

## ACCOUNTING SERVICES

The Catholic Center is **closed Thursday July 2, 2015** to observe Independence Day and will reopen on Monday July 6, 2015.

### Budgets

Budgets should have been completed and forwarded to the Office of Accounting Services for review on or before **June 15, 2015**. 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.

### Monthly Assessments

June assessments will be distributed to locations by June 25, 2015. Assessments will be withdrawn on Tuesday June 30, 2015. Requests for adjustments to withdrawals must be sent to Carey Kendall by noon on Monday June 29, 2015: [ckendall@archindy.org](mailto:ckendall@archindy.org).

### ADLF Rates for Apr-Jun 2015

**Loans 3.75%      Deposits 0.75%**

The next ADLF committee meeting will be held on Thursday August 27, 2015. 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).

### Independent Contractor Reporting

Independent contractors paid through accounts payable must fill out IRS form W9. Per federal guidelines, anyone who did work for a company but was not an actual employee of that company is required to fill out a W9 federal income tax form for every company for which they performed non-employee work. Please consult with Human Resources ([hr@archindy.org](mailto:hr@archindy.org)) for assistance in determining independent contractor statuses. Parishes are required to report payments to independent contractors if paid \$600 or more in the calendar year. If your location encounters difficulty obtaining W9 forms from independent contractors, please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org) for a template to use in requesting the information.

### Annual Incorporation Meeting

Each location will hold their annual meeting between July 1 and September 15th annually. At this meeting the location will complete the Annual Meeting Minutes form which is submitted to OAS, Conflicts of Interests for each officer and or director which is retained for reference, and approve the Annual Financial Report. The data from the annual financial report is submitted in electronic form as noted in the Parish Annual Financial Report memo above.

### Prepare to File Year-end Documents

State Form NP-20 is due annually by November 15th. If you do not receive a form in the mail by the State, please contact the Indiana Department of Revenue's Non-profit Sector at 317-232-2188. The NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

### 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).



## CENTRAL PAYROLL

### 2015 Payroll Calendar

We will continue to follow the 2015 Payroll Calendar that is published online: <http://www.archindy.org/finance/payroll.html>. Please note that the work week starts on Sunday and ends on Saturday. Please ensure that you take this into consideration at the beginning of each pay period as you may need to include the hours worked from the end of the previous pay period for overtime calculations if the beginning of the pay period starts Monday through Saturday.

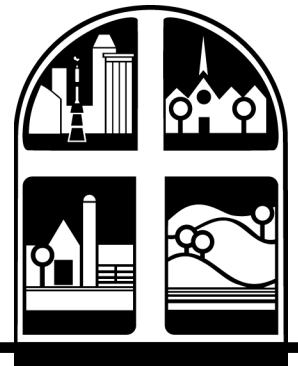
### ACA Compliance

All compensation must have hours associated with the pay. Please continue to ensure your pay run has hours associated with all compensation by reviewing the pre-post journal in Paycor or the pre-process register in Paylocity before submission to Central Payroll.

### Summary of Conversion Process to Paylocity Payroll

Please refer to the conversion schedule online to determine when your location is scheduled to go live with Paylocity: <http://www.archindy.org/finance/files/parish/payroll/Paylocity%20Payroll%20Conversion%20Schedule.pdf>.

- A few weeks prior to going live locations receive an email from Paylocity's District Sales Manager, Mike Adams, requesting signatures for tax and bank authorizations.
- Thereafter, in about a weeks time, Paylocity opens the locations Paylocity company database and designates a implementation specialist.
- Your designated Payroll Implementation Specialist schedules a welcome call to review the entire process and exchange information.
- Paylocity extracts demographic details from the Paycor database for uploading to Paylocity, then delivers the database to the location with instructions for verification.
- After the locations last Paycor payroll processing, Paylocity extracts year-to-date totals from the Paycor database for uploading to Paylocity, then delivers instructions for the location's verification.
- If time allows, locations re-create the last Paycor pay run in the Paylocity system to become familiar with the system and comparison between systems.
- Each location is required to run a parallel payroll for the first live pay run with Paylocity. To accomplish this, payroll data is entered into both the Paycor and Paylocity payroll systems. The location prints the pre-post journal from Paycor and the pre-process register from Paylocity's system for comparison. The employee's net pay should not vary by more than one dollar due to Paylocity's software rounding and catching up the employees' year-to-date taxes.
- The location **"approves" the pay run**, then sends an email notification to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org) letting the central office know the payroll is ready for review and submission to Paylocity. **Do not submit payroll.**
- Location Business Manager sends a notice to employees to register for employee self-service. There is a sample notice that you can use on the Central Payroll web page: <http://www.archindy.org/finance/payroll.html>. If you chose not to use the template notice to employees, please ensure employees understand three important messages:
  - (1) Employees must have an email address on file and they must register to use Paylocity's employee self-service module so they may complete number two.
  - (2) Employees must compare their Paycor paystub to the first Paylocity pay stub and report any variances in pay between the systems immediately after the first pay run with Paylocity.
  - (3) Employees should understand that there may be a rounding difference in net pay between the systems of no more than one dollar because Paylocity's software catches up the employees' year-to-date taxes.
- After a successful parallel comparison, **approve the Paylocity** pay run. **Do not submit the Paycor pay run.** Email [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org) after you have approved the Paylocity pay run. Central Payroll will complete any updates and necessary reviews, then submit the pay run to Paylocity.
- About six weeks after your first successful payroll in the Paylocity system, you'll begin implementing Paylocity's timekeeping system, WebTime. All hourly and part-time salary employees will use the automated time system to clock in and out if hourly and report weekly hours if part-time salaried. A Paylocity Web-time implementation consultant will be in contact to setup a welcome call to guide you through the entire process.
- This fall Human Resources and Central payroll will be actively working toward launching Paylocity's automated new hire module called Onboarding and we'll work on implementing Paylocity's automated benefits enrollment system. You'll hear more about these features later this year.



## HUMAN RESOURCES

### Database Cleanup Project

As we continue the conversion from Paycor to Paylocity, please ensure you've completed the database cleanup project. All employees must have a job title in the system, correct FLSA classifications, supervisor assignments in the "reports to" field, and email addresses. Database Cleanup Project Instructions can be found on the Central Payroll's website: <http://www.archindy.org/finance/payroll.html>.

### Human Resources Field Services

To serve our parishes, schools and agencies better, the HR Field Services team will be out visiting all locations and conducting on-site interviews over the next few months. If you would like to schedule a date for your site visit, please contact the Human Resources department at: [humanresources@archindy.org](mailto:humanresources@archindy.org).

### Annual 403b Auto-escalation

The annual 403b auto-escalation is scheduled to be effective with the July 15 payroll. Employees enrolled in 403b who contribute between one and seven percent will be auto-escalated by one percent. Please contact Human Resources with any questions: [hr@archindy.org](mailto:hr@archindy.org).

### 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. 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>.

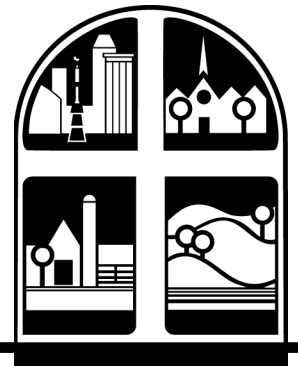
## STEWARDSHIP & DEVELOPMENT

Planning for the Fall 2015 United Catholic Appeal is underway. A planning packet with important dates and the full timelines will be mailed to the attention of the Pastor/PLC the week of June 29. Please keep an eye out for this and let us know if you have any questions.

One of the first deadlines is the request for updated census data which is due July 31. When updating your parish household information, please include an email address for parishioners and note if they are a Spanish speaking household. This information is important as we utilize new ways in which to communicate with our donor base.

Many resources will be available in the Parish Helpdesk again this year at [www.archindy.org/UCA](http://www.archindy.org/UCA).

Interested in learning more about stewardship? Consider attending the ICSC Annual Conference in Chicago from October 22 - 25, 2015. The Archdiocese of Indianapolis is an ICSC member. This means that if this is the first year a representative from your parish is attending, you can attend using the ICSC Members Special Rate of \$499 per person. (On the registration form, just list Archdiocese of Indianapolis as the organization you are representing.) Visit <http://catholicstewardship.com/> to learn more.



## 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:

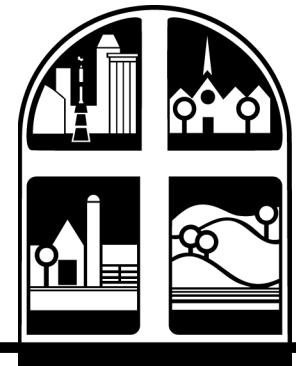
- The auto physical damage will change from the current level of \$5,000 per claim deductible to \$1,000 per claim deductible.
- The student accident coverage will now have a \$500 per occurrence deductible. Example: a football injury that has \$10,000 in medical costs. The family insurance will only 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.

### Contact Changes

Jerry Pachciarz with Gallagher Basset has retired. The new inspection and claim contact at Gallagher Bassett is David Christensen. David can be reached at the same phone and fax numbers listed for Jerry. Also, Helen Baar retired after more than 25 years in Property Management. Many of you have worked with her on property value, insurance, and claims. Future calls should be directed to Mike Witka, Director of Risk Management at [mwitka@archindy.org](mailto:mwitka@archindy.org), 317-236-1558 office or 317-997-3561 cell.

### 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 INTERNAL CONTROLS

### **Charity Gaming:**

Please note that the charity gaming statute 4-32.2 and License Types and Related Activities will have changes effective July 1 because of the passing of Senate Enrolled Act 327. A draft of the legislative changes that will become effective July 1 from SEA 327 is included at the end of this newsletter. The final copy will be posted on the gaming commissions website by the end of June.

The Indiana Gaming Commission relays five important things to remember when conducting a festival:

1. The organization must list on their application only those members who will be conducting or assisting in conducting the gaming activities. This would be those selling bingo packs, calling bingo numbers, selling tickets (raffle or door prize), selling pull tabs, punchboard or tip boards, conducting your card games, wheel games or dice games. Those individuals selling food, parking cars or working the kids games are not required to be on the license. Utilizing anyone that is not listed as an operator or worker on the application is a violation.
2. The age limit of charity gaming is eighteen (18). Children under that age and are members of the church may sell raffle tickets. They cannot purchase tickets, pull winning tickets/chances or play/call bingo unless there are games conducted specifically for children with no cost to participate.
3. Kids (under eighteen) cannot win. So, the parents or grandparents cannot purchase a raffle/chance and put "Little Johnny's" name on it. The organization would be in violation to award a prize to "Little Johnny".
4. No tipping – operators and workers cannot accept tips.
5. If the parish provides tickets to all their members to sell, they must list all of these individuals on their gaming license application with the required information.

## GENERAL INFORMATION

### **Indiana Gaming Contact Information**

Indiana Gaming Commission | Charity Gaming Division | 101 W. Washington Street Suite 1600 East Tower Indianapolis IN 46204  
Phone: 317-232-4646 | Fax: 317-232-0117 | Website: [www.in.gov/igc](http://www.in.gov/igc)

IC 4-32.2 – Indiana Code sections that govern charity gaming.

68 IAC 21 – Indiana Administrative Code sections that govern charity gaming.

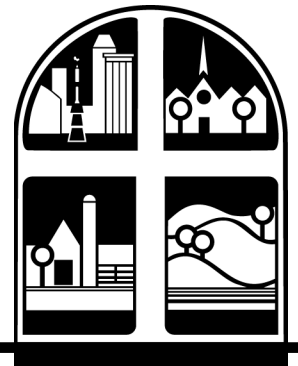
### **Other Useful Contact Information**

Internal Revenue Service: 1-877-829-5500 | [www.irs.gov](http://www.irs.gov)

Indiana Secretary of State: 317-232-6531 | [www.in.gov/sos](http://www.in.gov/sos)

Indiana Department of Revenue: [www.in.gov/dor](http://www.in.gov/dor)

- Withholding: 317-233-4016
- Sales Tax: 317-233-4015
- Excise Tax: 317-615-2557
- Non Profit: 317-232-2045



## 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)