



# The OAS Messenger

January 2008

The Catholic Center will be **closed** on Monday January 21, 2008 in observance of Martin Luther King Jr. Day.

## OAS Staff Changes

OAS is happy to announce that Julie Laughlin has accepted the Assistant Controller position. She begins on **Monday, January 14<sup>th</sup>**. She will be in charge of the day-to-day operations of the Office of Accounting Services. She has previously worked at PricewaterhouseCoopers, Caterpillar and Bell Industries, and she is *excited* about coming to work for the Archdiocese. Please welcome Julie to OAS!

We are eager for Julie to join the OAS staff, we are still working out many of the responsibilities of our current and new staff. To clarify contacts for many functions of our office, we've listed some of the responsibilities and contacts for areas that have recently changed hands:

For any questions regarding ADLF balances, loan withdrawals, statements etc. please contact Cody Whited at 317.236.1423 or [cwhited@archindy.org](mailto:cwhited@archindy.org).

Parish financial related questions or any general questions can be directed toward Eileen Miller at 317.236.1410 or [emiller@archindy.org](mailto:emiller@archindy.org).

Jeanette Richardson is handling ACH activities and cash functions. Contact information for Jeanette is [jrichardson@archindy.org](mailto:jrichardson@archindy.org) or 317.236.3376.

Thank you for your understanding as we rebuild our office staff here in OAS.

## Health Savings Account

Contribution limits have been raised for 2008 to \$2,900 for single and \$5,800 for family coverage. The catch-up contribution limit for people age 55 and over is \$900 in 2008.

Employees who were contributing to their health savings accounts in 2007 will need to fill out new savings forms for 2008 if they wish to keep contributing. These forms are available at [www.archindy.org/intranet](http://www.archindy.org/intranet) under Human Resources.

There has been an increase in "phishing" schemes involving health savings accounts. Please remind employees not to disclose account numbers or personal information online. Teachers Credit Union does not e-mail members to ask for this type of information.

## Policy on Internal Controls Updated

Archdiocesan Policy on Internal Controls for parishes has been **updated** and a revised copy is now included on the website at <http://archindy.org/finance/parish/forms.html>. These revisions are the result of the Parish Internal Control Assessment (PICA) process, from which edits and additions are gathered and updates are made periodically to the current policy.

## January – March 2008 ADLF Rates

The ADLF interest rates in effect for the quarter ending March 31, 2008 are 4.25% for deposits and 6.75% for loans. ADLF savings accounts accrue interest at the discount rate less 0.5%, and loans are charged interest at prime less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you have any questions regarding ADLF, please contact Cody Whited at (317) 236-1423 or at [cwhited@archindy.org](mailto:cwhited@archindy.org).

## Payroll Information

### 2007 W-2s are available

2007 W-2's can be viewed and printed from the website where employees view paychecks at <http://payroll.archindy.info>. When viewing a paycheck, click on the 'W2' tab at the top of the page. Select '2007' and the W-2 will appear.

W-2's printed from this source are suitable for filing with tax returns. Employees will be referred to this website to replace lost W-2's.

Hard copies of W-2's are expected to be mailed out during the week of Jan. 21st.

### Confidential Information

E-mail: [payrollproblems@archindy.org](mailto:payrollproblems@archindy.org) if a password is needed for online check and/or W-2 viewing. Please do not call Central Payroll for password information, utilize the e-mail contact.

## ADLF Loan Review Committee Meeting

The ADLF subcommittee of the Archdiocesan Finance Council reviews all loan requests. Parish representatives are invited to attend the meeting when their application is being reviewed. Current ADLF policy requires that parishes have at least 50% of the cost of the project in ADLF deposit accounts and the other 50% in pledges to be considered for a loan.

Meetings for 2008 are currently scheduled for

- February 18th
- May 5th
- August 11th
- November 3rd.

Meetings are generally held only if there are loan requests to review. If your parish anticipates making a loan request, please contact Cody Whited at (317) 236-1423 or at [cwhited@archindy.org](mailto:cwhited@archindy.org).

