calculate on the second check of the month. If a manual check is created before the second pay period Paycor's system will automatically populate the manual check with the employer H.S.A. earning and deduction code. Please contact Central Payroll for assistance with canceling the earning and deduction code on a manual check.



### 2015 Payroll Calendar

The 2015 Payroll Calendar is published online at: <http://www.archindy.org/finance/payroll.html>.

### **Please ensure your pay periods reflect correctly in Paycor.**

After opening each pay run, ensure the pay periods reflect correctly. If you do not do this, the pay periods on pay stubs will not reflect correctly. Instructions to update the pay calendar each pay cycle have been added to the Finance-Payroll web page on the Archdiocesan website: <http://www.archindy.org/finance/files/parish/payroll/Edit%20Payroll%20Calendar%20Dates%20in%20Perform.pdf>.

### **Please note the following as it relates to the Payroll Calendar:**

#### ◆ **Anthem Enrollment and Change form Due Dates**

Please note the Anthem New Hire Enrollment and Anthem Change forms must be sent to human resources before the due date noted on the Payroll Calendar. This allows Human Resources and Central Payroll sufficient time to process the required paperwork and ensures the required deductions are being modified appropriately. Forms received after the due date noted in "Benefit Changes Due to HR by Noon" on the Payroll Calendar will be processed during the next pay cycle.

#### ◆ **Do not reset your Pay run when opening Payroll**

Resetting your pay run when opening payroll removes any benefit related changes that were processed by Central Payroll. This will cause issues with employees net pay and warrant back deductions. Please do not reset your pay run when opening payroll. If you do inadvertently reset your pay run, contact Central Payroll to notify the office that this has occurred.

#### ◆ **Do not submit payroll before the submission date noted on the payroll calendar.**

Processing payroll before the required approval date may disrupt benefit related changes to employee benefits for new, shared, transferred, or terminated employees.

### **Please ensure Paycor data is complete and accurate. The fields below will be included in the Database Cleanse project that will launch soon.**

#### ◆ **Hours Worked**

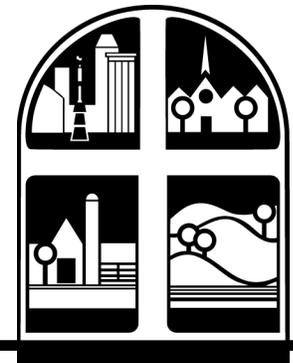
A recent audit revealed several locations do not have hours associated with compensation for salaried employees. Hours worked are required to be recorded each pay period. Please ensure there are hours associated with compensation for both hourly and salaried employees. If you have a question on how to ensure hours are associated with compensation, please contact Melinda Buckler at: [mbuckler@archindy.org](mailto:mbuckler@archindy.org).

#### ◆ **Full Time Part-time Employee Status Type**

Beginning January 1, 2015 a full time employee is defined as one who works at least 30 hours in the work week. This includes both nine and twelve month employees. Please review all employee's Status Type in Paycor against scheduled hours for 2015 and ensure the appropriate full time or part time designation is assigned to each employee.

#### ◆ **Workers Compensation Codes in Paycor**

Please ensure all workers compensation codes are assigned appropriately in Paycor. The codes should be assigned as follows: Bus Drivers (WC-7380) / Administration (WC-8868) / Maintenance & Kitchen (WC-9101) / Cemetery (WC-9220)



## PARISH INTERNAL CONTROLS

### **Exemption from Indiana Utility Sales Tax**

One of the benefits of being a tax exempt organization is the ability to be exempt from sales tax under state law, including sales taxes on utilities, if applicable. Utilities (telephone, gas, electric, steam and water) used to further an organization's exempt purpose are exempt from sales tax in Indiana. An organization must apply to receive the exemption by completing Indiana Form ST-200, Utility Sales Tax Exemption Application. Form ST-200, Form No. 48843, can be found by visiting in.gov at: <http://www.in.gov/icpr/webfile/formsdiv/index.html>. A separate form must be completed for each utility account. In addition to general information about the organization and utility company, the organization must also provide a copy of a utility bill with the application. Nonprofits are also required to explain how the utility is used to further the exempt purpose of the organization.

To claim a refund for Indiana sales tax paid on previous utilities, a nonprofit must complete Form GA-110L, Claim for Refund. The organization must provide an explanation as to why the refund is due along with documentary evidence to support the claim. Documentary evidence usually consists of copies of bills or a "billing history" from the utility service. The bill history must have a column showing the amount of sales tax paid for each period and must be presented on the letterhead, or the like, of the utility company. Refunds for Indiana sales tax paid on previous utilities may only be claimed for the current year and the three previous years. For example, if an organization completes Form GA-110L and it is postmarked on or before December 31, 2015, it could claim a refund for sales taxes paid in all of 2012, 2013, 2014 and 2015.

### **Contribution Statements**

The Archdiocesan Internal Control Policy outlines under Cash Receipts (15) that "Periodic contribution statements should be sent to all parishioners, even those who give nothing, (preferably quarterly, but at least annually)."

Contributions to non-profits are only tax deductible if the contribution statement includes a note asserting there were no goods or services in exchange for the donation. Donors will only receive a tax deduction if a note like the following example appears on the contribution statement:

*Beyond intangible religious benefits, <<Name of Parish>> did not provide goods or services in exchange for your gift. Therefore, under the Internal Revenue Service guidelines, your contribution is fully deductible to the extent allowed by law. Please keep this acknowledgment letter for tax purposes.*

Please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org) with any questions about utility tax exemptions, contribution statements or content.

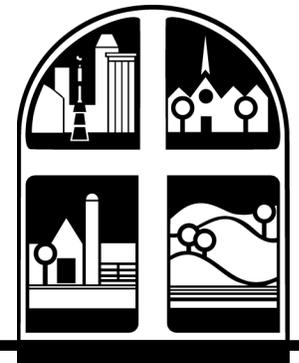
## STEWARDSHIP & DEVELOPMENT

Last minute legislation passed the last few weeks of 2014 allowed donors age 70 ½ and older to make tax-free gifts to charity from an IRA. Up to \$100,000 (\$100,000 from each spouse, in the case of a married couple) could be transferred from an IRA directly to charity. If your parish, school or agency received a gift of IRA assets, please keep in mind the following:

1. *There is no charitable tax deduction provided for this type of gift. The benefit is the individual does not count the distribution as income for tax purposes.*
2. *The gift to your ministry must have come directly from the IRA custodian and not from the donor.*
3. *The acknowledgement letter should recognize the gift as an IRA rollover and that the gift was received directly from the IRA custodian. No mention of a tax deduction should be made. A sample acknowledgement letter is available from the foundation office.*

Please contact Ellen Brunner, Director, Catholic Community Foundation at [ebrunner@archindy.org](mailto:ebrunner@archindy.org) or 800-382-9836, Ext. 1427 with any questions.

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.



## HUMAN RESOURCES

### Anthem Data Breach



As your trusted benefits consultant, I want to let you know that we have just become aware that Anthem, Inc., the parent company of Anthem Blue Cross Blue Shield is the victim of a highly-sophisticated cyber-attack. Anthem has informed us that its member data was accessed, and information about our clients could be among the data.

We are working closely with Anthem to better understand the impact on its members. Here is what we do know:

- Once Anthem determined it was the victim of a sophisticated cyber-attack, it immediately notified federal law enforcement officials and shared the indicators of compromise with the HITRUST C3 (Cyber Threat Intelligence and Incident Coordination Center).
- Anthem's Information Security has worked to eliminate any further vulnerability and continues to secure all of its data.
- Anthem immediately began a forensic Information Technology (IT) investigation to determine the number of impacted consumers and to identify the type of information accessed. The investigation is still taking place.
- The information accessed includes member names, member health ID numbers/Social Security numbers, dates of birth, addresses, phone numbers, email addresses and employment information, including income data. Social Security numbers were included in only a subset of the universe of consumers that were impacted.
- Anthem is still working to determine which members' Social Security numbers were accessed.
- Anthem's investigation to date shows that no credit card or confidential health information was accessed.
- Anthem has advised us there is no indication at this time that any of our clients' personal information has been misused.
- All impacted Anthem members will be enrolled in identity repair services. In addition, impacted members will be provided information on how to enroll in free credit monitoring.

**Please rest assured, we will continue to work closely with Anthem to better understand the cyber-attack and the impact on our clients.** Anthem has created a website – [www.anthemfacts.com](http://www.anthemfacts.com), and a hotline, 1-877-263-7995, for its members to call for more information, and has shared the attached FAQ that further explains the cyber-attack.

Attached are Q&As Anthem provided to address your concerns along with a letter we encourage you to share with your employees.

We will continue to keep you updated on Anthem's ongoing investigation in hopes to find out who committed the attack, and why.

Please feel free to contact me if you have any questions.

### Benefit Communication Training

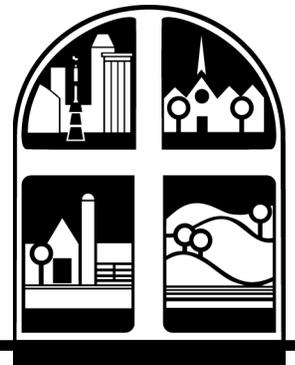
The Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Christa Bunch at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

### 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. Integrated in the training is the background check release form which is also required. The course is available in English and Spanish 24 hours per day, 7 days per week at [www.safeandsacred-archindy.org](http://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](mailto:hr@archindy.org) if you have any questions.

### 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. **I-9 forms must be completed within 3 day of employment.** 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>.



## STEWARDSHIP & DEVELOPMENT

Register now for the [Winter/Spring Stewardship Education Regional Meetings](#) hosted by the Office of Stewardship and Development!

### **The Building Blocks to Creating Good Disciples in Each Generation**

- Feb 26th – St. Margaret Mary Church, Terre Haute Deanery
- March 5th – St. Louis Church, Batesville/Connersville Deaneries
- March 10th – St. Ambrose, Seymour/Bloomington Deaneries
- March 12th – Catholic Center, Indianapolis Deaneries
- March 17th – St. Anthony of Padua, New Albany/Tell City Deaneries

All meetings will begin with dinner at 5:50 p.m. and conclude by 8 p.m.

An online registration is now available at <http://www.archindy.org/stewardship/spring/index.html>.

## RISK MANAGEMENT

Helen Baar retired after more than 25 years in Property Management. Many of you have worked with her on property value, insurance, and claims. Your future calls should be directed to Mike Witka, Director of Risk Management at [mwitka@archindy.org](mailto:mwitka@archindy.org), 317-236-1558 office or 317-997-3561 cell.

### **Tenant User Liability Insurance Program**

Formally known as Special Events Insurance Program is now known as Tenant User Liability Insurance Program or TULIP. The program is now a computer based application and you no longer have to mail in forms. You should have received a folder in the mail about the new program.

### **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>

### **Boiler Inspections**

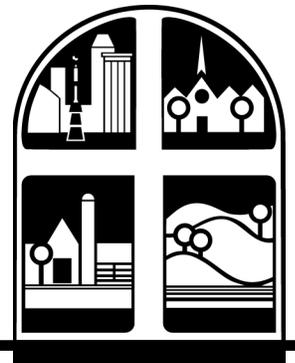
Here is contact information for Jim Law

Office phone, 317-203-5176

Cell phone, 317-987-6573

Email address, [jim.law@bpcllga.com](mailto:jim.law@bpcllga.com)

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



## OAS STAFF

**Tracy Lockwood – Controller**

email: [tlockwood@archindy.org](mailto:tlockwood@archindy.org)

**Julie Laughlin – 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](mailto: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](mailto: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](mailto:dbato@archindy.org)

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

email: [mbuckler@archindy.org](mailto: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](mailto: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](mailto:cbramble@archindy.org)

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

email: [lerickson@archindy.org](mailto:lerickson@archindy.org)

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

email: [sjackson@archindy.org](mailto:sjackson@archindy.org)

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

email: [pgotway@archindy.org](mailto:pgotway@archindy.org)