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## ACCOUNTING SERVICES

*In observance of major holy days of the Church and feast days of the Archdiocese of Indianapolis, the Catholic Center will close at 1pm on December 3rd, the Feast of St. Francis Xavier and December 8th, the Solemnity of the Immaculate Conception of the Blessed Virgin Mary. The Catholic Center will be closed beginning Wednesday December 23, 2015 and will reopen for business on Monday January 4, 2016.*

### Monthly Assessments

November assessments were distributed to locations on Thursday November 19, 2015. November assessments were withdrawn on Monday November 30, 2015. December assessments will be distributed by December 15th. Adjustments to December assessments must be received by the end of the day on Wednesday December 16th. December assessments will be withdrawn on Thursday December 31st.

### ADLF Rates for Oct-Dec 2015

Loans 3.75%      Deposits 0.75%

2016 ADLF committee meetings dates will be announced soon. If your parish would like to be placed on the agenda for the next meeting, please contact Carey Kendall at (317)236-1519 or ckendall@archindy.org.

### Bank Change Form

If your parish has a change in banking accounts, please use the Bank Change Form under General Forms on the following web page:

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

## OFFICE OF CATHOLIC SCHOOLS

### Parish Assessment Conversations Underway

Members of the Office of Catholic Schools and the Office of Finance have met with all pastors in Marion County and the surrounding areas whose parishes are impacted by the Mother Theodore Catholic Academies assessment and/or the high school assessments for the four deanery high schools in Indianapolis. High school presidents will join the dialogue next week. Recommendations for how to proceed with education assessments in the future will be made to Archbishop Tobin with decisions being shared early in 2016.

### School Dues for INPEA & Accreditation

There are still many schools who have not paid their dues for INPEA (Indiana Non-Public Education Association) and/or AdvancED Accreditation, which is our accrediting agency. Please check with your school principal or president to ensure that dues are paid prior to 2016. Notification has been sent from both entities.

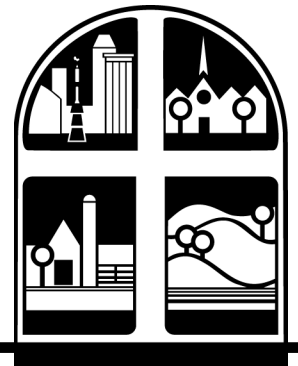
## PURCHASING

### Archdiocesan Coca Cola Contract

As many of you are already aware, 14 years ago, the archdiocese and Coca Cola entered into a contractual arrangement for exclusive distribution in our facilities. Each location had the opportunity to enter this agreement. It included full service vending, cafeteria sales, concession sales and festivals. Facilities received some up front cash and some free product for each year of the agreement. 7 years ago we renewed that contract and Coca Cola did not do as well in monitoring this contract. In addition, they changed the base contract to a heavy sales quota and payouts were based on a 75% payout with potential for more. At the same time the federal guidelines for healthier drinks was implemented. This created the perfect storm for a huge loss in sales. This greatly affected the payouts for each school. This was not communicated to our institutions and it created bad will.

We have renegotiated the contract with better sales quotas and lower pricing on product. Jeff Ridner of Coca Cola will be rolling it out to schools throughout our diocese during the next two months. We believe this to be a great program for our schools to enter into. You will get some up front money, some free product for your use, a 25% profit on your vending sales and support for your festivals. The lower pricing in this contract will allow you to make more profit in your concession stands. It is our hope that you will give favorable consideration to this renewal. If you have questions about the Coca Cola contract, please contact Steve James at 317 236-1451 | [sjames@archindy.org](mailto:sjames@archindy.org) or Jeff Ridner 317 459-0173 | [jridner@coca-cola.com](mailto:jridner@coca-cola.com).

Please share these newsletters with your fellow co-workers who normally would not receive Accounting Service News.  
There is always valuable information that can be shared throughout your parish, school or agency.



## CENTRAL PAYROLL

### 2015 Payroll Processing Deadlines

1. **12/15/15:** the deadline for benefit changes, new hires, rehires, terminations and stipends is **Tuesday December 1st**; please approve payroll by **Tuesday December 8th**.
2. **12/31/15:** the deadline for benefit changes, new hires, rehires, terminations and stipends is **Monday December 14th**; please approve payroll by **Monday December 21st**.

### 2016 Payroll Calendar

Please review the announcement of the 2016 bi-weekly payroll calendar found on the updated payroll web pages listed below. The Archdiocese is mailing a postcard notification in December. However, administrators, business managers, and payroll processors should notify employees of this change through their normal employee communication channels.

### Updated Payroll Web Sites

- ◆ *For Employees*—we've created a web page where you may direct employees to for payroll information. The **Employee Payroll** web page found here: <http://www.archindy.org/finance/employee payroll.html> is full of useful information for employees such as a payroll calendar, notes on how to prepare for the transition to bi-weekly payroll, and links to Paylocity guides that will assist employees with updating important information.
- ◆ *For Parishes and Agencies*—we've updated the resources available for Business Managers and Payroll Processors on the **Parish & Agency Payroll** web page found here: <http://www.archindy.org/finance/payroll.html>. Parishes and agencies will find the 2016 Payroll Calendar with deadlines and many helpful Paylocity guides.

### Prepare Updated Per Pay Salary Information in December

Business Managers and Payroll Processors may use the following checklist to ensure they are prepared for bi-weekly payroll.

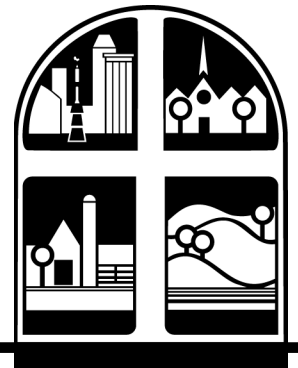
- Notify employees that the Archdiocese will transition from bi-monthly to bi-weekly payroll beginning January 8, 2016.
  - Direct employees to the Employee Payroll web page: <http://www.archindy.org/finance/employee payroll.html>.
- Re-calculate salary per pay data and provide an approved salary rate file to Paylocity.
  - Use the Rate Calculator found here: <http://www.archindy.org/finance/payroll.html> or another tool that works best for you.
  - Receive, review, and if necessary update the Salary Rate file from Paylocity. You will receive an email notification with instructions.
  - Upload an "approved" Salary Rate file to Paylocity's secure file exchange system as soon as possible.
  - Review the data Paylocity uploads to verify the new per pay salary rates are correct.
- Work with Central Payroll to adjust location specific deduction amounts or any special situations that may arise.
  - Contact Melinda Buckler at [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Paycor Account

Do not process any closure paperwork you receive from Paycor. The Archdiocese is working on an archiving solution with Paycor. During this time, the Archdiocese will pay the minimum monthly fees due to Paycor.

### Taxes

Please forward any State or IRS taxes notices to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org). We'll work with Paylocity to resolve any conversion issues.



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## HUMAN RESOURCES

### **Open Enrollment for 2016**

Our annual open enrollment period will be from November 1<sup>st</sup> through November 30<sup>th</sup> this year.

We are excited to announce that this year we will be handling the open enrollment process through the new HRIS web benefits portal where the employee will log on and accept or decline their benefits! No more forms! This portal is in its final stages of being set-up. Once complete, we will be sending further instructions to employees on how to log in and the steps they'll need to take for open enrollment this year. Please make sure your employees have either a work or email address entered in the payroll system to assist us with communicating this important change to all employees.

### **All benefit eligible employees must re-elect or decline coverage:**

Beginning this year, we are also requiring all benefits eligible employees to either formally accept or decline coverage. In years past, those declining coverage were not required to fill out a form to do so. This year, benefits eligible employees that decide to decline coverage will need to acknowledge that they were offered benefits, but are choosing to decline them. The need for this additional step arose from requirements associated with healthcare reform. Additionally, all benefits eligible employees who are currently enrolled in insurance that wish to keep their existing coverage must re-select this coverage in order to remain enrolled for the 2016 plan year. Again, this change is to ensure we are in compliance with the requirements associated with healthcare reform.

Please check the HR Department website [www.archindyhr.org](http://www.archindyhr.org) for further information coming soon.

### **Insurance for school employees**

For any school employee that did not return to employment at your location for the new school year, you must send in an Anthem change form ASAP to HR. Otherwise, the former employee will continue to receive free insurance and your location will continue to be billed for a terminated employee. For transferring employees, a form should be sent to HR from both the transferring to and transferring from locations.

### **Database Cleanup Project**

The payroll conversion is complete for all locations. We're still working with Paylocity to ensure their databases were loaded with the correct data from Paycor. Some data such as email addresses and phone numbers are still missing. We need each location to ensure that this demographic information is filled in. Email addresses are required in the Paylocity databases and are used as a means to notify employees of important changes to their benefits, payroll, and to distribute mass emergency notifications. Please report any missing data issues to Andrea Wunnenberg or Carey Kendall so we can work with Paylocity to upload data that may have been missed during the conversion.

### **ACA Compliance**

The central office will handle all filing requirements for ACA. To ensure compliance, hours need to be associated with all pay issued to employees. For salaried employees, please ensure the "default hours" field (under Rates) is filled in with the standard number of hours the salaried employee is expected to work during the pay period. This information is being used to fulfill certain reporting requirements for compliance with ACA.

### **Safe and Sacred Program**

All NEW clergy, religious, employees and volunteers must complete the Safe and Sacred Program BEFORE their first day of ministry, work or volunteer service. Integrated in the training is the background check release form which is also required. The course is available in English and Spanish 24 hours per day, 7 days per week at [www.safeandsacred-archindy.org](http://www.safeandsacred-archindy.org). It takes about 45 minutes to complete and can be done in parts over a series of days. Thank you in advance for your participation in this training and your commitment to the protection of children. Please contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) if you have any questions.

### **I-9 Forms**

Please ensure I-9 forms are on file for all employees. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. **I-9 forms must be completed within 3 day of employment.** You can access a link to the I-9 form on the Human Resources website under Forms or at this link: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.



## RISK MANAGEMENT

### Important Announcement:

"Special Events Insurance Program" also known as **Tenant User Liability Insurance Program (TULIP)** is moving online. **TULIP** provides insurance coverage when a parish or school allows an event to be held on parish/school property, but the event is not parish/school sponsored. The most common example is a wedding reception held at a parish hall which serves alcohol. If an individual or outside organization holds an event on parish/school property, they have one of two choices, either (1) provide a certificate of insurance naming the parish/school as additional insured for at least \$1,000,000.00 or (2) purchase the **TULIP** coverage. **TULIP** is underwritten by K&K Insurance and is handled through our broker at Arthur J. Gallagher Risk Management Services.

**INTERNET BASED SYSTEM:** Applying for coverage online will improve efficiencies and provide a quicker turn around. Detailed instructions are included in this packet. A few highlights of this system are highlighted below:

- Internet based system date and time stamps all requests for coverage
- Simply answer questions and check the appropriate boxes
- System immediately processes transactions and provides approval for event and the certificate of insurance
- There is no change in coverage or price
- System accepts credit card payments and electronic checks
- Parishioner or Parish may complete the application

We realize that change sometimes presents challenges and are hopeful that you will embrace this as we are constantly looking for ways to improve. Please feel free to contact our office with questions.

### Special Events Contact Changes

Over the past year, you and your parishes have worked with **Mira Andreeva** of Arthur J. Gallagher & Co. to secure coverage for events being held in your facilities. Mira has decided to take her career in a new direction and is joining our sales team. We wish her every success in her new role. **Katie Navin, Client Service Manager**, will be handling special events. Katie transferred to our team recently from our small business office. Katie and Mira have been working side by side over the past several weeks.

As in the past, we will be sending each parish a special events folder at renewal with the new information. Until the folders are sent to the parishes, Katie and Mira will continue to work together to insure that questions are being answered in a timely manner. Please feel free to go directly to Katie with your special events questions going forward. **Katie's contact information is: 630.228.6665 Katie\_Navin@ajp.com**

If applicable, please refer to Indiana Department of Homeland Security for required special events permits:

<http://www.in.gov/dhs/2795.htm>.

### IMPORTANT NEW CHANGES IN COVERAGE:

- The auto physical damage will change from the current level of \$5,000 per claim deductible to \$1,000 per claim deductible.
- The student accident coverage will now have a \$500 per occurrence deductible. Example: a football injury that has \$10,000 in medical costs. The family insurance will only pay \$8,000. Then the secondary (student accident) coverage comes into play after a second deductible of \$500 resulting in another payment to the family of \$1,500. The family will incur the cost of the student accident deductible.

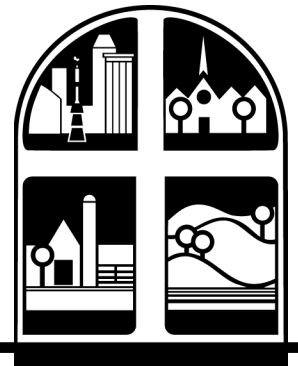
### Boiler Inspections

Contact Jim Law | Office 317-203-5176 | Cell 317-987-6573 | Email [jim.law@bpcllca.com](mailto:jim.law@bpcllca.com)

Feel free to contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) or (317)236-1558.

### Parish Nurses

Many of our schools have school nurses as full/part time paid employees or volunteers. With parent or doctor permission, nurses administer medication, attend to wound care and take care of normal child mishaps that occur while at school. In most cases the nurse is a volunteer. However, a few parishes might retain a nurse as a paid employee. In an effort to access the extent of the exposures in the Archdiocese, if you are using a nurse at school in the volunteer or paid employee capacity, please contact the Director of Risk Management, Mike Witka, to let him know: [mwitka@archindy.org](mailto:mwitka@archindy.org)



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## PARISH INTERNAL CONTROLS

### Sales Tax Exemption

Is your parish, agency or school paying sales tax for their utilities or other items? Through review of the parish internal control reports, OAS has noticed that some parishes are currently paying sales tax. We encourage all of our locations to address this by filling out a Form ST-105 and providing it to your vendors. Note, for transactions to be tax exempt they must be directly invoiced to the organization and paid via the organization's funds. Purchases for social events, hotels, airfare, and meals (for the private benefit of an individual) are never exempt.

Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report, **Form NP-20. This form is very brief and was due November 15, 2015.** If you do not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or the NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

## STEWARDSHIP & DEVELOPMENT

### Results for United Catholic Appeal

Results for the United Catholic Appeal are beginning to be tallied. To date, \$1.8 million has been raised from 4,750 households. Many packets are arriving each day for processing. Please send in gifts at least weekly so that they can be safely deposited, acknowledged and counted in the totals. If you haven't yet viewed the UCA video, please take a moment to watch it by visiting [UCA15 Video](#). The video, bulletin announcements and other tools are available in the Parish Help Desk at [www.archindy.org/UCA](http://www.archindy.org/UCA).

### Year-end Giving

Now is the time to be suggesting year-end giving opportunities. What is your parish doing? Consider the following:

- Send email messages with a link to online giving
- Promote how easy and safe it is to set-up an automatic payment for S&HD collections
- Send year-end thank you letters (not tax letters) summarizing a household's giving year-to-date and share how these gifts are impacting ministry efforts.
- Check your website to make sure that online giving is easy to find on the homepage
- Incorporate year-end giving messages in your social media efforts

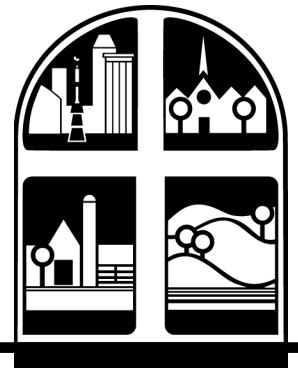
### Parish Stewardship Renewal

Have you started to plan your spring [Parish Stewardship Renewal](#) of time, talent and treasure? We are available to offer suggestions, discuss best practices and share with you an easy to use solution that you can customize with your specific ministry needs.

### Online Giving

Now is the time to make online giving available! If you are not currently offering online giving, please contact the Office of Stewardship and Development to discuss why this is such an important offering to consider. Contact the office at 317-236-1415.

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## OAS STAFF

### Tracy Lockwood – Controller

Tracy Lockwood's last day with the Archdiocese was November 19th. The Office of Accounting Services enjoyed working with Tracy and we will miss her. We wish Tracy and her family well as they transition back to living in their home state.

**Julie Laughlin – Director of Agency Reporting** – Julie is responsible for the financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, St. Mary's Child Center, CYO and others.

email: [jlaughlin@archindy.org](mailto:jlaughlin@archindy.org)

**Carey Kendall – Supervisor of Parish and Agency Services** – Carey supervises payroll, parish and agency billing, and the administration of the Deposit and Loan Fund. She coordinates and manages the parish internal control assessments and the parish annual financial reporting process.

email: [ckendall@archindy.org](mailto:ckendall@archindy.org)

**St. Dina Bato – Accountant** – Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.

email: [dbato@archindy.org](mailto:dbato@archindy.org)

**Melinda Buckler – Payroll Specialist** – Melinda processes payroll and assists diocese locations wide with any payroll related questions.

email: [mbuckler@archindy.org](mailto:mbuckler@archindy.org)

**Nancy Hildwein – Catholic Charities Accounting Supervisor** – Nancy is responsible for accounting and reporting for several Catholic Charities agencies.

email: [nhildwein@archindy.org](mailto:nhildwein@archindy.org)

**Chris Bramble – Accountant** – Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies.

email: [cbramble@archindy.org](mailto:cbramble@archindy.org)

**Rhobie Bentley – Accounting Clerk** – Rhobie is responsible for daily cash transactions and fixed asset accounting.

email: [rbentley@archindy.org](mailto:rbentley@archindy.org)

**Sandi Jackson – Accounts Payable Specialist** – Sandi is responsible for accounts payable and employee expense reimbursements.

email: [sjackson@archindy.org](mailto:sjackson@archindy.org)

**Patty Gotway – Billing Specialist** – Patty prepares the monthly parish and agency assessments.

email: [pgotway@archindy.org](mailto:pgotway@archindy.org)