



ACCOUNTING SERVICES

St. Francis Xavier Home Mission Grant 2010 Applications The St. Francis Xavier Home Mission endowment fund was established in the name of our patron saint, St. Francis Xavier. The endowment is made up of monies collected over and above our parishes' Christ Our Hope appeal goal that parishes direct to Home Missions. The annual distributions from this endowment fund are allocated each year to home mission parishes and schools through an application process. A home mission parish or school is one with emergency needs that cannot make it on their own and are vital to the mission of the Church.

Applications for the July 2010 Home Mission Grant process are due to the Finance Office by Monday, May 17, 2010. Applications are available at <http://www.archindy.org/finance/index.html>. For further information, please contact Stacy Harris by e-mail at sharris@archindy.org or by phone at 317-236-1535 or 1-800-382-9836 ext. 1535.

Parish Incorporation Information A letter and packet of information regarding the incorporation of the parishes will be sent to each parish in this week's parish mailing. Please contact the Office of Accounting Services with any questions or to let us know if you do not receive this information.

Budget Assistance For any parish or school looking for assistance with their budget, please contact Mike Witka at mwitka@archindy.org.

2010-11 Budget Guidelines The 2010-2011 budgets are due to the Office of Accounting services by June 15, 2010. Please also submit the signed and completed Budget Approval Form found in Appendix B. If you have any questions or require assistance with budget preparation, please contact the Office of Accounting Services at our email accountingservices@archindy.org or call 1-800-382-9836 Ext 1410 or 317-236-1410.

Parish Annual Financial Report For the fiscal year ending June 30, 2010, the Parish Annual Financial Reports will again be submitted using the online survey format. An e-mail link to the survey and instructions will be sent to the person at each parish that submitted the report last year. The instructions will **NOT** be sent by regular mail. All documents will be available online.

The e-mail containing the link and the instructions will be sent out in June. If the contact has changed since the prior year, please email accountingservices@archindy.org to have the distribution list updated.

Treasury Bonds Effective May 31, 2010, the U.S. Treasury Department is discontinuing the purchase of 'paper' U.S. Savings Bonds through payroll deduction. "Electronic" bonds can now be purchased through the government website.

http://www.treasurydirect.gov/indiv/products/prod_tdpayrollinfo.htm

Summer Camp Tax Incentive Summer camps may be eligible for a 6.2% payroll tax incentive if hiring high school and college students who were not working full-time prior to beginning work at camp. More information can be found at the American Camp Association Website:

http://www.acacamps.org/acanow/news/AIC_Federal_HIRE_Act.php

Or the IRS Website:

<http://www.irs.gov/newsroom/article/0,,id=220326,00.html>



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OAS Staff Changes Ashley Keller has joined the staff as an intern for the summer and fall.

Job Posting St. Elizabeth Coleman is seeking a part-time bookkeeper. If interested, please contact David Bethuram at DBethuram@archindy.org.

Job Posting Needed immediately: Paid intern or temporary employee to help with a billing project for the Office of Catholic Education.

We need a person in the Office of Catholic Education to help arrange collections from parishes and individuals for past loans from our Total Catholic Education Endowment Fund for a minimum of eight weeks starting in May 2010. The successful applicant can be a recent college grad or a current college student and should have experience using MicroSoft Office productivity software including EXCEL and WORD as well as the ability to master QUICKEN financial software for record-keeping.

Applicants may apply in writing to Joe Peters, Office of Catholic Education at jpeters@archindy.org.

RISK MANAGEMENT

Parish Self Inspections We are ready to roll out our self inspection platform on the Archdiocesan website. This will be a way for parishes to complete their insurance inspection online. Each parish needs to provide a contact name and email address (Pastor, Office Manager, or Maintenance) to Mike Witka, Director of Risk Management at mwitka@archindy.org.

Parish Insurance Some parishes have raised the question of obtaining their own insurance. This is unnecessary as all parishes are covered under the Archdiocesan plan. If you have questions about your particular parish you may call Mike Witka, Director of Risk Management (317-236-1558) or email him at mwitka@archindy.org.

Safety Tip Handheld cell phones and texting are often seen as hazardous to drivers. Much new legislation addresses this issue, although none of the new laws prohibit hands-free devices while driving.

Hands-free devices often are seen as a solution to the risks of driver distraction because they help eliminate two obvious risks – visual, looking away from the road and manual, removing your hands off of the steering wheel. However, a third type of distraction can occur when using cell phones while driving – cognitive, taking your mind off the road.

Hands-free devices do not eliminate cognitive distraction. The mind does not really multitask, and rather switches from one function to another. This switch can cause the brain to lose several tenths of a second; the equivalence of traveling multiple car lengths. Performing two cognitive tasks can also cause the brain to filter out information in what is seen, such as the color of a traffic light. This is not a conscious decision, making it impossible to prevent, and is very dangerous to drivers. While hands-free devices may seem safer than handheld phones, the reality is that the distraction causes the same brain overload and loss of critical reaction time as their handheld counterparts.



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HUMAN RESOURCES

Universal Life Insurance The option for employees to purchase Universal Life Insurance through payroll deduction is being discontinued effective May 31, 2010. American United Life will be contacting participating employees, who will still be able to take advantage of preferred pricing, with alternative methods of premium payment.

New Wellness Program The Human Resources Office is sponsoring a new wellness program to promote and reward regular exercise. Employees and their spouses can receive free pedometers and win cash awards for miles completed. Please contact Human Resources for more information.

2011 Health Plan The Archdiocese will keep the same health plan design in 2011. There will be **no increase** to the premiums that employees pay or to their annual deductibles or out-of-pocket maximums. This is the second consecutive year that we have been able to maintain the same health plan and avoid cost increases.

Employee Auto-Saving The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages last year. This year we will increase to 3%, the 403b savings percentage of eligible employees with a savings percentage of 2%. Employees will see the increase in their July 15, 2010 paycheck or the September 15, 2010 paycheck if they have a teacher contract. Human Resources will be mailing information to all those affected.

STEWARDSHIP

Capital Campaign Procedures With the Legacy for Our Mission capital campaign mostly behind us, a small number of parishes have indicated an interest in having a parish capital campaign to support either new construction or significant updating of their facilities. We remind you that there is a formal approval process that you should follow when undertaking such a project. The policy is designed to help you achieve success and is based on broad experience within the archdiocese. A copy of the approval policy is posted on the archdiocesan website (www.archindy.org/stewardship/services.html). Please contact Kent Goffinet at the Office of Stewardship & Development when you begin considering such a project. The OSD staff will be happy to guide you through the process.

THE OAS MESSENGER



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INTERNAL CONTROL TIP OF THE MONTH

One of the most effective internal controls is the preparation and use of a budget, which is compared against an entity's actual receipts and disbursements. If significant variances from budgets are promptly investigated, the chance of a large misappropriation of funds occurring is greatly reduced. The following procedures should be utilized.

- All entities shall prepare and have in place properly approved budgets prior to the start of each fiscal year. The annual budget guidelines established and circulated by the Office of Accounting Services shall be followed when preparing the entity's budget.
- Entities will prepare a monthly statement of receipts and disbursements that are compared against the budget, preferably a five column report with the following information: current month actual, current month budget, year-to-date actual, year-to-date budget, and annual budget. This statement shall be approved by an appropriate oversight body (e.g. parish pastoral council, finance committee, board of education, agency board of directors).
- All entities shall annually render an accounting of receipts and disbursements (Annual Financial Report) to the Chancery in a manner designated by the Chief Financial Officer.
- Parishioners should be provided periodic (at least annual) reports on the financial condition of the parish, including a statement of revenue and expenditures and balance sheet. This can be done via the parish bulletin or an oral presentation.

Q & A

Q: My parish paid sales tax from which it was exempt. How do we get a refund?

A: The form for requesting a refund on sales tax for a nonprofit entity is the GA-110L. This form can be found in PDF form at:

<http://www.in.gov/dor/3504.htm>