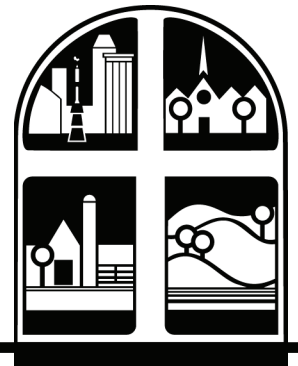


THE OAS MESSENGER



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ACCOUNTING SERVICES

2011-12 Budget Guidelines

The guidelines for 2011-2012 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, 2011 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.

Fiscal Management and Discipleship Conference

Save The Date – The Fiscal Management and Discipleship Conference is scheduled for **Thursday, June 9, 2011** at the Catholic Center. This conference includes workshops related to Stewardship, HR, Payroll, Education and Finance and is designed to meet training and information needs of administrators, business managers, bookkeepers, finance council members, stewardship council members and volunteers handling bookkeeping or stewardship functions.

THE JOY OF SERVING THE BROKENHEARTED: *Living the Challenge*

The Catholic Cemeteries Association and the Office of Family Ministries of the Archdiocese of Indianapolis will host its 9th annual Mission Day event for caregivers of the bereaved. This year, the one day seminar will take place on Tuesday, March 22nd at Fatima Retreat House, 5353 E. 56th St. in Indianapolis. The day will begin with registration at 9:00 a.m., include lunch and conclude at 3:30 p.m. Registration costs \$30 and seating is limited. Pre-registration is requested for Mission Day. To receive a registration form, contact Sue Meacham at Our Lady of Peace Cemetery at 317-574-8898 or log on to www.archindy.org/family/bereavement.html.

Parish Incorporation

There are two more incorporation meetings scheduled in the diocese. They are at **St. Louis, Batesville** on **Monday, March 7** and at **St. Paul, Tell City** on **Tuesday, March 8th**. Both Meetings are at 7:00 P.M.

Also for those that have already attended a meeting, Please be sure to sign and return the **Parish Member Resolution, Initial Director Resolution**, as well as **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>

CATHOLIC EDUCATION

True Cost per Student Spreadsheet

OCE has a new spreadsheet we want the schools to use in figuring their true cost per student, especially in the light of the possible voucher legislation. Careful attention to the included instructions and the comments embedded in the sheet, will yield better results. We are trying to collect this information from the schools by May 1. The new spreadsheet can be found here: [Cost per Student Spreadsheet](#).

HUMAN RESOURCES

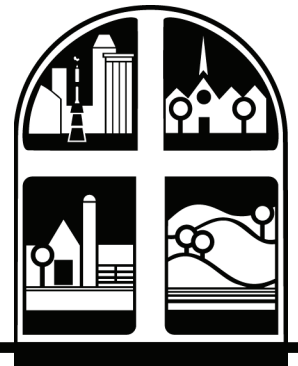
New HR Site

Please check the new Human Resources website, 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.

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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CENTRAL PAYROLL

Paycor Transition- Update

As the payroll transition continues over the next several months each location will be contacted by a member from Paycor to ensure training has been scheduled and all information necessary has been obtained. Our central payroll office is working closely with Paycor to make this transition as smooth as possible.

In order to move forward we are to provide Paycor with verification of federal and state identification numbers. Office of Accounting Services is working to obtain verification of each parish federal identification numbers. If you receive documentation related to this from the IRS, please fax it to us at 317-236-7327. For payroll purposes, Deanery centers will utilize the Dean's parish identification numbers.

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.

The **training schedule, training registering directions and an updated version of the rollout schedule** is posted to our website at <http://www.archindy.org/finance/transition.html>. Please visit this site for other documents, such as Frequently Asked Questions and other important notices regarding the transition.

Form 8655

There have been questions as to how to fill out the 8655 form for the IRS. This is a form that authorizes and allows for Paycor to submit and file taxes on behalf of the organization. Paycor will be in contact with parishes near their rollout date with more information.

Parish Voided Checks Needed for Paycor

In order to verify the bank account information for each location we need to provide Paycor with a copy of a voided check for each parish/school/agency bank account that is used for payroll purposes. Each entity needs to provide us with a copy of a voided check from the appropriate bank account so that we can provide to Paycor for this transition. Please send voided checks by way of fax to: **Attention: Charlie Feeney, Fax Number: 317-236-7327 or e-mail a scanned copy to cfeeney@archindy.org**. Please be sure to indicate which location(s) it is for in either the fax or e-mail.

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 rrayche@archindy.org or centralpayroll@archindy.org.

RISK MANAGEMENT

Risk Management Corner

It is getting closer to Spring and time to do an overall building inspection. A good look at roofs, gutters, and the outside shell of the building for any damage over the winter. Time to check sidewalks and parking lots for tripping hazards.

Financial Review

Mike Witka is available to help with any budget issues as you enter the budget preparation season. Contact Mike at mwitka@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.