



ACCOUNTING SERVICES

The Catholic Center will be closed Monday May 30th to observe Memorial Day.

Monthly Assessments

May assessments will be distributed to locations by Monday May 23rd. Assessments will be withdrawn on Tuesday May 31st. Please email Carey Kendall adjustment requests for approval to: ckendall@archindy.org.

ADLF Rates for Apr-Jun 2016

Loans 3.75% Deposits 0.75%

Upcoming quarterly ADLF Committee meetings will be held on the following dates:

Thursday August 25th and Thursday October 27th.

If your parish would like to be placed on the agenda for an upcoming meeting, please contact:

Carey Kendall at (317)236-1519 or ckendall@archindy.org.

Lay Retirement Details

Lay Retirement assessment details for each location can be accessed by running a Paylocity report called 00 W3 Year End Report.

- Reports & Analytics > Reporting Dashboard > 00 W3 Year End Report > Select Save & Run Report at the bottom of the screen.
- Go to User Requested to retrieve the report.
- After opening the report in Excel, multiply the sum of column Q times the published retirement assessment rate to arrive at the annual assessment amount.

You may use these details for accounting allocation purposes. Please contact Central Payroll if you have any issues running the report:

centralpayroll@archindy.org.

Budgets

Budgets should be completed and forwarded to the Office of Accounting Services for review on or before June 15, 2016. The budget may be e-mailed to accountingservices@archindy.org 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 of the Budget Guidelines & Appendices: <http://www.archindy.org/finance/parish/guidelines.html>.

Prepare for Annual Incorporation Meeting

Each location will hold their annual meeting between July 1 and September 15th annually. At this meeting the location will:

1. Complete the Annual Meeting Minutes form which is submitted to OAS
2. Complete Conflicts of Interests for each officer and or director which is retained at the location for reference
3. And approve the Annual Financial Report. The data from the annual financial report is submitted in electronic form; invitations for completing the annual parish financial report will be sent in June.

FYE 2014 Small Employer Tax Credit

The Archdiocese has enlisted the help of Wayne Lenell from the diocese of Rockford Illinois, in determining which locations qualify for the small employer tax credit for health insurance premiums. If your parish qualifies, you will be receiving correspondence directly from Mr. Lenell requesting information to assist him in preparing the forms necessary to receive the refunds. You will also receive an invoice. It is important that you respond to his requests and remit payment to Mr. Lenell.



May 2016 Page 2

ACCOUNTING SERVICES

ACH Transactions

ACH transactions that appear on your parish, school, or agency bank statement that begins with the transaction description of "ARCHDIOCESE OF I", originated from the Office of Accounting Services. OAS can assist you with additional information about the transaction. Beginning in February, an additional 10 characters can be added after the transaction description of "ARCHDIOCESE OF I". Please note that we try to be as descriptive as possible using only 10 characters or less.

PARISH INTERNAL CONTROLS

Being Good Stewards

As good stewards we must report the misappropriation of assets, to do so conveniently and confidentially you may contact Ethics Point, an independent third-party, by phone at 1-888-393-6810 or by visiting their website: archdioceseofindianapolis.ethicspoint.com. The confidential hotline and website are accessible 24 hours a day 7 days a week. The Chief Financial Officer or his designee will be informed of every report and an investigation is performed with each report.

Excess Funds Deposit

Your location may have received a letter via email from the Accounting Office on behalf of Archdiocesan CFO Brian Burkert regarding excess deposit funds on hand. Please send the parish's response to the letter directly to the Accounting Office by replying to the email by May 24th.

Parishes, schools and agencies are required to deposit excess funds into the ADLF. Excess funds are all funds on hand in excess of anticipated cash disbursements for the following ninety days. Parishes schools and agencies should address the matter of excess funds on a monthly basis. Excess funds should also include all funds raised from fund drives, capital improvements, or major renovations. All excess funds must be deposited in the ADLF; a parish, school or agency may not invest such funds or deposit them in financial institutions. Excess funds should be assessed and reviewed during routine reconciliation processes outlined in the Internal Control Policy found here: http://www.archindy.org/finance/files/parish/parish-finance/ic_policy.pdf. Please review the Reconciliations section of the policy found on page 18. You may contact Carey Kendall with any questions about the policy or practices at 317-236-1519 or ckendall@archindy.org.

Charity Gaming

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.

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

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

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

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



May 2016 Page 3

CENTRAL PAYROLL

2016 Payroll Processing Deadlines

Please refer to the Payroll Processing calendar for bi-weekly deadline dates. All changes such as new hires, rehires, leave of absence, terminations and stipends are due by Tuesdays in each non-payroll week. Likewise, payroll must be approved by Tuesday in each week employees are paid. If you need assistance with meeting the payroll deadlines, please reach out to centralpayroll@archindy.org.

Payroll Processing

After entering all of the necessary payroll data into the pay grid:

1. Ensure ALL forms of compensation has hours associated with pay.
2. Run the Payroll Audit | fix any errors related to pay. Central Payroll will resolve any health savings account errors.
3. Approve the payroll batch.
4. Email Central Payroll with a confirmation of your approval; include your five digit Paylocity location ID in the subject line.

Wellness Benefits

Effective immediately, all of our incentives for wellness programs through CHC Wellness, Healthcare Bluebook, Clergy Care, and Faith@Work will be paid through our payroll system. This new process will deposit funds directly in your bank account and eliminate the need to cash checks or redeem gift cards. Incentive payments will be taxed as income, and any incentives earned by a spouse will be added to the employee's income and taxed as income as well. You can access your pay records through our Paylocity system and view the addition of any incentive payments that are earned. If you have any questions or suggestions regarding this process, please contact the Human Resources Office at humanresources@archindy.org or 1-800-382-9836, ext. 1594.

Payroll Web Sites

- ◆ **For Parishes and Agencies**—we've updated the resources available for Business Managers and Payroll Processors on the **Parish & Agency Payroll** web page found here: <http://www.archindy.org/finance/payroll.html>. Parishes and agencies will find the 2016 Payroll Calendar with deadlines and many helpful Paylocity guides.
- ◆ **For Employees**—we've created a web page where you may direct employees to for payroll information. The **Employee Payroll** web page found here: <http://www.archindy.org/finance/employee payroll.html> is full of useful information for employees such as a payroll calendar, notes on how to prepare for the transition to bi-weekly payroll, and links to Paylocity guides that will assist employees with updating important information.

Employees may find instructions to register for self-service here:

http://www.archindy.org/finance/files/parish/payroll/Self_Service_Login.pdf

Employees may find their Paylocity Company ID here:

<http://www.archindy.org/finance/files/parish/payroll/Locate%20Your%20Location%20Paylocity%20ID.pdf>

A link to the portal is found here:

https://login.paylocity.com/Escher/Escher_WebUI/views/login/login.aspx

Paycor Account

Do not process any closure paperwork you receive from Paycor. The Archdiocese is working on an archiving solution with Paycor. During this time, the Archdiocese will pay the minimum monthly fees due to Paycor.

Taxes

Please forward any State or IRS taxes notices to centralpayroll@archindy.org. We'll work with Paylocity to resolve any tax issues.

Paylocity Electronic Timekeeping (Web-Time)

Electronic timekeeping has been implemented at a couple dozen locations throughout the Archdiocese on a voluntary basis. Please contact Carey Kendall at ckendall@archindy.org if your location is interested in planning for your location's electronic timekeeping implementation.

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



May 2016 Page 4

HUMAN RESOURCES

Upcoming Changes to Safe and Sacred

Safe and Sacred is performing a system upgrade which is scheduled to launch July 1st. **Safe and Sacred will be shut down June 5th through June 15th.** We are recommending that anyone who is scheduled to volunteer this summer or any new employees that are scheduled to start employment this summer complete their Safe and Sacred by June 1st in order for a certificate to be issued prior to the system upgrade. The next opportunity to perform Safe and Sacred training would be June 16th. **Please make sure all your volunteers and employees get their Safe & Sacred training completed before the system shut-down.**

Indiana Background Check Law Changing Effective July 1st (Please see attachment)

- All school employees will have an expanded background check which will include a check for any substantiated cases of child abuse or neglect with CPS.
- Teachers' licenses will be verified in Indiana as well as any other previous states where a teacher may have been licensed.
- This will extend the time it will take to perform a background check for school employees. Please note that these checks will now take 7-10 days to be completed. Please contact OCS with any questions about the change in state law. Volunteers will still have the basic background check.

FLSA Changes

On May 18, 2016, the DOL announced an increase to the salary minimum required to be exempt from overtime. The new salary minimum is \$47,476/annually. This change will go into effect on December 1, 2016. Please refer to the Pay Compliance Manual (available through Human Resources) for assistance in ensuring your pay practices are in compliance with federal and state laws. Please contact Human Resources prior to making any changes to your employees' FLSA classification or pay. They will assist you with reviewing your employees and making any needed changes.

Shared Employees

A shared employee is someone who works at multiple locations across the archdiocese. In order for the payroll and HRIS system to work properly and ensure we are in compliance with both the Department of Labor and the Affordable Care Act, we needed to assign the same "Employee ID" across all locations where a shared employee works within the archdiocese. Please be advised that it is imperative that locations let us know as far in advance as possible when you anticipate entering a shared employee into the system. We will assist you and ensure the employee is setup appropriately.

STEWARDSHIP & DEVELOPMENT

You Did it Again - Thank You!

Your efforts to support the *United Catholic Appeal (UCA)* resulted in more than \$6.42 million raised from nearly 19,000 donors. In an effort to support ministry, 88 parishes met or exceeded the UCA goal; just two years ago less than 60 parishes achieved this level of success. The staff of the Office of Stewardship and Development is honored to work with you and grateful for your willingness to adopt best practices in promoting the annual appeal.

Please mark your parish calendar for the fall 2016 Appeal – *November 12–13, 2016*. Resources including the UCA timeline are now available in the Parish Helpdesk online at www.archindy.org/UCA.

Capital Campaigns

Whether it is to fund capital improvements or new growth opportunities, a capital campaign is an opportunity for the entire community to become more deeply involved in the mission of the parish. With the Capital Campaign Approval Guidelines as a map, OSD works with parish leaders as they undertake such an endeavor. If your parish is planning to conduct a feasibility study or capital campaign in the next 12 – 18 months, please contact Jolinda Moore at jmoore@archindy.org to schedule time to discuss the Internal Capital Campaign Approval Process.

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



May 2016 Page 5

STEWARDSHIP & DEVELOPMENT

Overage/Rebates

We expand the impact of serving ministry through the United Catholic Appeal by assigning 25% of the UCA overage to Saint Francis Xavier Home Mission Fund, maintained by the Catholic Community Foundation. A parish can elect how to distribute the remaining 75% of the overage through a pastor signed form submitted before Intention Weekend.

Parishes that exceed goal and have elected to retain funds will see that overage distributed through the ADLF account. The collection period for funds secured in November 2015 (UCA 15-16) is January 1–December 31, 2016. Starting July 2016, once funds are collected and exceed the goal, the Office of Stewardship and Development and the Office of Accounting Services will execute the transfer of funds to the parish. This will take place each month as long as donor dollars continue to be collected. Should you have specific questions on your anticipated overage, please contact Cyndy Taber at ctaber@archindy.org or (317) 236-1591.

Parish Renewal

Have you started to plan your summer Parish Stewardship Renewal of time, talent and treasure? We are available to offer suggestions, discuss best practices and share with you an easy to use solution that you can customize with your specific ministry needs. A Parish Stewardship Guide will soon be available to assist you in your parish planning. Contact Ron Greulich at rgreulich@archindy.org or (317) 236-1426 for more information.

RISK MANAGEMENT

Tips & Reminders

- When you leave your work area do you lock your computer? Even if you are only gone for a few moments, imagine any person entering the office and that person, if so inclined, can easily see what is on your screen, take a picture of it, or email it to themselves if so inclined to gain access to private records. Please remember to lock your computer or put in sleep/hibernate mode when you walk away.
- Please remember to always walk your property after any heavy storm to notice any residual storm damage.
- Since warmer weather is now upon us, please take this time to review the outside of your buildings for construction repairs, unsafe sidewalks or parking lots.
- It's wonderful to open office windows for fresh air, however if candles are lit, this could be potentially cause a fire. Please be aware of your surroundings.
- If you have not reviewed your risk management recommendations from the self-inspection program, please do so this Spring/Summer.



FINANCE & ADMINISTRATION

Brian Burkert – Chief Financial Officer/Executive Director of Finance & Administration	bburkert@archindy.org
Stacy Harris – Senior Director of Finance & Administration	sharris@archindy.org
Brian Schmidt – Director of Finance/Controller	bschmidt@archindy.org
Mike Witka – Director of Parish Financial Services & Risk Management	mwitka@archindy.org
Eric Atkins – Director of Management Services	eatkins@archindy.org
Erich Bangert – Director of Real Estate Transactions/Special Projects	ebangert@archindy.org

OFFICE OF ACCOUNTING SERVICES

Julie Laughlin – Director of Agency Reporting Julie is responsible for the financial reporting for Catholic Charities, Fatima Retreat House, Bishop Simon Brute College Seminary, St. Mary's Child Center, CYO and others.	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 coordinates and manages the parish internal control assessments and the parish annual financial reporting process.	ckendall@archindy.org
Sr. Dina Bato – Accountant Sr. Dina handles the day to day accounting for Catholic Cemeteries and the Deposit and Loan Fund.	dbato@archindy.org
Melinda Buckler – Payroll Specialist Melinda processes payroll and assists locations with any payroll related questions.	mbuckler@archindy.org
Nancy Hildwein – Catholic Charities Accounting Supervisor Nancy is responsible for accounting and reporting for several Catholic Charities agencies.	nhildwein@archindy.org
Chris Bramble – Accountant Chris is responsible for investment accounting, fixed asset accounting, and accounting support for Fatima Retreat House and several Catholic Charities agencies.	cbramble@archindy.org
Rhobie Bentley – Accounting Specialist Rhobie is responsible for daily cash (i.e. ACH, wires, cash) transactions.	rbentley@archindy.org
Sandi Jackson – Accounts Payable Specialist Sandi is responsible for accounts payable and employee expense reimbursements.	sjackson@archindy.org
Patty Gotway – Billing Specialist Patty prepares the monthly parish and agency assessments.	pgotway@archindy.org

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