



# The OAS Messenger

September 2006

## Archdiocese Assessment Bill Distribution

Since May the Archdiocese assessment bill has been delivered through e-mail. Locations wanting one or more persons to receive the e-mail please notify Jo Ann Schramm at [jschramm@archindy.org](mailto:jschramm@archindy.org). The assessment bill is typically distributed within the first 10 days of the month, please contact Jo Ann if you haven't received the monthly bill statement timely. The bill statement is delivered as a pdf file. If unable to open the file as e-mailed please check to see if the latest version of Adobe software (free software downloadable from adobe.com) is installed on your system. Please contact Jo Ann at [jschramm@archindy.org](mailto:jschramm@archindy.org) or 317.261.3387.

## Security Alert

Please be aware of suspicious phishing attacks against banking customers. Phishing is a sophisticated way that hackers use to obtain bank card or account numbers, passwords, user ID's, or other sensitive data. If you receive an unsolicited e-mail from your bank or another bank asking for account numbers, personal information or asking to do a software upgrade by clicking on a website link, please do not provide any personal information. **A bank would never send an e-mail to ask for such information online.** For more information on Internet fraud, please visit the government website [onguardonline.gov](http://onguardonline.gov). Please delete any suspicious e-mails asking for sensitive information online.

## Annual Form NP-20

Indiana requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report **Form NP-20**. All organizations with a fiscal year ended June 30th should have received a form in the mail. This form is very brief asking about the fiscal year 05-06 and will be **due by November 15, 2006**. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317.232.2188 or forms are available at [www.in.gov/dor/taxforms/state.html](http://www.in.gov/dor/taxforms/state.html) under the Nonprofit section. If you have other questions, please contact Sarah Harmeyer at 317.261.3376.

## Parish Annual Financial Report Deadline

The deadline for the online survey submission of the 2005-2006 Parish Annual Financial Report is **Friday September 15, 2006**. Documents to assist in completing the annual financial report are available on our website at [www.archindy.org/finance](http://www.archindy.org/finance). Click on Parish, School, and Agency Finances and then click on Parish Annual Financial report to obtain the documents. The signature form at the end of the online report should be submitted to Sarah Harmeyer, Office of Accounting Services to signify completion. Contact Sarah Harmeyer at 317.261.3376 or 1.800.382.9836 ext. 3376 or [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) with questions.

## Payroll Information Review

This is the time of year when the payroll system is updated with agency, parish and school staff changes. Central Payroll and Human Resources is going to conduct a review of all employee data. This review is especially important at the beginning of the fiscal year so corrections can be made, avoiding later problems.

In the near future, each location will be receiving (via their payroll envelope) a confidential report listing each employee and their employment profile. An attached communication will describe the data that should be reviewed. Generally speaking, correct employment data ensures appropriate benefit eligibility and proper information for bookkeeping purposes.

Watch for more information, to be sent in the future.

## Automated Church System (ACS) Training

ACS Technologies is offering a training session October 16-20 in Louisville, KY. Visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1-800-669-2509 for registration information.