



# The OAS Messenger

December 2005

## Thank You From the Finance Office

We would like to express a tremendous thank you to the business managers, administrators, and bookkeepers for the submission of the Annual Financial Reports for the 2004-2005 fiscal year. This was the first year using an online survey format, and the promptness and cooperation was greatly appreciated. Over 95% have submitted in a timely manner for our reporting purpose. The punctuality and accuracy of the report information is important for the Annual Accountability Report for the Archdiocese, municipal bond compliance reporting and preparation for budget guidelines for the following fiscal year. Suggestions and comments from this year will be incorporated into next year's report. Thank you once again for all of your efforts.

## W-2's and Payroll Tax Information

The 2005 W-2's will be mailed from the Catholic Center by Tuesday, January 31, 2006. The W-2's will be mailed to the employee's address on file on [www.archindy.info](http://www.archindy.info) via the employee login. In order to ensure proper delivery, please encourage employees to check their address for accuracy. Employees should also review their individual federal, state, and local tax withholding situations. An employee's current tax profiles can be viewed at the same online location as the pay stub by clicking on the W-4 tab when viewing pay history online. If any changes need to be made regarding an employee's address or tax withholdings, please contact the payroll department.

## Catholic Center Closed for the Holidays

The Catholic Center will be closed for the Christmas Holidays from December 23, 2005 and reopen on Tuesday January 3, 2006. *All direct withdrawal for Payroll, the December Assessment Bill, and December ADLF payments will occur on Friday, December 30, 2005.* If you anticipate any difficulties in making these payments, please make arrangements by Thursday, December 22, 2005 with Sarah Harmeyer at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or 317.261.3376

The 2005 final payroll will be deposited to employee accounts on **Friday December 30, 2005**. **Please notify your employees of this payment date.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2005 and reopening on January 3, 2006.

## Gas Utility Costs Rising

Utility companies are communicating expected price increases of 25-30% for natural gas usage this winter heating season. Please try to use heat conservatively and minimize the usage when possible. The 2005-2006 budgets needs to be monitored closely and may require adjustment or reduction in other areas, if the budget does not reflect an increase in utility expenses.

## Mileage Reimbursement

Beginning **January 1, 2006**, the IRS standard mileage rate for the use of a car (including vans, pickups or panel trucks) will be **44.5 cents a mile** for all business miles driven, down from 48.5 cents a mile since September 2005. The archdiocese reimburses employees for business miles incurred following IRS guidelines.

## Information Regarding 1099's

Churches and religious organizations must provide Form 1099-MISC to report payments of \$600 or more to persons not treated as employees for services performed at your church. This form is required if your church pays an **unincorporated** individual or an entity \$600 or more in a calendar year for one of the following payments: gross rents; commissions, fees, or other compensations paid to non-employees; prizes and awards, or other fixed and determinable income. The Form 1099-MISC must be provided to the payee by January 31 and Copy A to the IRS by February 28. For more information on filing requirements for the 1099-MISC, please visit the IRS website at [www.irs.gov](http://www.irs.gov).

If your organization sponsors a charity gaming event, the winnings may also be required for reporting and withholding depending on the type of gaming, the amount of winnings, and the ratio of winnings to the wager. Form W-2G must be provided when a participant wins a prize over a specific value amount. Please see IRS Publication 3079, Gaming Publication for Tax-Exempt Organizations on [www.irs.gov](http://www.irs.gov) for more information on when filing is required. For any questions, please contact Sarah Harmeyer at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or 317-261-3376.

## Christmas Bonuses

The IRS requires that bonuses paid at Christmas (or any other time of year) to be paid and/or reported through the employer's payroll. This rule applies to payments or gifts in kind, including gift certificates, valued at more than \$25. Please send your bonus payment requests to Central Payroll for processing. Report the value of any gift exceeding \$25 to Central Payroll so the recipient's payroll/W-2 record can be updated properly.