

THE OAS MESSENGER

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OVERVIEW

What's New This Month?

Here are some key items to pay special attention to in this month's newsletter:

- See [page 2](#) for an update on the Budget Guidelines for fiscal year 2018-19
- See [page 2](#) for an exciting announcement about the Archdiocese General Ledger Conversion Project
- See [page 3](#) for various tax updates, including Tax Reform, Form 1099, and IRS Mileage Rate
- See [page 4](#) for information on Form W-2 and an update on Tax Reform (specifically as it relates to Payroll)
- See [page 5](#) for information on how to apply for the Indianapolis Education Assessment Grant Opportunity

Communication

In Finance and Administrative Services, we constantly strive to deliver valuable, relevant information on a timely basis. The OAS Messenger newsletter is one way in which we do that. For more urgent communications, we are starting to use Flocknote to send e-mail messages to our Business Managers and Bookkeepers. Two messages were sent via Flocknote in January; one to warn of a phishing attack and one to provide an update on the status of stock gift processing. If you aren't receiving these messages, please contact bschmidt@archindy.org.

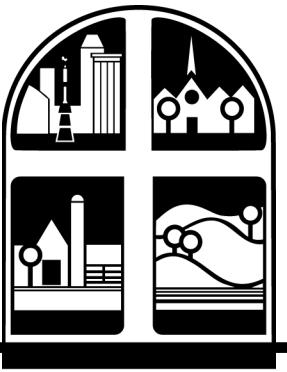
OAS Staff Update

We are pleased to announce that we have a new team member in the Office of Accounting Services, Amy Kopeck. Amy started on January 8th and is another welcome addition to our team!

Amy Kopeck, Accountant (primarily focused on accounting for our Catholic Charities agencies)		My name is Amy Kopeck and I recently joined the OAS team as an accountant supporting Catholic Charities. After graduating from IU Bloomington, I moved to the Indianapolis area, where I spent the first 14 years of my career in internal audit at a public insurance company. My husband Jeremy (also a CPA) and I have been married for 12 years and we live in Fishers with our 10 year old daughter, Kendall, 7 year old son, Weston, and dog, Marley. Outside of work, I love reading, cooking, going to concerts, Broadway musicals, watching my kids play in their various sports, and spending time with family and friends. I am grateful for the opportunity to work at the Archdiocese and look forward to meeting you all!
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Upcoming Dates to Remember

Date	Subject	For more information, see...
Payroll Dates:		
Tuesday February 6th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for the February 16th payroll.	http://www.archindy.org/finance/payroll.html
Tuesday February 13th	Required payroll approval due date for February 16th payroll.	
Tuesday February 20th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for March 2nd payroll.	
Tuesday February 27th	Required payroll approval due date for March 2nd payroll.	
Other Dates:		
Tuesday February 13th	Loaves+Fishes Webinar: Painless Stewardship Planning	Page 6
Thursday February 22nd	Budget Guidelines for fiscal year 2018-19 will be published.	Page 2
Wednesday February 28th	February assessments will be withdrawn from bank accounts	Page 2
Wednesday February 28th	Application deadline for Indianapolis Education Grant Opportunity	Page 5
Monday April 30th	Application deadline for Combined Grant Opportunities	Page 5



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ACCOUNTING

Budget Guidelines

Budget Guidelines for fiscal year 2018-2019 are expected to be available February 22nd. The Budget Guidelines can be found on the archindy.org website at <http://www.archindy.org/finance/parish/guidelines.html>.

General Ledger Conversion Project

The Archdiocese and several related agencies currently use Fundware for our accounting software. Blackbaud announced early last year that as of December 31, 2017, it would no longer be providing updates or support for Fundware. At the end of December, the Archdiocese selected Sage Intacct (<https://www.sageintacct.com/>) as the replacement software to Fundware. The general ledger conversion project is in process right now, and includes entities such as the Archdiocese, Catholic Community Foundation, MTCA/NDAA, Our Lady of Fatima Retreat House, Bishop Simon Brute College Seminary, several Catholic Charities agencies, among others. The targeted go-live date for using Intacct is July 1, 2018. Parishes and high schools are not included in the scope of this conversion project; however, Sage Intacct has been successfully deployed at both the Chancery-level and parish/school-level in other dioceses. OAS will continue to provide updates on the status of the general ledger conversion project throughout the course of this spring.

Billing

In an effort to alleviate recent challenges we've experienced with the monthly health and dental billing, the reports that are mailed to support the health and dental amounts billed have been updated. The reports now show only one line per employee. Previously, the reports detailed multiple lines per employee if the employee had both dental and health coverage. Billing amounts remain the same as published in the Budget Guidelines at \$37 for dental coverage and \$769 for health coverage. However, the report that supports the amount billed on the monthly assessment now lists one line per employee combining the dental and health charges if where applicable. The details on the report will show one line per employee as follows:

- Health Coverage Only \$769 | Dental Coverage Only \$37 | Health & Dental Coverage \$806

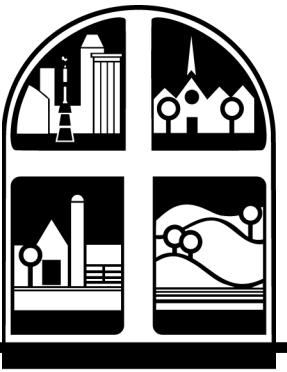
Please contact Carey Kendall if you have any questions about the reports or the health and dental details that are billed:
ckendall@archindy.org or 317-236-1519.

January assessments will be withdrawn on Wednesday January 31st.

February assessments will be withdrawn on Wednesday February 28th.

To help parishes and schools manage the timing of cash flows, we prepared a billing calendar in the 2017-18 Budget Guidelines to provide a high-level overview of when major items are scheduled to be billed by our office. We currently do not expect any changes from the planned timeline.

Description	Billing Frequency	January	February	March
Cathedralicum	Monthly	X	X	X
Clergy Healthcare	Monthly	X	X	X
Lay Retirement	Monthly	X	X	X
Indianapolis Education	Monthly	X	X	X
Property Ins.	Monthly	X	X	X
Vehicle Ins.	Monthly	X	X	X
Workers Comp.	Monthly	X	X	X
Lay Health Ins.	Monthly	X	X	X
Criterion Subscriptions	Monthly	X	X	X
SECA Reimbursement	As occurs, annually		X	X



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TAX UPDATES

Tax Reform

The Tax Cuts and Jobs Act was signed on December 22, 2017. The Office of Accounting Services is currently working on preparing a one-page summary of how key provisions of the Act are expected to impact our employees and our locations' operations. This will be posted on the Finance page of the archindy.org website once it is complete. Although it won't be official tax advice, our hope is that this will serve as a resource to you as you are asked questions about deductibility of charitable contributions, changes to 529 plans, and other questions. More info to come in the near future!

Issuing Form 1099

Churches and religious organizations must provide Form 1099-MISC to report payments of \$600 or more to persons not treated as employees for services performed. This form is required if your church pays an unincorporated individual or an entity \$600 or more in a calendar year for one of the following payments: gross rents, commissions, fees, or other compensations paid to non-employees like prizes and awards, or other fixed and determinable income. The Form 1099-MISC must be provided to the payee by January 31 and Copy A to the IRS by February 28th. For more information on filing requirements for the 1099-MISC, please visit the IRS website at www.irs.gov.

Receiving Form 1099

Many locations will have received variations of Form 1099 in January and early February. Since parishes are exempt from filing Form 990, the Form 1099 is not used for anything and is informational only. As a matter of recordkeeping, it is prudent to hold on to variations of Form 1099 for a period of at least 12 months.

Mileage Reimbursement Rate

The IRS released standard mileage rates for use in 2018 on December 14th (Notice IR-2017-204). 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 54.5 cents per mile. The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. **The Archdiocese reimbursement rate remains at 41 cents per mile.** Questions can be directed to accountingservices@archindy.org.

ADLF

ADLF Rates for Jan-Mar 2018

Loans 3.75% Deposits 0.75%

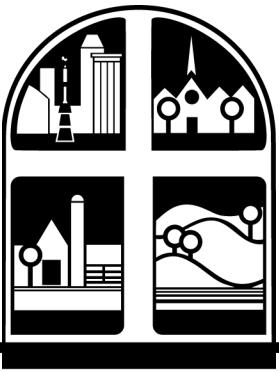
2018 ADLF Committee Meetings will be held on Wednesdays at 9am on the following dates:

February 21st | May 16th | August 22nd | October 24th

If your parish would like to be placed on the agenda for a meeting in 2018, please contact Chris Bramble at (317)592-4099 or cbramble@archindy.org.

ADLF Deposit & Withdrawal Requests—NEW FORMS AVAILABLE

In an effort to eliminate the submission of sensitive information via fax and/or e-mail, we have removed the requirement to provide full bank account and routing numbers on the ADLF deposit and withdrawal forms. Moving forward, we ask that you provide only the last four digits of the parish/school/agency's bank account number. The new forms have been published on our website: <http://www.archindy.org/finance/parish/forms.html>



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CENTRAL PAYROLL

Annual Form W2

- Paylocity shipped all printed W2s directly to locations by Friday January 25th.
- Distribute or postmark and mail W2s by January 31, 2018.
- Do not distribute or mail W2s to religious Sisters or Brothers—if a religious employee is a covered participant in our health plan; a W2 may have inadvertently been printed. Religious employees do not file taxes. All compensation is paid to their legal religious order.
- Employees had the option of choosing “Paperless” through their Paylocity employee self-service portal. If employees chose paperless; a W2 was not printed. If you would like to obtain a listing of employees who chose paperless, please contact Central Payroll: centralpayroll@archindy.org.
- **Inform all employees that W2 tax forms are available online as of January 22nd.** Employees may obtain instructions on how to access their tax forms by visiting the Employee Payroll page: <http://www.archindy.org/finance/employeepayroll.html>, instructions on how to access tax forms are found at the following link: <http://www.archindy.org/finance/files/parish/payroll/W2%20online%20access%20.pdf>.
- If you find an employee requires a corrected W2, Central Payroll will assist you with requesting a W2C from Paylocity. If the W2C requires a correction to previous tax quarter filings, the charge will be \$200 for each amended quarter tax return and \$15 for each W2C.

Tax Reform Impact on Payroll

Paylocity has updated tax tables within Web Pay. Employees may see a difference in their net pay beginning with the February 2nd paycheck. Paylocity released the following message to all locations on Sunday January 21st:



As we communicated last week, the IRS released its updates to the 2018 income tax withholding tables, reflecting changes made by the Tax Cuts and Jobs Act of 2017. Paylocity implemented the new tables in Web Pay, as employers are required to implement by Feb. 15, 2018. **All payrolls processed after January 20 will calculate using the new rates.**

We recommend you notify employees now, so they understand why there is a change to their withholding and net pay amounts. For your convenience, we have prepared an email template you may customize and send to your employees. Access this template by clicking the button below.

[Tell Your Employees About This Change](#)

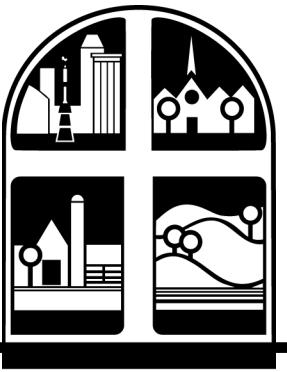
PAYLOCITY | SERVICE@PAYLOCITY.COM | 1.888.873.8205
[VIEW IN BROWSER](#) | [UNSUBSCRIBE](#)

The link to “Tell Your Employees About This Change can be found here: <https://sf-asset-manager.s3.amazonaws.com/96829/643/1449.pdf>. The link is a template that can be modified for your location.

Paylocity provided more information for employees in the Tax Cuts and Jobs Act of 2017 which can be accessed from this link: <https://sf-asset-manager.s3.amazonaws.com/96829/643/1381.pdf>. Please distribute both notices to employees.

Payroll Personnel—Be aware of Phishing Scams

Oftentimes, at this time of year, payroll personnel become the target of phishing scams, specifically as they relate to W2s. All W2s are available to employees online through their employee self-service portal. **Payroll staff should never electronically distribute W2s to anyone at any time.** Paylocity published guidance regarding W2 phishing scams which can be found at the following link:
<https://www.paylocity.com/2018/01/19/tax-agencies-warns-w-2-phishing-schemes/>



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GRANT OPPORTUNITIES

Indianapolis Education Assessment Grant Opportunity

Background and History

In fiscal year 2017-2018, the Archdiocese of Indianapolis launched a new Indianapolis Deaneries Catholic Education Assessment. This new assessment replaced two previous assessments and resulted from a process that included much thought and discernment including gathering valuable input from all pastors of the affected parishes, all presidents of the impacted high schools and representatives of the NDAA (Notre Dame ACE Academies). As a result of the implemented changes, a new, separate funding bucket has been established that will contain discretionary dollars to be awarded as need-based grants on an annual basis to support education-related ministries in our parishes and schools and/or address special needs that arise in a given fiscal year.

Purpose of the Funding

Generally, the funding is available for three purposes:

- 1) Relieve short-term financial burdens in our parishes and schools – in the 3 year implementation phase of the new assessment, this financial burden could be due to the change in assessment itself.
- 2) Provide supplemental funding for new Catholic education-related initiatives in our parishes and schools
- 3) Grow and strengthen Catholic education ministries in our parishes

Eligibility

All parishes and schools in the four Indianapolis Deaneries are eligible to apply for this funding.

Amount of Funding Available

In year one of the new assessment implementation (FY 2017-2018), there will be \$100,000 available for funding. This fund may grow incrementally each year by up to \$100,000 based on an analysis of the Year 1 applications to the fund, other financial data points related to need within the Education Assessment, and other feedback. Future funding decisions will be recommended jointly by the Office of Catholic Schools and the Office of Finance and approved by the Archbishop of Indianapolis or his designee.

Timing

Official applications for the funding dollars will be due in the Archdiocesan offices on February 28th each year. Funding decisions will be made by the Funding Committee and approved by the Archbishop or his designee by March 31st each year.

Funding Committee

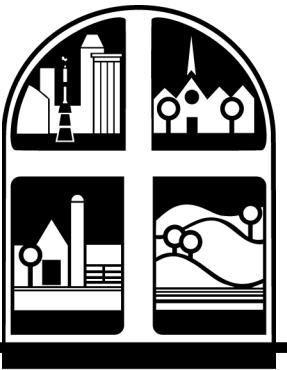
The funding committee will consist of members of the Archdiocesan Schools Commission, parish representatives and staff from the Office of Catholic Schools and Office of Finance.

How to Apply

The application for the Indianapolis Education Assessment Grant can be found at <http://www.archindy.org/finance/grant.html>. Upon completion of the application, please send the application and requested financial information to Stacy Harris at sharris@archindy.org.

Combined Grant Opportunities

Combined grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis are made available in part by generous donors who invest through the Catholic Community Foundation. More details are available at <http://www.archindy.org/finance/grant.html>. Please note that the next combined grant application deadline is April 30th.



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RISK MANAGEMENT

A message from Mike Witka...

We will be sending you a new safety newsletter created by the Loss Control Committee for the Bishop's Plan Insurance Company (BPIC). This four page newsletter will have timely and important articles that affect your campus and people. We will be using the business managers mailing list for this, but you will see when you receive your first issue that there is information that can be shared with all employees. Please distribute to all staff members. If you have any questions, please contact Mike Witka at mwitka@archindy.org.

STEWARDSHIP & DEVELOPMENT

United Catholic Appeal

The **United Catholic Appeal** is at 85% of the \$6.5M goal! The success of the appeal is due largely to the efforts of pastors, PLCs and parish staff. It is your commitment to the overall effort; it is your belief in the good works accomplished by the money generated by the appeal that allow so many lives to be impacted in such profound ways. The follow-up phase of the appeal will soon be delivered to those households who do not have a recorded pledge or gift, therefore you might see an uptick in envelopes being returned. As a reminder, if you need additional mailing supplies, please email Cindy Riley at criley@archindy.org. Again, thank you for the work to do and for your willingness to adopt best practices in promoting the annual appeal.

Loaves+Fishes Webinar Series

The Office of Stewardship and Development is once again offering the **Loaves+Fishes** webinar series to parishes at no cost. In 2017, the series components were viewed over 120 times. The February webinar topic is **Painless Stewardship Planning** to be held on February 13, 2018. Click [HERE](#) to register for this month's webinar; view a listing of all monthly topics; and, to register for future webinars you wish to attend. This option not only saves you time but also provides a calendar icon that will automatically add the webcast to your calendar. Additionally, one reminder email is sent two weeks prior to the webinar and a second email reminder is sent the day of the webinar. As always, past webinars are available as podcasts on the [OSD Online Training](#) webpage. Just click the link.

Stewardship Education Meetings

Please hold the date on your calendar now to attend one of the upcoming Stewardship Education Meetings. The topic for the evening is **An Evening of Spiritual Growth in Stewardship "How is God Calling You to Serve?"** More details will be available in the coming weeks.

Thursday, April 12, 2018: St. Ambrose Parish, 325 S Chestnut Street, Seymour, IN 47274

Tuesday, April 17, 2018: St. Anthony of Padua; 316 N Sherwood Ave., Clarksville, IN 47129

Thursday, April 19, 2018: Knights of Columbus, 921 N. Central Ave., Connersville, IN 47331

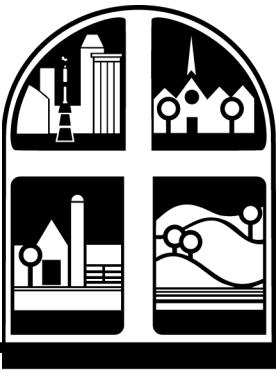
Tuesday, April 24, 2018: St. Louis Parish, 13 St. Louis Place, Batesville, IN 47006

Thursday, April 26, 2018: St. Joseph University Parish, 113 S Fifth Street, Terre Haute, IN 47807

Thursday, May 10, 2018: Catholic Center, 1400 N Meridian Street, Indianapolis, IN 46202

Stock Gift Processing Update

This year we have been blessed to receive significantly more stock gifts and IRA charitable rollover gifts than in years past. In November and December alone, we received nearly 200 separate gifts of stock. As a result of this, we have been shifting resources to ensure all donors are identified and acknowledged by the end of January. Although our broker (Morgan Stanley) sends any donor information they receive on to us, there is often still a large amount of work put into identifying each gift and ensuring payment is made to the correct beneficiary(ies). The effort in identifying donors has slowed our processing time for remitting payment to the parishes. We apologize for this delay and appreciate your patience as we work through identifying and processing these generous gifts. If you have any questions in the meantime, please reach out to Melanie Johnson at mjohnson@archindy.org.



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FINANCE & ADMINISTRATIVE SERVICES

Brian Burkert – Chief Financial Officer / Executive Director of Finance and Administrative Services

bburkert@archindy.org

Stacy Harris – Senior Director of Finance / Director of Compliance

sharris@archindy.org

Brian Schmidt – Director of Finance / Controller

bschmidt@archindy.org

Mike Witka - Director of Parish Financial Services & Risk Management

mwitka@archindy.org

Eric Atkins – Director of Management Services

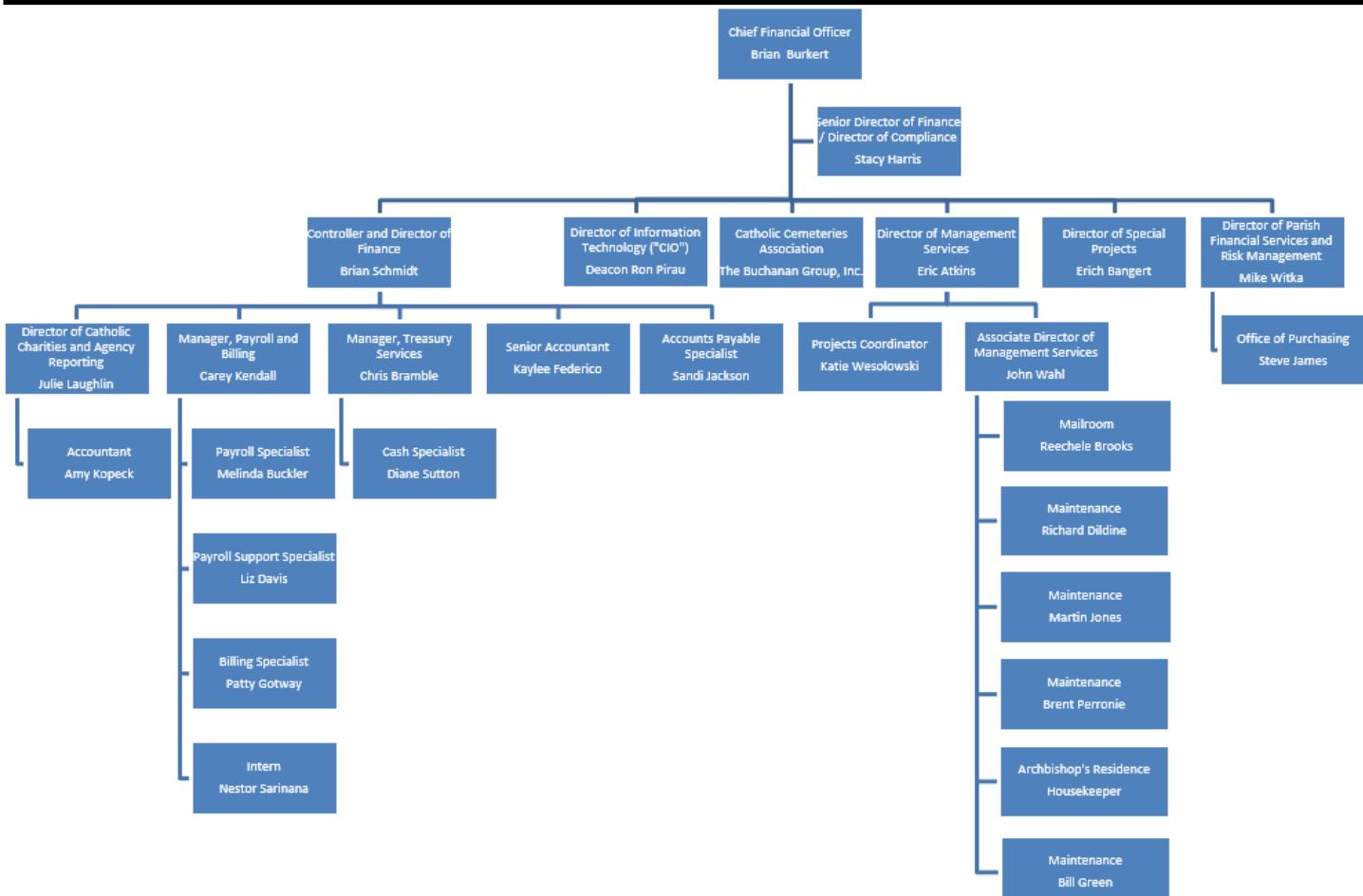
eatkins@archindy.org

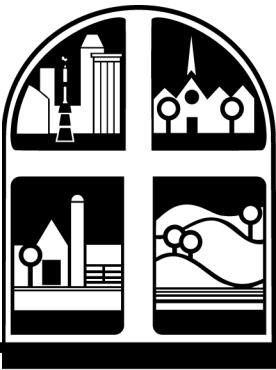
Deacon Ron Pirau—Director of Information Technology

rpirau@archindy.org

Erich Bangert – Director of Special Projects

ebangert@archindy.org





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OFFICE OF ACCOUNTING SERVICES

Name	Photo	Title	What We Do	Contact Information
Brian Schmidt		Controller and Director of Finance	As Controller, Brian is responsible for oversight and management of the Office of Accounting Services and ensuring that our office provides high quality service to our clients (parishes, schools, agencies, and departments within the Catholic Center).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Manager, Payroll and Billing	Carey manages payroll and parish and agency billing. She monitors the accounting services email inbox and also manages the parish annual financial reporting process.	Phone: 317-236-1519 E-mail: ckendall@archindy.org
Julie Laughlin		Director of Catholic Charities & Agency Reporting	Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO, St. Mary's Child Center, and others.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Manager, Treasury Services	Chris is responsible for managing our treasury services, including the Archdiocesan Deposit and Loan Fund (ADLF), cash and investment accounting, and accounting support for Fatima Retreat House and several Catholic Charities agencies. Chris also coordinates and manages the parish internal control assessments (PICA).	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Kaylee Federico		Senior Accountant	Kaylee is responsible for accounting for Catholic Cemeteries, the Archdiocesan Deposit and Loan Fund, various Archdiocesan campaigns and appeals (UCA, LFOM), and monthly financial reporting and reconciliations.	Phone: 317-592-4021 E-mail: kfederico@archindy.org
Amy Kopeck		Accountant	Amy is responsible for accounting for the activities of Archdiocesan agencies, with a primary focus on Catholic Charities.	Phone: 317-592-4018 E-mail: akopeck@archindy.org
Diane Sutton		Cash Specialist	Diane is responsible for daily cash management including processing all deposits received by OAS.	Phone: 317-261-3376 E-mail: dsutton@archindy.org
Melinda Buckler		Payroll Specialist	Melinda processes payroll and is involved in the monthly parish and agency billing.	Phone: 317-236-1439 E-mail: mbuckler@archindy.org
Liz Davis		Payroll Support Specialist	Liz is responsible for processing payroll for parishes and schools.	Phone: 317-592-4065 E-mail: ldavis@archindy.org
Sandi Jackson		Accounts Payable Specialist	Sandi is responsible for accounts payable and employee expense reimbursements.	Phone: 317-236-1561 E-mail: sjackson@archindy.org
Patty Gotway		Billing Specialist	Patty is responsible for preparing the parish and agency billing.	Phone: 317-236-1572 E-mail: pgotway@archindy.org
Nestor Sarinana		Intern	Nestor assists on a wide variety of projects within the Office of Accounting Services.	E-mail: oasintern@archindy.org

Not sure who to contact?

Office of Accounting Services General Phone Number: 317-236-1410

Accounting Services Mailbox: accountingservices@archindy.orgCentral Payroll Mailbox: centralpayroll@archindy.org

We will reply to your message as soon as possible with a desired response time of less than 48 hours.

