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## ACCOUNTING SERVICES

### 2011-12 Budgets

The 2011-2012 budgets were due to the Office of Accounting services on June 15, 2011. 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](mailto:accountingservices@archindy.org) or call 1-800-382-9836 Ext 1410 or 317-236-1410.

### Parish Incorporation

Many parishes have yet to return their incorporation documents. Please be sure to sign and return the **Parish Member Resolution, Initial Director Resolution**, as well as **TWO (2) copies of the By-Laws**, of which one will be signed and returned to you. You can find these documents at: <http://www.archindy.org/finance/incorporation.html>

### Parish Annual Financial Report

For the fiscal year ending June 30, 2011, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions was 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 was sent out in June. If the contact has changed since the prior year, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) to have the distribution list updated.

### 2011 Thresholds for Insubstantial Benefits

Seasoned fundraisers know that the deductible portion of a contribution is calculated by reducing the total amount of the payment by the value of any consideration or benefit received. Benefits received need not affect the deductible portion of a contribution if the benefits are deemed insubstantial. The IRS guidelines for insubstantial benefits for 2011 are as follows:

1. The value of the benefits received does not exceed the lesser of \$97 or 2% of the total contribution.
2. The contribution is at least \$48.50 and the only items provided to the donor bear the organization's name or logo, and the cost of these items is within the limit for "low-cost articles." "Low-cost articles" are those that do not exceed \$9.70.
3. In connection with a campaign, the benefits are distributed to potential donors who neither requested nor expressly consented to receive them, and the cost of the item(s) does not exceed \$9.70.

### Matrimonial Dispensation Fees:

Effective June 1, 2011 we will no longer be charging fees to process matrimonial dispensations. After nearly one year of processing the fees it was determined the fee processing is a large administrative burden.

Parishes will receive on the June billing statement the final dispensation fees incurred for the month of May. After that, no fees will be run through the billing system. While we will no longer be collecting fees, please still continue to submit all dispensation requests to the Chancery office for appropriate processing.

### Indiana Gaming Commission Letter

Recently you may have received a letter from the Indiana Gaming Commission noting some changes in Indiana policy. These changes involve the policies for Volunteer Ticket Agents, Bingo, Credit Cards, Related Activities and Total Gross Revenue, and Festivals. This letter can be found as the last two pages of this newsletter.

### DUNS Number

If you find that you have a DUNS number that is associated with your address but the name of the Archdiocese, it is advised that you obtain a new DUNS number with your accurate information.

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.



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## ACCOUNTING SERVICES

### ADLF Rates for July - September 2011

Loans 3.50% Deposits 1.0%

If you have any questions please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Rates for Property Insurance and Property Assessment effective July 1, 2011

As noted in the budget guidelines, the property insurance and property assessment rates for our new fiscal year are as follows. Please contact Mike Witka, Director of Risk Management at [mwitka@archindy.org](mailto:mwitka@archindy.org) with any questions.

<u>Agency/School Property Insurance</u>	\$4.25/\$1000
<u>Parish Property Insurance</u>	\$2.35/\$1000
<u>Parish Property Assessment</u>	\$1.85/\$1000

## CENTRAL PAYROLL

### Paycor Transition- Update

As noted in our Frequently Asked Questions, one of the changes experienced will be **direct withdrawal of funds from designated parish bank accounts 2 days prior to the actual payday**. Current Archdiocesan practice is that the payroll funds are withdrawn from the local account on the pay date. As you begin utilizing Paycor, please keep this important date change in mind. Please visit the website:

<http://www.archindy.org/finance/transition.html> for other documents, such as Frequently Asked Questions and other important notices regarding the transition.

### Payroll Questions

As we continue to work on the transition to Paycor we receive many questions from the locations. Many of these questions are answered in the FAQ on our website at <http://www.archindy.org/finance/files/transition-faq.pdf>. Please direct all payroll related questions to **Rene Raychel** at [rayche@archindy.org](mailto:rayche@archindy.org) or [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Payroll Fee Update

Many locations have been incorrectly billed for several items. We are aware of the problems and hope to get it resolved soon. Paycor is researching and plan to apply the appropriate fee credits back to all the parishes affected by the **5/31** pay. The following is a list of Paycor fee charges:

- \$10** per pay period service fee / **\$1.25** per pay per employee fee / **\$60** annual W-2 fee / **\$4.25** per employee W-2 fee
- \$7** per pay period split packaging fee (budget guidelines state **\$16** per month fee for both the service fee and split package- we will update)
- \$1** new hire fee- which is optional and can be turned off as requested (contact Rene to adjust this as a report needs to be sent to the State)
- \$1.25** check fee for all other items like garnishments, child support, etc.

The delivery fee is based on actual cost and should ONLY be one time for the initial delivery of the paystubs. After that we are paperless and you shouldn't be charged. Please contact Rene Raychel or your Paycor representatives with any questions.

### July Paycor Training

We have scheduled another training session for Paycor on **July 29th from 9—11 am**. If enough people sign up, another class may be scheduled. Please contact your Paycor representative for further information.

### Mileage Rate

The IRS has recognized the increase in gas prices and the effect on communities and has issued a midyear increase in the optional standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes. Effective July 1, 2011 the IRS adjusted the standard mileage rate to 55.5 cents per business mile driven.

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven **on or after July 1, 2011**, the Archdiocese mileage reimbursement rate will be **41.63** cents per business mile incurred.

Questions can be directed to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

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](mailto:accountingservices@archindy.org).



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## HUMAN RESOURCES

### Cultivate Your Spiritual Well-Being

The Archdiocese of Indianapolis partners with the University of Notre Dame and Catholic Distance University to offer convenient, low-cost online theology classes on a not-for-credit basis. You can take classes at any time using your home or office computer along with other Catholics around the country and throughout the world. Please see a description of course offerings and discounts available at <http://www.archindy.org/layministry/index.html>.

### Employee Auto-Saving

The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages two years ago. This year we will increase to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees will see the increase in their July 15, 2011 paycheck or the September 15, 2011 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

### New HR Site

Please check the new Human Resources website, [www.archindyhr.org](http://www.archindyhr.org). It is a clearinghouse of information about employment, benefits, discounts and other offerings with convenient links to use. Find out more about our two newest benefits for health plan members: Health Advocate – where one toll-free call can link you with all of your health benefits – and Healthcare Blue Book – which pays you to select high-quality/low-cost medical providers.

### Parish Incorporation and Health Insurance Eligibility

The Human Resources Office has received questions about whether parish incorporation affects health insurance eligibility. In the past, if an employee worked part-time at several parishes, but totaled 1,500 or more hours per year from all of those different positions, he/she was eligible for health insurance (and other full-time benefits), and the parishes shared the costs. Even though parishes are separately incorporated, our attorney advises that we should keep the same practice. Therefore, no employees should lose health insurance eligibility because of parish incorporation. Please contact Human Resources if you have any questions.

### 2012 HEALTH PLAN

The Human Resources Office announced that the 2012 medical and dental plans will have the same monthly premiums, annual deductibles, co-insurance, and annual out-of-pocket maximums as the 2011 medical and dental plans. 2012 will be the third consecutive year with no cost increases in these plans. This information is being provided now for the benefit of administrators and teachers who will soon be signing contracts or work agreements for next year. Please contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) if you have any questions.

## CATHOLIC EDUCATION

### 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.

## ARCH CONTACTS

### Do you know who to contact when.....

Property insurance or risk questions?	Mike Witka
ADLF?	Rene Raychel
Payroll?	Centralpayroll@archindy.org
Billing questions?	Rene Raychel
Parish budget or other questions?	accountingservices@archindy.org

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](mailto:accountingservices@archindy.org).

East Tower, Suite 1600  
101 W. Washington Street  
Indianapolis, Indiana 46204



(317) 233.0046 phone  
(317) 233.0047 fax  
[www.in.gov/gaming](http://www.in.gov/gaming)

**Ernest E. Yelton**  
*Executive Director*

June 3, 2011

Dear Presiding Officer:

In this letter you will find changes made to Indiana Code 4-32.2 during the recent legislative session. These changes occurred in Senate Enrolled Act 340 and are effective July 1, 2011. Please note that these statutory changes may necessitate changes to the charity gaming section (68 IAC 21) of the Indiana Administrative Code. If this occurs, please visit the Charity Gaming Division's website (<http://www.in.gov/igc/2339.htm>) for more information by July 1, 2011.

#### **Volunteer Ticket Agents**

Qualified organizations may now use a “**volunteer ticket agent**”. A volunteer ticket agent may sell tickets to an allowable event held under certain single event licenses (*raffle license, door prize license, festival license, water race license, and guessing game license*). A volunteer ticket agent must not receive any compensation from the qualified organization and must not assist the qualified organization in conducting the allowable event in any other way. A volunteer ticket agent is not considered as a worker or an operator and is not required to be a member in good standing of the qualified organization. A volunteer ticket agent also may not sell pull tabs, punchboards, or tip boards.

Before using volunteer ticket agents to sell tickets to an allowable event, the qualified organization must provide a list of the following information to the commission: (1) the name, address, and telephone number of each retail establishment whose employees will serve as volunteer ticket agents; and (2) the name of the general manager of each retail establishment whose employees will serve as volunteer ticket agents. On each ticket sold by a volunteer ticket agent, the qualified organization must include the name of the qualified organization selling the tickets, the date of the allowable event, and a valid license number for the allowable event. Also, these tickets must be sequentially numbered.

After tickets to the allowable event have been sold, the qualified organization must provide to the commission the name, address, and telephone number of each person who served as a volunteer ticket agent.

## Bingo

A worker at a bingo event whose duties are *limited* to selling bingo supplies or tickets for a door prize drawing or raffle conducted at the bingo event, **and** who has completed all of the worker's duties before the start of the first bingo game of the bingo event **and** *who is not engaged as a worker at any other time during the bingo event*, may participate as a player in any gaming activity offered at the bingo event following the **completion** of the worker's duties at the bingo event.

## Credit Cards

A qualified organization may accept credit cards at an allowable event for the purchase of food, beverages, merchandise, and retail goods and services offered at a benefit auction. A qualified organization may not accept credit cards or extend credit to a player for the purchase of a chance to play any game of chance offered at an allowable event or licensed supply.

## Related Activities and Total Gross Revenue

A qualified organization is no longer required to report revenue generated from related activities (e.g., dinner tickets, concessions, retail sales) as part of its total gross revenue.

## Festivals

A qualified organization may now conduct a festival for up to five (5) consecutive days.

If you have any questions or need additional information, please call 317-232-4646.

Sincerely,



Diane Freeman  
Director of Charity Gaming  
Indiana Gaming Commission