

September 2014 Page 1

## ACCOUNTING SERVICES

### Please Welcome Our New Intern

Nestor Sarinana, a junior accounting student from IUPUI, has joined the Office of Accounting Services. Nestor will be working with us through May 2014.

### Monthly Assessments

The fiscal year assessments were adjusted in July. Property assessment reports will be mailed out in the weekly parish mailing. Priest wages are billed one month in arrears; the updated wages will appear on the August assessment. The basis for retirement and workers compensation calculations can be found in the budget guidelines. Paycor wage reports can be ran to obtain the allocations for retirement and workers compensation. If you need assistance running Paycor reports please email [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

September assessments will be distributed to locations by September 25, 2014. Assessments will be withdrawn on Tuesday, September 30, 2014. Requests for adjustments to this withdrawal must be sent to Carey Kendall ([ckendall@archindy.org](mailto:ckendall@archindy.org)) by noon on Monday September 30th.

### Budgets

Budgets should have been completed and forwarded to the Office of Accounting Services for review on or before **June 15, 2014**. The budget may be e-mailed to [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or sent via US mail or faxed to 317.236.7327. Please complete the budget approval sign off form with the pastor, PLC, administrator or principal's signature indicating the budget has been approved; see the *Budget Approval Form* in **Appendix B**.

### Parish Annual Financial Report is DUE September 15, 2014

For the fiscal year ending June 30, 2014, the Parish Annual Financial Reports will again 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>.

### Annual Report to Secretary of : Business Entity Report

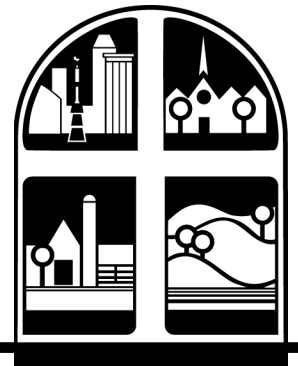
You may receive a notice from the Secretary of State's office asking that the parish file a Business Entity Report. **Please do not file this report.** The Office of Accounting Services will file this report on each parish's behalf. If you receive a notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing the Business Entity Report, please send a copy of that report to the Office of Accounting Services at [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Entity Annual Report (E-1)

Indiana form E-1 is different from the Annual Report to Secretary of State or Business Entity Report. The Office of Accounting Services does not have the information available to us to file the form on the parish's behalf. The report is required for entities receiving financial assistance from government sources such as grants or vouchers. If you receive government funds or a notice to file this report, please comply with the request. You may follow the guidance provided at this link to do so: <http://www.in.gov/sboa/3104.htm>.

### 2012 and 2013 Small Employer Tax Credit

Similar to last year, the Archdiocese has enlisted the help of Wayne Lenell from the Rockford, Illinois diocese, to determine which of our parishes qualify for the small employer tax credit for health insurance premiums. If your parish qualifies to receive the refund, Mr. Lenell will contact your parish directly to request the information needed to prepare the forms necessary to receive the refund and provide an invoice for his services. Please respond to his requests and remit payment to Mr. Lenell. These requests will cover either the 2012 and/or 2013 tax years.



## ANNUAL DOCUMENTATION REQUIRED FOR PARISHES

### ADLF Rates for July-Sept 2014

Loans 3.75%      Deposits 0.75%

The next ADLF meeting is scheduled for Thursday November 13, 2014. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by Wednesday, October 29th at (317)236-1519 or [ckendall@archindy.org](mailto:ckendall@archindy.org).

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 email reaches that person. 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 1<sup>st</sup> and September 15<sup>th</sup>):**

- 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.

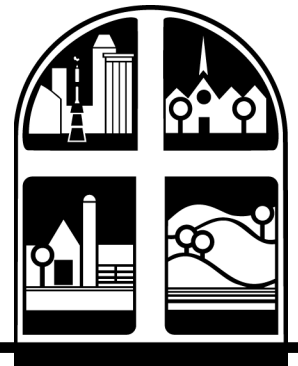
Parishes may receive a notice from the State of Indiana regarding filing a Business Entity Report as a result of the incorporation.

\* **This is an annual filing with the State of Indiana that will be handled by the Office of Accounting Services.**

Parishes should receive a notice from the State of Indiana requiring them to file the **State Form NP-20**: 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, 2014. 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>.

***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).



## GRANT OPPORTUNITIES

### Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis

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 executive summary and the combined grant application below:

- Combined Grant Process Executive Summary
- Combined Grant Application (PDF format)
- Combined Grant Application (Word format)

Please contact Stacy Harris in the finance office if you have any questions at [sharris@archindy.org](mailto:sharris@archindy.org) or 317-236-1535.

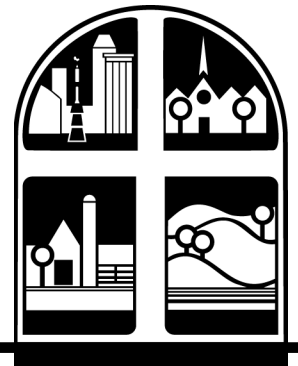
## PARISH INTERNAL CONTROLS

### Charity Gaming Seminars

The Gaming Commission is offering two General Overview seminars and two Financial Reporting seminars. The four seminars will be conducted on the following dates:

- Tuesday, October 9th: General Overview of Charity Gaming Seminar
- Friday October 10th: Financial Reporting Seminar
- Thursday October 16th: Financial Reporting Seminar
- Friday October 17th: General Overview of Charity Gaming Seminar

Registration for the seminars is currently open. Please plan accordingly due to limited seating. Visit the Indiana Gaming Commissions website to register for upcoming seminar dates: <http://www.in.gov/igc/2772.htm>.



## CENTRAL PAYROLL

All payroll related information has moved to the following link: <http://www.archindy.org/finance/payroll.html> .

### **Do Not Process Payroll Early**

Please use the 2014 Perform Payroll Calendar Required Submission Dates found on the calendar here: <http://www.archindy.org/finance/files/parish/payroll/2014%20Payroll%20Calendar%20for%20Perform.pdf>. Please note the “Required Approval Dates” for upcoming Perform Payrolls:

*Processing payroll before the required approval date may disrupt benefit related changes to employee benefits for new, shared, transferred, or terminated employees. The required approval dates for upcoming payroll cycles are as follows:*

**9/15/2014 Payroll—Required Approval Date is Wednesday September 10, 2014**

**9/30/2014 Payroll—Required Approval Date is Wednesday September 24, 2014**

**10/15/2014 Payroll—Required Approval Date is Friday October 10, 2014**

**10/31/2014 Payroll—Required Approval Date is Tuesday October 28, 2014**

### **Religious Employees in Perform Paycor**

If you have religious employees, please review the Perform **Paycor Religious Employee Letter** listed online in the Paycor Perform Payroll section to ensure Rates are set correctly to avoid double paying a religious employee.

Religious employees with health coverage will appropriately have their monthly employer H.S.A. contribution added to their net pay. Credits for Religious H.S.A. earnings will be sent via ACH to locations.

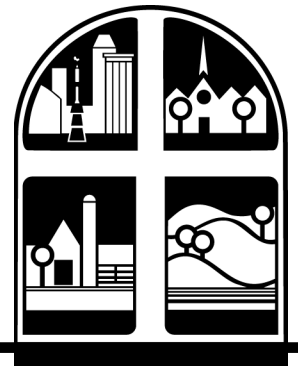
### **Email Address**

Please ensure your location’s Paycor contact email address is up to date.

You may update this information by emailing [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### **Employee Paystubs**

There is a Paycor application available for download to your mobile device. Please encourage your staff to access their pay information every pay period through the online Paycor service or through their mobile device <http://www.paycor.com/products/payroll/mobile-app>.



September 2014 Page 5

## HUMAN RESOURCES

### Welcome Two New Staff Members

The Human Resources Office is pleased to announce two new staff members. Christa Bunch is our new Human Resources Specialist, and she replaces Courtney Mitchell who had a new career opportunity. We thank Courtney for 12 wonderful years of service to the Archdiocese. You can contact Christa at [cbunch@archindy.org](mailto:cbunch@archindy.org) or (317) 236-7314. Andrea Wunnenberg accepted the new position of Human Resources Operations Manager and will oversee the daily operations of the office. Andrea reports to Ed Isakson, Human Resources Director. You can contact her at [awunnenberg@archindy.org](mailto:awunnenberg@archindy.org) or (317) 236-1531. Please welcome Christa and Andrea!

### Important Health Savings Account Information

Newly hired employees are no longer required to open their health savings account (HSA) before being enrolled in health insurance. In the past, health insurance applications have not been processed until the new employee had opened their HSA. Since this was creating missed deductions and delays in coverage, we have eliminated that process. Eligible, completed health applications will now be processed upon receipt by human resources. Please note – in order for the employee to receive the monthly employer HSA contributions, they still must open an account. Back contributions will not be given to anyone whose “account opened date” is beyond their first month of health insurance eligibility.

### 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>.

### Benefit Communication Training

The Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Christa Bunch at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

### 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. Every **CURRENT** priest, deacon, and employee of the Archdiocese of Indianapolis is asked to complete our online Safe and Sacred training program as soon as possible, if he or she has not already done so. Volunteers who have contact with children should complete the training as well, if they have not already done so. 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.

### “Comings and Goings” Resource for Business Managers

The Human Resources Office has a new resource for business managers with helpful information of what to do when an employee begins or end work at a parish or school. Please click on the following link and scroll down to the Documents section at the end:

<http://www.archindyhr.org/important-forms/resources-for-business-managers/>



September 2014 Page 6

## CATHOLIC EDUCATION

### Special Events Policy

And now is a good time to review the special events policy and application so you can help those wanting to rent the space from our parishes for wedding receptions. If you have any questions see our Insurance page on the archindy website.

## RISK MANAGEMENT

### Parish Self Inspection Program

We have finally undertaken the parish self-inspection program as outlined in previous issues of this newsletter. After many months of testing the system, writing and re-writing the recommendations, we are now implementing the inspection program. Each parish/school has already received an email invitation to start the inspection process. The forms are written in an easy check off system that can be input through the computer generated email or sent in by mail. If you have any questions of did not receive the inspection invite you can contact me at [mwitka@archindy.org](mailto:mwitka@archindy.org)

### Safety and Loss Control News

Please check out the following link which features Smoke Detector Safety Tips, Maintenance of Battery Operated Emergency Lights, and Proper Snow Removal. <http://www.archindy.org/insurance/documents/Newsletter%2012-13.pdf>

### Proactive Security Guidelines for Religious Education Activities

Learn more about taking proactive security measures during Religious Education activities, including choosing an appropriate building, controlling access to the facility, and establishing an Emergency plan. <http://www.archindy.org/insurance/documents/Proactive%20Security%20CCD%20November%202013.pdf>

### Fire Safety

We have had recent fires to two of our properties. So a reminder to all: keep doors locked on all buildings whenever possible and not in use. Secondly, do not light candles in non-Church environments. The recent fire caused by a candle has been our fourth of this type.

### Student Accident Insurance

We have a new provider for this coverage beginning July 1, 2013. The company name is Gallagher Koster. We will have new claim forms and coverage highlights on our Insurance Web page shortly. Please throw away any old forms or information. You can reach the website by going to <http://www.archindy.org/insurance/student.html>

### New contact for the Special Events

A new contact has been listed on the insurance page of our website:

Mira Andreeva

Email: [mira\\_andreeva@ajg.com](mailto:mira_andreeva@ajg.com)

Phone: 630-634-4583

### Boiler Inspections

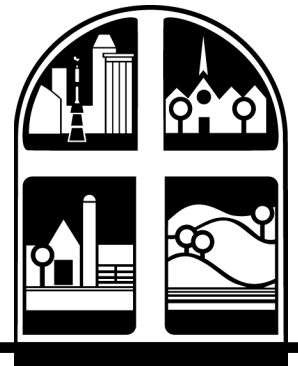
Here is contact information for Jim Law

Office phone, 317-203-5176

Cell phone, 317-987-6573

Email address, [jim.law@bpcllga.com](mailto:jim.law@bpcllga.com)

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



## 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)

**Lori Erickson – Accounting Clerk** – Lori is responsible for daily cash transactions and fixed asset accounting.

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