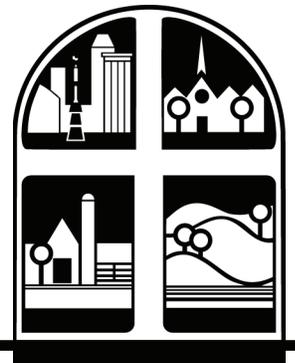


THE OAS MESSENGER



May 2009 Page The Catholic Center will be **Closed** Monday, May 25th, in observance of Memorial Day.

ACCOUNTING SERVICES

2009 FMDC Conference The 2009 Fiscal Management and Discipleship Conference will be held on **Thursday, June 11th** at the Benedict Inn Retreat and Conference Center. Conference fee for registration is \$35 per person, lunch is included in this fee. All payments and registration forms must be received by **June 6, 2009**. Registration for this event is now available online at <http://www.archindy.org/fmdc>. Don't miss out on this exciting and informative event.

NEW Insurance Filing Please fax any loss reports including student accident, incident reports, or workers compensation injuries to Gallagher Bassett at 866-283-0325.

Financial Problems? If you are having trouble meeting your payroll and assessment needs, please contact Mike Witka, Director of Risk Management, at mwitka@archindy.org to schedule an appointment.

Risk Management The Office of Risk Management is currently in the process of implementing a new system in which self-inspection forms for all parishes, school's and agencies will be available online. This site will compile inspection reports, up to date appraisals, and eventually loss runs by location. If you have questions contact Mike Witka at mwitka@archindy.org.

Parish Annual Financial Report For the fiscal year ending June 30, 2009, the Parish Annual Financial Reports will be submitted using the online survey format. An e-mail link to the survey and instructions will be 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 will be sent out in June. If you would like to be included in the e-mail distribution list, please contact Abbey Kirchner at akirchner@archindy.org.

St. Francis Xavier Home Mission Grants for 2009 As you are aware, the funding for Home Mission Grants comes from two sources: 1) Annual distribution from the St. Francis Xavier Home Mission Endowment Fund and 2) Overages from the United Catholic Appeal donated by the parishes back to Home Missions. Unfortunately this year, due to reduced funding from the United Catholic Appeal and a reduction in the endowment earnings suffered as a result of the overall market conditions, we are unable to offer Home Mission Grants for 2009. While there is very limited funding available in 2009, the funding level does not warrant the time and expense required to conduct the full grant process. The funding amount for 2009 will be added to the process for 2010 and we intend to be able to make more meaningful grant awards at that time. We apologize for any inconvenience this may have caused. If you have any questions, please contact Stacy Harris at sharris@archindy.org or 317-236-1535.

PAYROLL

NEW Payroll Web Address Please be advised that the Payroll office has a new web address where employees can access their pay stub and other information online. The new address is <https://www4.intersourcing.com/>, this new site can still be accessed by clicking on the "PAY EMPLOYEE" link on the Archdiocese's home web page. Please email centralpayroll@archindy.org for passwords or any other information needed.

Please feel free to send these newsletters to your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish or agency.



Parish/School Activity Associated with Scrip Programs & Fundraising

Scrip/Gift Card Programs Defined: *Scrip programs raise money through rebates from the retailer, represented as discounts from the face value of the gift card.*

- Scrip Sales must be transacted through volunteers, not by paid individuals. Scrip sales should only be handled by paid individuals (i.e. parish/school secretary) a *de minimus* amount of time, 5% or less.

School scrip program, if administered by uncompensated volunteers at the parish/school, poses no unrelated business income tax (UBIT) issues nor does it affect the parish/school's 501(C)(3) status. If the order-taking, processing and distribution are undertaken by paid parish/school staff, this type of arrangement has the potential for unwelcome (and otherwise avoidable) UBIT consequences to the parish/school. In a separate private letter ruling by the IRS, a diminutive amount of paid staff time was allowed in the administration of a school scrip program (less than 5% of the number of volunteers hours) and thus did not result in UBIT.

- It is preferable to use a scrip intermediary such as Great Lakes Scrip Center in the delivery and distribution of prepaid gift cards and certificates.
- Scrip money should be deposited so it is clearly identified should there be an audit. One way to accomplish this is to use a stamp and stamp it "Scrip" on the face of the check, so it is identifiable on bank statement images. If this is not done, the burden of proof is on the church to separate scrip funds from donated funds if requested to do so by the IRS.
- Additionally, purchasers of scrip are not entitled to any charitable deduction with respect to the purchase of scrip.
- Scrip proceeds should not benefit any one individual or family in the form of credits to tuition accounts, book bills, or other accounts based on the amount of their scrip purchases. Proceeds should *benefit the 501(c) (3) organization (i.e. parish or school) and all its members*. This applies to all fundraisers such as candy sales, Christmas wrapping sales, and poinsettia sales. It also applies to funds raised for teen dances, class trips, and other events.
- Also, when a parish/school has a fundraiser for a school trip or related activity, the parish/school cannot take the funds raised by one parent and reduce only that particular parent's fee, nor one particular child's fee for the trip or related activity. Even though, one parent may work harder and be more successful at raising funds for the trip than other parents, the funds raised for the trip must be put altogether and reduce the total cost of the trip or related activity for everyone. This applies to service hours as well. Volunteers cannot be paid directly or indirectly (i.e. given a credit in the reduction of the cost of a class trip or related activity) for any fundraising event.