

September 2015 Page 1

## ACCOUNTING SERVICES

### Monthly Assessments

September assessments will be distributed to locations by September 24, 2015.

Assessments will be withdrawn on Wednesday September 30, 2015.

### ADLF Rates for Jul-Sept 2015

Loans 3.75%      Deposits 0.75%

The next ADLF committee meeting will be held on Thursday October 29, 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.

### Annual Incorporation Meeting

Each location will hold their annual meeting between July 1 and September 15th annually. At this meeting the location will review and approve the Annual Parish Financial Report and complete the **Annual Meeting Minutes form**. The data from the Annual Parish Financial Report is submitted in electronic form through the online survey system. **Parish Annual Financial Reports and Annual Meeting Minute forms are due to OAS by September 15th.** Conflicts of Interests forms for each officer and or director should be completed and retained at the location for reference.

### Vehicle Insurance Card

If you have Archdiocesan insured vehicles, you can find this fiscal year's vehicle insurance card online in the Finance section of the Archdiocesan website under General Forms: <http://www.archindy.org/finance/parish/forms.html>. Please print the insurance card for your records.

## PURCHASING

### Archdiocesan Purchasing joins Parish Financial Services

In a recent move, the Archdiocesan Purchasing Department (APD) joined Parish Financial Services. This move is designed to offer you additional services. Through our association with Catholic Purchasing Services our national buying group, APD can offer national program pricing at great savings. In addition, APD negotiates arrangements with local vendors to establish standard pricing for all customers.

Steve James manages the department and is joining efforts in parish financial services by offering his 38 years of experience in purchasing and business management to be available in assisting locations with evaluating the allocations of purchasing funds. Steve can assist locations with being better stewards. He plans to work on pooling resources for negotiating local arrangements to further enhance our ability to spend wisely. Steve will be in touch with parishes and agencies in the near future to offer his assistance with purchasing. In the meantime, feel free to contact him to set up a meeting. Steve can be reached at (317) 236-1451 or 800 382-9835 extension 1451 or via email at [sjames@archindy.org](mailto:sjames@archindy.org).

## RISK MANGEMENT

### Parish Nurses

Many of our schools have school nurses as full/part time paid employees or volunteers. With parent or doctor permission, nurses administer medication, attend to wound care and take care of normal child mishaps that occur while at school. In most cases the nurse is a volunteer. However, a few parishes might retain a nurse as a paid employee. In an effort to access the extent of the exposures in the Archdiocese, if you are using a nurse at school in the volunteer or paid employee capacity, please contact the Director of Risk Management, Mike Witka, to let him know: [mwitka@archindy.org](mailto:mwitka@archindy.org)

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## 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.

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GRANT AWARDS

Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis – Applications Due October 31, 2015

Through the generosity of the parishioners of our archdiocese, we now have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the archdiocese.

Combined grant applications are due to the Archdiocese for the 2 grant allocation periods on April 30<sup>th</sup> and October 31<sup>st</sup> each year. For more information, please see the finance office page on the Archindy.org website or contact Stacy Harris in the finance office at: [sharris@archindy.org](mailto:sharris@archindy.org) or 317-236-1535.

Archdiocesan Combined Grant Awards for 2014-2015

The Archdiocesan Combined Grants have been awarded for the second half of the 2014-2015 fiscal year. The grants are awarded for three different categories (Home Mission, Growth & Expansion, and James P. Scott Capital Grants). Below is a summary of the grant recipients for the Spring/Summer 2015 award period.

Spring/Summer 2015 Awards

Grant Recipient	Grant Type	Award Amount	Purpose
St. Paul Catholic Center, Bloomington	Growth and Expansion	\$ 7,763	Purchase table and chairs for meeting rooms
St. Mary of the Annunciation, New Albany	Home Mission	\$ 60,000	New Boiler Provide expanded professional mental health services in parishes and schools
Catholic Charities Indianapolis	Growth and Expansion	\$ 20,000	schools
Holy Family Church, Oldenburg	James P Scott	\$ 32,215	Replace roofs and windows in school building
Catholic Charities Tell City	Growth and Expansion	\$ 3,400	Update office technology
Cohort #3 - Eastside Catholic Community	Growth and Expansion	\$ 2,000	Funding for Day of Reflection on liturgical ministries
Holy Name of Jesus, Beech Grove	James P Scott	\$ 25,000	Security system for parish and school grounds
Prince of Peace, Madison	Home Mission	\$ 19,000	Fund preliminary costs for church restoration project
Sacred Heart of Jesus, Indianapolis	Home Mission	\$ 35,000	Roof repairs
St. Susanna, Plainfield	James P Scott	\$ 17,593	Tornado shutters and classroom locks
St. Elizabeth Catholic Charities, New Albany	Growth and Expansion	\$ 12,500	Repairs and updates to facility
Terre Haute Catholic Charities Food Bank	James P Scott	\$ 50,000	Matching grant for endowment contributions to support new facility
St. Vincent de Paul, Bedford	Growth and Expansion	\$ 23,950	Upgrade and integrate existing fire alarms
Catholic Charities Bloomington	Growth and Expansion	\$ 11,100	Maintenance, repairs and HVAC at Becky's Place
Sacred Heart of Jesus, Clinton	Home Mission	\$ 30,000	New Rectory project
		<u>\$ 349,521</u>	

The award period for the Fall/Winter 2015 process will open soon with applications due no later than October 31, 2015. For more information on the grant process please visit the Finance Office webpage at [www.archindy.org/finance/grant](http://www.archindy.org/finance/grant) or contact Stacy Harris in the Finance Office at [sharris@archindy.org](mailto:sharris@archindy.org).

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## CENTRAL PAYROLL

### 2015 Payroll Calendar

Now that the transition to Paylocity is complete, we're reviewing the deadlines in the 2015 Payroll Calendar. Please refer to the Modified Deadlines noted in the bi-monthly emails from Central Payroll. Let [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org) know if you are not receiving the emails.

### September 30 Modified Deadlines

These deadlines allow the central office two business days to review, process, and approve if necessary all requests received.

- Benefit Changes must be submitted by the end of the day on **Thursday September 17<sup>th</sup>**.
- Priest Stipends must be submitted to central payroll by end of the day on **Friday September 18<sup>th</sup>**.
- Enter any new hires into the Paylocity system by **Friday September 18<sup>th</sup>** so HR may review and approve the data.

### Paylocity Guides

Paylocity guides for new hires, user account assistance, and other important payroll topics can be found on the Archdiocesan payroll webpage: <http://www.archindy.org/finance/payroll.html>.

### Processing Paylocity Payroll

Please remember to complete the following steps:

- (1) Run the Payroll Audit before approving the pay run to address any issues noted as a result of running the audit.
- (2) Email Central Payroll when you have approved your pay run in Paylocity.
- (3) **Approve your pay run by the end of the day on Thursday September 24<sup>th</sup>**.

### 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-process register in Paylocity before approving your pay run.

### Paylocity Payroll Audit Function

Please run the "payroll audit" feature before approving your pay run and address any issues before approving your pay run. Instructions for this function and other Paylocity features can be found on the Archdiocesan payroll web page: <http://www.archindy.org/finance/payroll.html>.

### 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.

### Paycor Invoices

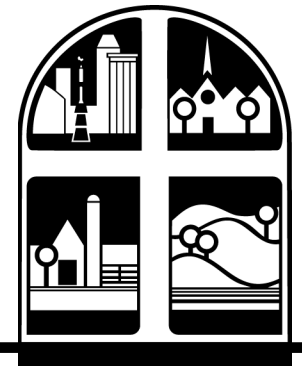
Locations will pay all Paycor invoices through the month of their last pay run with Paycor. The Archdiocese will pay any minimum monthly fees in subsequent months. We've processed paperwork with Paycor to change the bank account being auto-debited for the minimum monthly fees. Locations may still receive Paycor invoices noting "auto-deduction". The auto-deduction is being charged to the central office. You may forward proof of payment for any charges incurred in error to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Taxes

Please forward any State or IRS taxes notices to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org). We'll work with Paylocity to resolve any conversion issues. As a part of the conversion process, after Paylocity starts filing taxes on your behalf, each location will receive a letter from the electronic tax filing service with a PIN and account number. Please retain these notices for the parish or agency records.

### Electronic Timekeeping

The payroll conversion to Paylocity is now complete and we're preparing to implement Paylocity's electronic timekeeping system called Web Time. The Catholic Center and a few volunteer locations will be testing and implementing the system in October. If you are interested in being an early adopter of the electronic timekeeping system, please contact Carey Kendall: [ckendall@archindy.org](mailto:ckendall@archindy.org).



## HUMAN RESOURCES

### Open Enrollment for 2016

Open Enrollment for 2016 – Our annual open enrollment period will be from November 1<sup>st</sup> through November 30<sup>th</sup> this year. Please check the HR Department website [www.archindyhr.org](http://www.archindyhr.org) for further information coming soon.

### Insurance for school employees

For any school employee that did not return to employment at your location for the new school year, you must send in an Anthem change form ASAP to HR. Otherwise, the former employee will continue to receive free insurance and your location will continue to be billed for a terminated employee. For transferring employees, a form should be sent to HR from both the transferring to and transferring from locations.

### Database Cleanup Project

The payroll conversion is complete for all locations. We're still working with Paylocity to ensure their databases were loaded with the correct data from Paycor. Some data such as email addresses and phone numbers are still missing. We need each location to ensure that this demographic information is filled in. Email addresses are required in the Paylocity databases and are used as a means to notify employees of important changes to their benefits, payroll, and to distribute mass emergency notifications. Please report any missing data issues to Andrew Wunnenberg or Carey Kendall so we can work with Paylocity to upload data that may have been missed during the conversion.

### ACA Compliance

The central office will handle all filing requirements for ACA. To ensure compliance, hours need to be associated with all pay issued to employees. For salaried employees, please ensure the "default hours" field (under Rates) is filled in with the standard number of hours the salaried employee is expected to work during the pay period. This information is being used to fulfill certain reporting requirements for compliance with ACA.

### 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.



## 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.

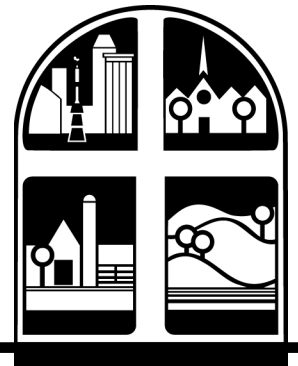
### **Other Useful Contact Information**

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)