

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 important [budget guideline notes](#) and important [grant opportunities](#)
- [See page 3](#) for instructions on how to direct employees to all of their tax documents
- [See page 4](#) for information about the timing of deposits of UCA overages and LFOM contributions into ADLF deposit accounts
- [See page 5](#) for important notes about property insurance, to review information about the United Catholic Appeal and the Annual Intl Catholic Stewardship Conference, and for OAS staffing updates

Upcoming Dates to Remember

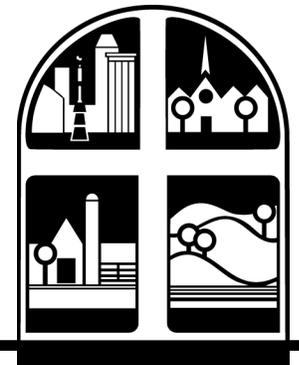
Monday, April 17th the Catholic Center will be closed for Easter Monday.

Date	Subject	For more information, see...
Payroll Dates:		
Tuesday, April 4th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for April 14th pay date	http://www.archindy.org/finance/payroll.html
Tuesday, April 11th	Payroll approval due date for April 14th pay date	
Tuesday, April 18th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for April 28th pay date	
Tuesday, April 25th	Payroll approval due date for April 28th pay date	
Other Dates:		
Friday, March 17th	Changes in property were due to insurance office	Page 5
Friday, March 31st	All locations are required to have electronic timekeeping implemented by March 31, 2017	Page 3
Thursday, June 15th	Budgets are due to OAS	Page 2
September 17th–20th	Annual International Catholic Stewardship Conference	Page 5

Monthly Assessments

March assessments will be distributed to locations the week of March 27th.

Assessments will be withdrawn on Friday, March 31st. Please email accountingservices@archindy.org with deferral requests.



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ACCOUNTING

BUDGET GUIDELINES

The budget guidelines were published on February 17th and can be found on the Finance page of the Archdiocesan website:

www.archindy.org > Offices > Finance > <http://www.archindy.org/finance/index.html>

Choose Parish & Agency Finances on the right-hand menu

<http://www.archindy.org/finance/parish.html>

Single Document Approach

One of the formatting changes was to bring all of the documents (guidelines and appendices) into a single location, through embedded Excel files at the end of the Guidelines document. Depending on the internet browser you use, you may have to take different approaches to accessing these attachments. Here are a few options:

- Open the guidelines and save them as a PDF document, then you can double-click the icons as the instructions indicate, opening each attachment. Saving the guidelines to your computer is the recommended practice.
- Open the guidelines in the browser and double-click the icons as the instructions indicate, opening each attachment.
- Open the guidelines in the browser and right-click the icons, selecting 'Open File' (see image below), opening each attachment.

Billing Calendar

A billing calendar has been added to the guidelines to show the common assessments and charges and when we expect these to be billed in the upcoming year. I hope this helps with managing parish and school cash flows. We made a concerted effort to stage the billing of school charges (AdvancED, Jupiter, Renaissance, and Student Accident Insurance) in November, so that schools can use proceeds from state vouchers to pay these obligations. Throughout the year, we will include a snapshot of the upcoming 3 billing months in our monthly OAS Messenger newsletter so that we can stay accountable to the established plan.

Assessment Workbook

In Appendix C, we combined all of the known assessments (Cathedraticum, Clergy Healthcare, Lay Retirement, Safe and Sacred, Indianapolis Education Assessment) into a single Assessment Workbook, rather than 5 different files as in the prior year. All you need to do is locate your parish or school in the Assessment Workbook, and all of the assessments will be right there for you to use in your budget.

Budgets are due to the Office of Accounting Services by June 15, 2017

Budgets should be submitted in the format used by the parish or school. Budgets should be completed and forwarded to the Office of Accounting Services for review on or before June 15, 2017. Please complete the budget approval form with the pastor, PLC, administrator or principal's signature indicating the budget has been approved; see the Budget Approval Form in Appendix D. The budget and budget approval form may be e-mailed to accountingservices@archindy.org (preferred) or faxed to 317-236-7327.

Grant Opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis Applications Due April 30, 2017

Through the generosity of the parishioners of our archdiocese, we have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the archdiocese.

Combined grant applications are due to the Archdiocese for the 2 grant allocation periods on April 30th and October 31st each year.

For more information, please see the finance office page on the Archindy.org website or contact Stacy Harris in the finance office at sharris@archindy.org or 317-236-1535.

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CENTRAL PAYROLL

Payroll Processing

After entering all of the necessary payroll data into the pay grid:

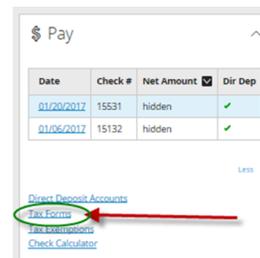
1. Ensure **ALL** forms of compensation has hours associated with pay.
2. Run the Payroll Audit | fix any errors related to pay. Central Payroll will resolve any health savings account errors.
3. Approve the payroll batch.
4. **Email Central Payroll with a confirmation of your approval; include your five digit Paylocity location ID in the subject line, and any notes about any Payroll Audit exceptions (multiple checks, extra hours, extra pay, etc.).**

Tax Forms

- Please direct employees to their **Paylocity Self-Service portal to retrieve Tax forms (W2s and 1095Cs)** that may have been routed through the mail. Employees have access to Tax Forms under the \$Pay section of their portal under the **\$Pay** area: click the down arrow > select More > then select Tax Forms.



Date	Check #	Net Amount	Dir Dep
01/20/2017	15531	hidden	✓
01/06/2017	15132	hidden	✓



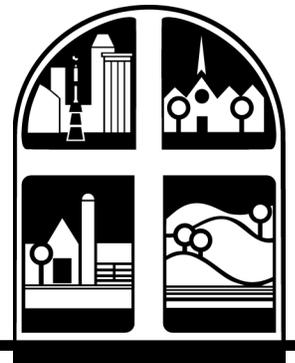
TAXES

- Please log into your INtax account to make sure that all of your tax liabilities are paid and up to date. We've found that many locations have received notices from the State of Indiana relaying taxes are still due from 2015.
- If you received an email from Rob Salas at Paylocity requesting INtax log in information, please reply to the email with the information to expedite the research of possible taxes still outstanding. In some cases, you may not be receiving the notices, so you may be unaware the taxes are still due.
- If you previously forwarded a tax notice for research and have received an email from Paylocity with a Notice ID number – please go back to that email and carefully review the instructions. In some cases, Paylocity requested a response. The response should be as simple as, yes, please pay the tax bill on our behalf.

*****PLEASE FORWARD ALL STATE and FEDERAL TAX NOTICES DIRECTLY TO CAREY KENDALL: ckendall@archindy.org.**

Shared Employees & Duplicate Timecards

Paylocity has gone through a process of ensuring that shared employees have one single timecard in the electronic timekeeping database – Web Time. If supervisors cannot see their shared employee timecards, please reach out to Central Payroll: centralpayroll@archindy.org.



ELECTRONIC TIMEKEEPING (WEBTIME)

All locations are required to have completed implementation of Web Time by March 31, 2017.

Please contact Carey Kendall if you have not scheduled your implementation date: ckendall@archindy.org.

Holidays

Each location's holiday schedule is loaded in Web Time. The Web Time team will help you set up your holiday listing initially; then annually, you'll need to update the holiday listing in Web Time. **Going live with Web Time does not mean the system is ready to handle processing time off requests.**

Benefits for Time Off

Benefits for time off are programmed within Web Pay. In order for time off balances to be loaded to the Web Pay system, you'll need to have the Web Pay team program your time off policy. You can email your time off policy to: ckendall@archindy.org. Carey will forward this policy to Paylocity who logs it into a system so that a programmer can be assigned to program the policy. This programmer will reach out directly to the primary contact to verify the policy is programmed correctly and assist with loading initial balances (either manually or through an upload).

ADLF

UCA Overages and LFOM Contributions

Beginning with the January 2017 ADLF close, receipt of UCA overages and LFOM contributions will be applied to ADLF deposit accounts on the first day of the subsequent month. **This will not impact how much interest you earn and will allow us to provide you with ADLF statements on a more timely basis each month.**

Example: For UCA overages and LFOM contributions received in January, parish overages will be posted as a deposit to ADLF deposit accounts on February 1st

ADLF Withdrawal Approvals

In the ADLF Policy Statement, withdrawals of deposits can be made by submitting an application signed by (1) the pastor, parish life coordinator, administrator or agency director, (2) the president of the parish (or agency) council, and (3) chairperson of the finance committee. It is important that all three signatures exist in order for transactions to be processed timely. Additional information about the Archdiocesan Deposit and Loan Fund can be found on our website at <http://www.archindy.org/finance/parish/forms.html>

ADLF Rates for Jan-Mar 2017

Loans 3.75% Deposits 0.75%

The 2017 Quarterly ADLF meetings will be held on the following dates:

- Thursday May 4, 2017 | Thursday August 24, 2017 | Thursday October 26, 2017

If your parish would like to be placed on the agenda for an upcoming meeting, please contact: Carey Kendall at (317)236-1519 or ckendall@archindy.org.



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RISK MANAGEMENT

Property Values

We will be reviewing property values this month. If you have had any major changes that were not reported to our insurance office, please do so before March 17. We will send out updated values to all parishes in May. If you have questions about this, please contact Mike Witka, mwitka@archindy.org for assistance.

STEWARDSHIP & DEVELOPMENT

United Catholic Appeal

Thank you – we have crossed the \$6M threshold for the United Catholic Appeal! The UCA is now at 94% of the \$6.4M goal. We appreciate the pastors, PLCs, and parish staff who do such a wonderful job of promoting the UCA. While we rejoice for breaking the \$6M mark, we also celebrate the 70 parishes, who to date have met or exceeded the 25% household participation goal, and the 77 parishes, who to date have met or exceeded 100% of the parish goal. These are great accomplishments, and we congratulate you on your success!

By the end of March all parishioners who have not participated in the current UCA will receive another opportunity to share their blessings by supporting the United Catholic Appeal. We encourage parishes to utilize the resources available on the Helpdesk of the UCA website to highlight the impact of how even the smallest gift, given in love, can touch a life. Parishes should expect to see an uptick in UCA contributions during this time. If you need additional mailing supplies, please email Cindy Riley at criley@archindy.org.

Annual International Catholic Stewardship Conference

The theme for this year's Annual International Catholic Stewardship Conference (ICSC) is Stewardship: A Disciple's Response. Participants will learn methods for bringing parishioners closer to the Lord. Parishes learn how to build resources to carry out their mission and ministries. Workshops are pertinent, practical and relevant to the day-to-day challenges in a parish and diocese. The sessions geared for those involved in all areas of stewardship and development within a parish or diocese, whether they are just beginning, or have taught the concepts for years. Attendees find or are reminded of the powerful and positive impact stewardship conversion has on a parish and diocese, and they learn the nuts and bolts of how to do this.

The conference will take place in Atlanta, GA from September 17 – 20, 2017. Conference discounts are available for early registrants. All parish staff who are first-time attendees may register under the archdiocesan membership rate. Additional information and the registration form are available at: <http://catholicstewardship.com/programs-a-events/annual-conference/2017-annual-conference-information>

OTHER NEWS

OAS Staffing Updates

- Rhobie Bentley has accepted a position in Stewardship & Development serving as the Donor Relations Coordinator.
- We are pleased to announce the Office of Accounting Services' new Accounting Cash Specialist, Diane Sutton! Diane's email address is dsutton@archindy.org.
- April's newsletter will include more information about Diane when our OAS pictorial directory and org chart are updated.

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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

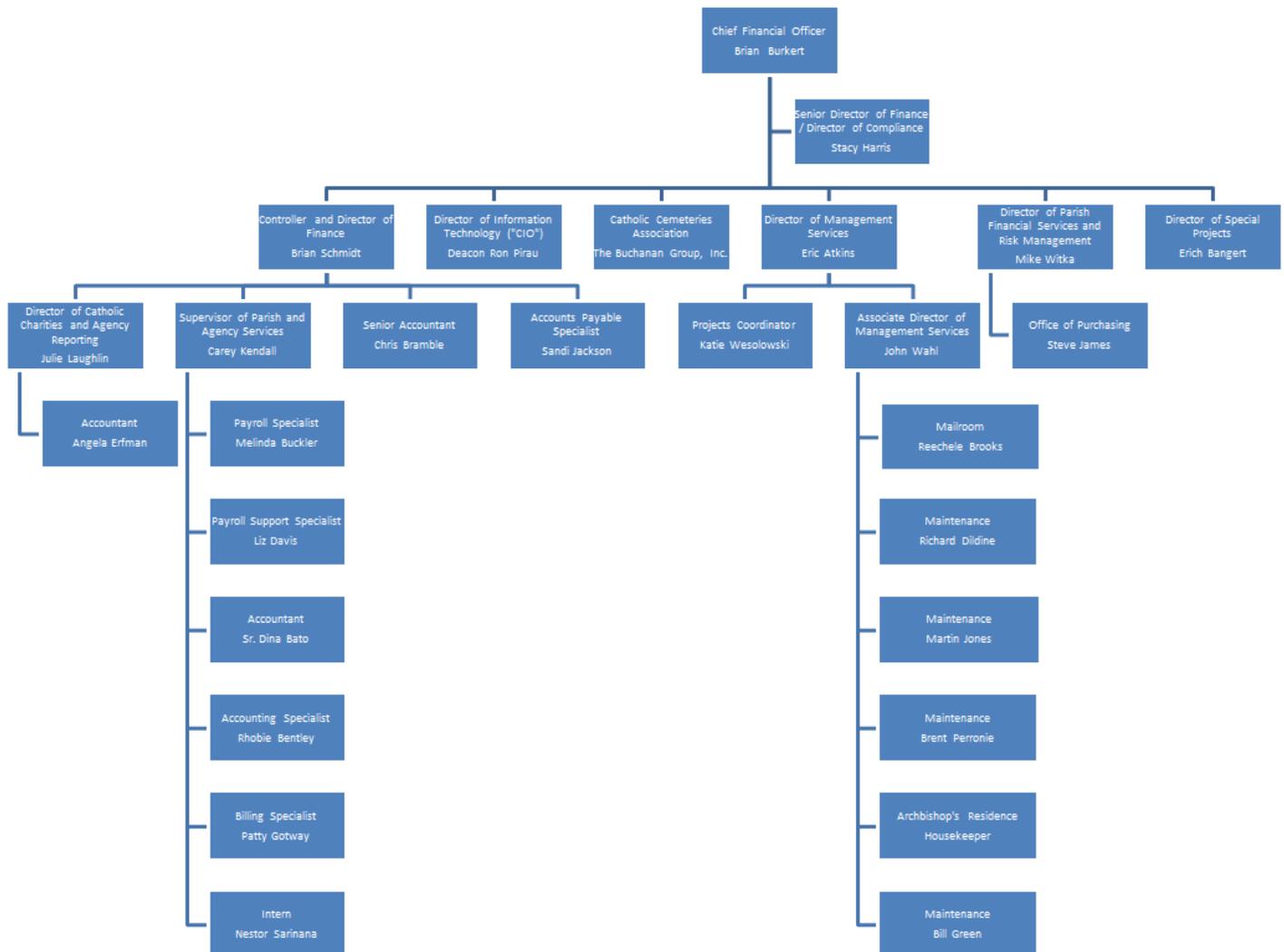
eatkins@archindy.org

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, departments within the Catholic Center, and various agencies).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Supervisor of Parish & Agency Services	Carey supervises payroll, parish and agency billing, and the administration of the Archdiocesan Deposit and Loan Fund. She monitors the accounting services email box and 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 and others.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Senior Accountant	Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies, as well as coordinates and manages the parish internal control assessments.	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Angela Erfman		Accountant	Angela is responsible for accounting for our agencies, with a primary focus on Catholic Charities.	Phone: 317-236-1525 E-mail: aerfman@archindy.org
Sister Dina Bato		Staff Accountant	Sr. Dina handles the day to day accounting for Catholic Cemeteries, United Catholic Appeal, and the Archdiocesan Deposit and Loan Fund (ADLF).	Phone: 317-236-1418 E-mail: dbato@archindy.org
Rhobie Bentley		Accounting Specialist	Rhobie (Row-bee) is responsible for daily cash management including processing all deposits received by OAS.	Phone: 317-261-3376 E-mail: rbentley@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.org

Central 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.