



The OAS Messenger

February 2006

Script Compensation Clarification

Receiving tuition credits for parents who **purchase** "script" gift certificates from their own student is not considered compensation. It is considered non-employee compensation if service is performed for selling Scripts to others and compensation (tuition reduction or wages) is received. Tuition credits are also considered compensation if a student receives this benefit in exchange for the service of selling products for other fundraisers such as magazines, candy bars, etc. As mentioned in the January 2006 newsletter, Indiana state charity gaming rules state that individuals may **not** receive any compensation for operating or volunteering at a charity gaming event.

Qualified Tuition Reduction

A reduction in tuition for employees of an educational institution is considered tax-free for an employee of the eligible education institution. This benefit is considered tax-free as long as the same tuition reduction is available on the same level to all employees of the education institution. See Publication 970 on Tax Benefits for Education on www.irs.gov for further information.

2006-2007 Budget Guidelines

Parish, school, and agency guidelines for fiscal year 2006-2007 will once again be available the beginning of March on our intranet website. The documents to complete your budget will be available under the Budgets link on www.archindy.info/newoas. Guidelines will only be available online and will not be mailed. Please contact Sarah Harmeyer at sharmeyer@archindy.org to have additional individuals added to the email distribution list to be notified when the documents are available.

Inspections or Appraisals?

Each year we have questions about the procedures of insurance inspections and/or insurance appraisals. We try to do our best to answer those and thought it was time to offer a bit of clarification in writing.

Our property and casualty insurance is handled by Gallagher Basset a broker out of Chicago. They work hand in hand with the placement of the insurance program through various insurance companies at the direction of Mike Witka, Director of Parish Financial Services.

Gallagher also has two service arms that provide us with claims handling and other resources. We have our parish and school properties inspected by Jerry Pachciarz of Gallagher Bassett Services. Jerry will visit your site and offer recommendations that could reduce your hazards and provide a safe environment.

The other service provided by Gallagher is the property appraisal service. The parish and school properties are on a three year cycle. Your location will receive this appraisal during that schedule. What this tells us is the current replacement cost for your buildings and contents at a current level. We have seen some significant increases in the past few years because of the cost of building materials that is skyrocketing. We have also undervalued many of our buildings.

If you have any questions about any of these insurance services call Mike Witka at (317) 235-1558 or email Mike at mwitka@archindy.org.

2005 W-2's

2005 W-2's were mailed to employees' homes on Jan 25, 2006. 2005 W-2's are also available online at <http://payroll.archindy.info>. Access W-2's by logging on to <http://payroll.archindy.info> and entering the personal password used to view paychecks. Click on "Myself", then "Pay" when the pay statement page appears, click on the "W-2" tab and then "year 2005". The W-2 can be viewed online and printed for tax return filings. Please direct employees to the web for replacement copies.

June 2006 Living Catholic Stewardship Conference

Our Sunday Visitor is hosting a regional Living Catholic Stewardship conference at the Sheraton Hotel Keystone Crossing in Indianapolis June 14-16, 2006. This three day stewardship conference offers many workshops with speakers and exhibitors from throughout the country. For more information visit the website at <https://www.osvenvelopes.com/EnvelopesWeb/Public/ad2.htm>.

Advantage Customer Service

With parish and employee needs in mind, Archdiocese Human Resources and Accounting Services staff members have been meeting with representatives of Advantage. Reports and procedures were implemented or revised to improve the accuracy of archdiocese and parish billings and employee enrollment information. Advantage was also given parish, school, and agency contact information so they could have a more direct line of communication for notices, questions, or problem resolution. The Archdiocese and Advantage will continue to monitor progress to make sure all parties are satisfied with response time and accuracy.