



ACCOUNTING NEWS!

OAS will be hosting our bi-annual Fiscal Management and Discipleship Conference Thursday, June 20th, 2013 at SS. Francis and Clare. We are very excited to announce that Archbishop Tobin will say mass and deliver the keynote address for the event. More details will follow.

ACCOUNTING SERVICES

ADLF Policy Update

The ADLF policy has been updated to include technology loans. Please see the updated policy on our website at http://www.archindy.org/finance/files/parish/general/current_adlf_policy.pdf

ADLF Rates for January– March 2013

Loans 3.75% Deposits 0.75%

If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org. **The next ADLF meeting is scheduled for Thursday May 9, 2013. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by April 15th at (317)236-1519 or accountingservices@archindy.org.**

February Assessment Withdraws

The February Assessment will be withdrawn on **Thursday, February 28th**. Requests for adjustments to this withdrawal must be sent to Jeanette Walker (jwalker@archindy.org) by NOON on Tuesday, February 26th.

Mileage Reimbursement Rate

The IRS released standard mileage rates for use in 2013 on Monday, November 26th. (Notice 2012-72). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile. **The rate for business use of an automobile was increased to 56½ cents per mile.**

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after January 1, 2013, the Archdiocese mileage reimbursement rate will be **42.38** cents per business mile incurred. **We recommend that parishes examine individual budgets carefully when determining reimbursement rate.**

Group Ruling

The IRS Group Ruling exemption letter for 2012 is available on our website at <http://www.archindy.org/finance/files/parish/general/2012GroupRuling.pdf>

Parish Internal Control Audits

An updated Internal Controls Policy has been published. There are updates in the Cash Disbursements (CD) section regarding the separation of duties, qualifying for (CD 6) tax exempt purchases, and the addition of utilizing (CD 10) Electronic Banking. Please contact Carey Kendall with any questions (317) 236-1519 or email Accounting Inquiries at accountinginquiries@archindy.org.

Fiscal Management and Discipleship Conference

Save The Date – The Fiscal Management and Discipleship Conference is scheduled for Thursday, June 20, 2013 at Saints Francis and Clare Church in Greenwood. This conference includes workshops related to Stewardship, HR, Payroll, Education and Finance and is designed to meet training and information needs of administrators, business managers, bookkeepers, finance council members, stewardship council members and volunteers handling bookkeeping or stewardship functions.

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



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HUMAN RESOURCES

Health Savings Account Limits for 2013

The IRS has increased the annual limits for health savings account contributions in 2013 to \$3,250 for single coverage and \$6,450 for family coverage. There is still a \$1,000 allowable catch-up contribution for people age 55 and over.

Retirement Savings Plan Limits for 2013

The IRS has also raised the annual contribution limit for 403(b) retirement savings plans in 2013 to \$17,500. There is also a \$5,500 catch-up contribution for people who are age 50 and over.

Benefit Communication Training

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

Health Insurance

All health insurance paperwork should be sent to Human Resources including new enrollments, changes and terminations. The forms can be found at www.archindyhr.org under Forms You'll Need. Please note that terminating an employee in Paycor does not cancel health insurance. A form must be submitted to Human Resources.

Eli Lilly Federal Credit Union (ELFCU)

The Archdiocese is now partnering with Eli Lilly Federal Credit Union (ELFCU) to open health savings accounts for new health insurance enrollments. As you have new or newly eligible employees electing health insurance, please direct them to the following link to open an HSA with ELFCU. www.elfcu.org/newhsa. We are no longer accepting forms for Teachers Credit Union.

CATHOLIC EDUCATION

Schools: Please Budget for Three Year Asbestos Re-Inspection

This is an early notice that will also appear in the 2013-2014 Archdiocesan Budget Guidelines for Catholic schools. This is the year for the required 3-year re-inspections of remaining asbestos-containing materials in school buildings as required by the AHERA law. ACT, Inc. will perform the re-inspections next summer in all archdiocesan-owned school buildings and private schools that have joined with us. The price will be \$286 for elementary school plants and \$386 for larger high school plants – a very reasonable price because we have so many schools involved. Please plan for this in your FYE 2014 budget (Note: there are seven schools that are certified as “asbestos free” and, therefore, do not have to participate. You know who you are).

RISK MANAGEMENT

Spring Storms

As Spring approaches so does the stormy season. Please make sure everything is secure around and atop your buildings. Report any wind or rain damage as soon as possible.

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.

Parish Budgets

Mike Witka would be willing to come and help with your parish budget process. Feel free to contact him at mwitka@archindy.org or (317)236-1558.



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CENTRAL PAYROLL

Payroll Information

Please ensure you are following the 'P/R Processing' deadline date on the Archdiocese Payroll Calendar on our website at <http://www.archindy.org/finance/files/parish/payroll/2013%20Payroll%20Calendar.xls> Payrolls processed after this deadline cause issues with benefits being distributed on time to employees.

Payroll Tax Holiday

The payroll tax provisions expired in 2013. Employee Social Security rate reverted back to its original amount of 6.2% instead of the reduced holiday rate of 4.2%. Net pay for most employees was reduced by 2%. Review all of the changes in IRS Notice 1036. <http://www.irs.gov/pub/irs-pdf/n1036.pdf>.

W2 Information

Each location should have received and distributed W2 forms to employees by January 31, 2013. If there are any corrections needed, you may contact Paycor or Central Payroll for assistance at centralpayroll@archindy.org.

Paycor Credit for Annual Reconciliation Fee

Please review your Paycor invoice. There may be an "Annual Reconciliation" fee charge. If this fee was charged, expect a credit from Paycor.

ARCH CONTACTS

Do you know who to contact ?

Property insurance or risk questions
ADLF
Payroll
Billing questions
Parish budget or other questions
Accounting Office
Human Resources

Mike Witka—mwitka@archindy.org or (317) 236-1558
Sr. Dina Bato—dbato@archindy.org
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