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## ACCOUNTING SERVICES

### Monthly Assessments

October assessments were distributed to locations on Wednesday October 21, 2015. Adjustments to assessment withdrawals must be received by noon on Wednesday October 28th. Assessments will be withdrawn on Friday October 30, 2015.

### 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](mailto: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>.

### Parish Annual Financial Reports were DUE September 15, 2015

For the fiscal year ending June 30, 2015, the Parish Annual Financial Reports need to be submitted using the online survey format. An e-mail link to the survey and instructions was sent in June to the person at each parish that submitted the report last year. If the contact has changed since the prior year, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) to have the distribution list updated. All documents are available online: <http://www.archindy.org/finance/parish/report.html>.

## PURCHASING

### Archdiocesan Purchasing joins Parish Financial Services

Through our association with Catholic Purchasing Services our national buying group, APD can offer national program pricing at great savings. In addition, APD negotiates arrangements with local vendors to establish standard pricing for all customers.

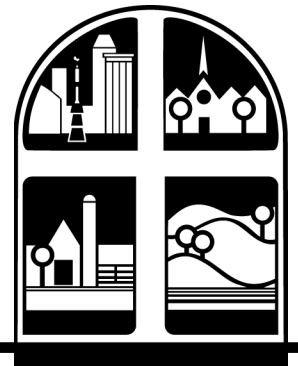
Steve James manages the department and is joining efforts in parish financial services by offering his 38 years of experience in purchasing and business management to be available in assisting locations with evaluating the allocations of purchasing funds. Steve can assist locations with being better stewards. Steve will be in touch with parishes and agencies in the near future to offer his assistance with purchasing. In the meantime, feel free to contact him to set up a meeting. Steve can be reached at (317) 236-1451 or 800 382-9835 extension 1451 or via email at [sjames@archindy.org](mailto:sjames@archindy.org).

### 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.



## 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 is 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>.

## ANNUAL DOCUMENTATION REQUIRED FOR PARISHES

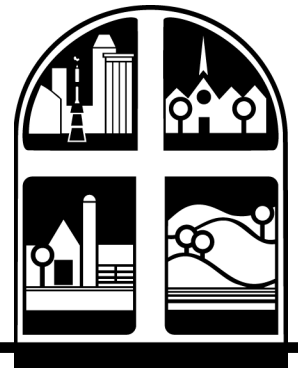
There are certain items required annually to maintain your incorporated status. If you are not the appropriate person at your parish to gather this information please ensure this information reaches the person responsible. We appreciate everyone's assistance in the effort to keep the parish's status current. More information and the required documents can be located on our website at <http://www.archindy.org/finance/incorporation.html>

### **Annual Incorporation Meeting (to be held between July 1st and September 15th):**

- Complete Annual Meeting Minutes form and retain at parish
- Complete Conflict of Interest forms for each officer and director and retain at parish
- Approve & Sign Parish Administrative Services Agreement and send to the Archdiocese (Note this agreement automatically renews, if you have a copy on file, you do not need to sign a new one or send to the Archdiocese.) If you cannot locate your executed agreement, please execute a new agreement and submit to the Archdiocese.
- Complete June 30 Parish Annual Financial Report online
- Approve June 30 Annual Financial Report and send Signature Page to the Archdiocese
- If you are new parish as a result of mergers, you will need to execute these documents for the new parish and send copies to the Archdiocese.

Please confirm that you have completed the above action items and returned the necessary documents to the Archdiocese.

If you have any questions, please contact OAS at [accountingservices@archindy.org](mailto:accountingservices@archindy.org).



## CENTRAL PAYROLL

### Paylocity ACA Charges and Notices

Please note that you should not pay any Paylocity fees for the Paylocity Affordable Care Act (ACA) module. Paylocity inadvertently charged approximately half of the Archdiocesan locations for the ACA module. If your location was inadvertently charged, you received an apology email from Paylocity's Sr. District Manager, Mike Adams on October 1st.

Please also note that you may disregard any ACA notices for compliance that you may receive from Paylocity. The central office is handling the setup and reporting for the Archdiocese.

### Payroll Calendar

Please refer to the modified 2015 for deadlines and approval dates: <http://www.archindy.org/finance/payroll.html>. Management is reviewing the 2016 payroll calendar which will be published in November.

### Paylocity Guides

Paylocity guides for new hires, user account assistance, and other important payroll topics can be found on the Archdiocesan payroll webpage: <http://www.archindy.org/finance/payroll.html>.

### Processing Paylocity Payroll

Please remember to complete the following steps:

- (1) Run the Payroll Audit before approving the pay run to address any issues noted as a result of running the audit.
- (2) Email Central Payroll when you have approved your pay run in Paylocity.
- (3) **Approve your pay run by the end of the deadline noted on the Payroll Calendar.**

### Paylocity Payroll Audit Function

Please run the "payroll audit" feature before approving your pay run and address any issues before approving your pay run. Instructions for this function and other Paylocity features can be found on the Archdiocesan payroll web page: <http://www.archindy.org/finance/payroll.html>.

### 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.

### Paycor Invoices

Locations will pay all Paycor invoices through the month of their last pay run with Paycor. The Archdiocese will pay any minimum monthly fees in subsequent months. We've processed paperwork with Paycor to change the bank account being auto-debited for the minimum monthly fees. Locations may still receive Paycor invoices noting "auto-deduction". The auto-deduction is being charged to the central office. You may forward proof of payment for any charges incurred in error to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org) so we may process a reimbursement.

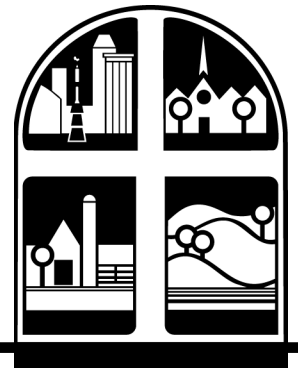
### Taxes

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.

Paycor mailed third quarter tax packets to most locations; please retain this information for your files, Paylocity filed the required reports with the taxing authorities.

### Electronic Timekeeping

The payroll conversion to Paylocity is now complete and we're preparing to implement Paylocity's electronic timekeeping system called Web Time. The Catholic Center is testing and implementing the system in October. If you are interested in being an early adopter of the electronic timekeeping system, please contact Carey Kendall: [ckendall@archindy.org](mailto:ckendall@archindy.org).



## **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**

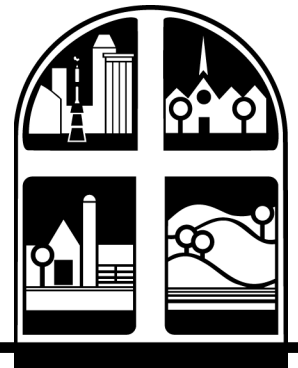
The central office will handle all filing requirements for ACA. To ensure compliance, hours need to be associated with all pay issued to employees. For salaried employees, please ensure the "default hours" field (under Rates) is filled in with the standard number of hours the salaried employee is expected 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>.



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## 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.

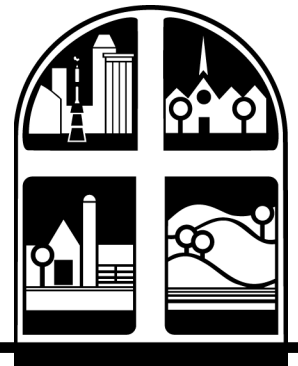
### Boiler Inspections

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)



GRANT AWARDS

**Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis – Applications Due October 31, 2015**

Through the generosity of the parishioners of our archdiocese, we now 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 30<sup>th</sup> and October 31<sup>st</sup> 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](mailto:sharris@archindy.org) or 317-236-1535.

STEWARDSHIP & DEVELOPMENT

**Promoting Intention Weekend – November 7 & 8**

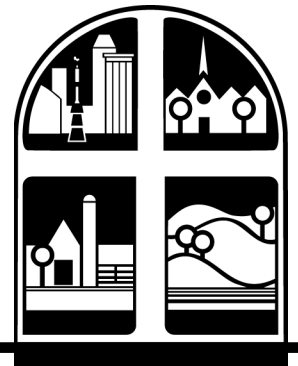
Parishes are doing a wonderful job promoting the importance of the United Catholic Appeal. Thank you!!

The Appeal is being showcased in many ways including:

- full page bulletin announcements
- posters displayed throughout the parish
- listing Intention Weekend in "upcoming events" section of the parish website and bulletin
- adding a UCA button to the parish website.

Tools to help you promote the Appeal are available in the [Parish Help Desk](#) at [www.archindy.org/UCA](http://www.archindy.org/UCA).

The United Catholic Appeal has been mailed to all registered parishioners and includes a letter from Archbishop Tobin or the pastor, an intention card with return envelope and a brochure with the Case for Support. The Case for Support is a wonderful tool in helping to explain how the funds are used to support ministry needs. Please visit [www.archindy.org/UCA](http://www.archindy.org/UCA) for more information and for a complete list of available tools.



## OAS STAFF

**Tracy Lockwood – Controller**

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

**Julie Laughlin – Director of Agency Reporting** – Julie is currently training to take over agency financial reporting. This will include financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, 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 monitors the accounting services email box, 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)