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The Catholic Center will be closed on Monday January 21st to observe Martin Luther King Jr. Day.

ACCOUNTING SERVICES

Staff Update

Please welcome Matthew Siler to the Archdiocese of Indianapolis. Matt will serve the Office of Accounting Services as he completes his spring internship. Matthew is a senior at Butler majoring in International Management.

Annual Incorporation Meeting

Every parish should have held an annual meeting between July 1st and September 15th. Please send the Annual Meeting Minutes and Administrative Services Agreement to OAS immediately if you have not already done so. Matthew Siler will be following up with each parish that has not submitted its report.

Business Entity Reports

Parishes may receive a notice from the State of Indiana indicating a Business Entity Report is Due. **This is an annual filing with the State of Indiana that will be handled by the Office of Accounting Services.** Any questions can be directed to accountingservices@archindy.org.

ADLF Policy Update

The ADLF policy has been updated to include technology loans. Please see the updated policy on our website at http://www.archindy.org/finance/files/parish/general/current_adlf_policy.pdf

ADLF Rates for January– March 2013

Loans 3.75% Deposits 0.75%

If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org. **The next ADLF meeting is scheduled for Thursday February 14, 2013. If your parish would like to be placed on the agenda for this meeting, please contact Carey Kendall by January 31st at (317)236-1519 or accountingservices@archindy.org.**

January Assessment Withdraws

The January Assessment will be withdrawn on **Thursday, January 31st**. Requests for adjustments to this withdrawal must be **sent to Jeanette Walker (jwalker@archindy.org) by NOON on Tuesday, January 29th**.

Mileage Reimbursement Rate

The IRS released standard mileage rates for use in 2013 on Monday, November 26th. (Notice 2012-72). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile. **The rate for business use of an automobile was increased to 56½ cents per mile.**

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after January 1, 2013, the Archdiocese mileage reimbursement rate will be **42.38** cents per business mile incurred. **We recommend that parishes examine individual budgets carefully when determining reimbursement rate.**

Group Ruling

The IRS Group Ruling exemption letter for 2012 is available on our website at <http://www.archindy.org/finance/files/parish/general/2012GroupRuling.pdf>

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



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ACCOUNTING SERVICES

Parish Internal Control Audits

An updated Internal Controls Policy has been published. There are updates in the Cash Disbursements (CD) section regarding the separation of duties, qualifying for (CD 6) tax exempt purchases, and the addition of utilizing (CD 10) Electronic Banking. Please contact Carey Kendall with any questions (317) 236-1519 or email Accounting Inquiries at accountinginquiries@archindy.org.

HUMAN RESOURCES

Additional HSA Contributions in 2013

Employees with health plan coverage on January 1st will receive additional "bonus" contributions on January 31st of \$500 for single coverage and \$1,000 for family coverage. These additional contributions are due to a plan surplus and are not guaranteed each year.

HSA Savings through Payroll Deduction

Employees who want to continue saving in their HSAs in 2013 do not have to complete a new form. Their current savings deductions will continue in 2013 unless they fill out a form to change or stop the deduction. **This is a change from previous years when employees had to complete a new HSA form each calendar year.** Some people forgot to complete forms each year and were disappointed that their savings had stopped.

Health Premium Reduction in July 2013

Premiums paid by parishes, schools, and agencies for medical coverage will be reduced by 50% for the month of July 2013. This reduction is due to a plan surplus and is not guaranteed in future years.

Health Savings Account Limits for 2013

The IRS has increased the annual limits for health savings account contributions in 2013 to \$3,250 for single coverage and \$6,450 for family coverage. There is still a \$1,000 allowable catch-up contribution for people age 55 and over.

Retirement Savings Plan Limits for 2013

The IRS has also raised the annual contribution limit for 403(b) retirement savings plans in 2013 to \$17,500. There is also a \$5,500 catch-up contribution for people who are age 50 and over.

Benefit Communication Training

The Archdiocese Human Resources Department is offering Employee Benefits Communications Training to any interested Parish or School. Contact Kristen Leffler at (317) 236-1594 or Courtney Mitchell at (317) 236-7314 for more information or to schedule your on-site Benefits Communications training session.

CATHOLIC EDUCATION

Schools: Please Budget for Three Year Asbestos Re-Inspection

This is an early notice that will also appear in the 2013-2014 Archdiocesan Budget Guidelines for Catholic schools. This is the year for the required 3-year re-inspections of remaining asbestos-containing materials in school buildings as required by the AHERA law. ACT, Inc. will perform the re-inspections next summer in all archdiocesan-owned school buildings and private schools that have joined with us. The price will be \$286 for elementary school plants and \$386 for larger high school plants – a very reasonable price because we have so many schools involved. Please plan for this in your FYE 2014 budget (Note: there are seven schools that are certified as "asbestos free" and, therefore, do not have to participate. You know who you are).

THE OAS MESSENGER



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CENTRAL PAYROLL

Payroll Information

Please ensure you are following the 'P/R Processing' deadline date on the Archdiocese Payroll Calendar on our website at <http://www.archindy.org/finance/files/parish/payroll/2013%20Payroll%20Calendar.xls> Payrolls processed after this deadline cause issues with benefits being distributed on time to employees.

W2 Information

All locations will receive W-2s for all of their employees. W-2 forms must be handed out or postmarked by Thursday January 31st. Please report any needed corrections to centralpayroll@archindy.org.

RISK MANAGEMENT

Insurance Office on the Web Site

We have renewed the insurance for July 1, 2012 with a couple of changes. One is the property will now be through Church Mutual. The Boiler and Machinery will be through XL Greenwich Insurance. The normal contacts for insurance will continue.

Please become familiar with all the reporting forms and information on the Insurance Office Website page.

Storms and Claims

After each major storm system that comes through your area please physically inspect the possible damage to your building. One major concern would be the roof. If you can not see damage but suspect there may be some please call our office or Jerry Pachciarz 317-546-4833.

Boiler Inspections

For Boiler inspections please contact: Jim Law

Phone: 317-987-6573

Email: jim.law@bpcllcga.com

If you have any questions or problems contact Mike Witka, Director of Risk Management at 317-236-1558 or mwitka@archindy.org

Boiler Inspections

Please refer to our car rental policy on the Finance pages. We have struck a good deal with Enterprise including insurance for any trips in excess of 200 miles or out of town needs. For more information on our rental policy: <http://www.archindy.org/finance/files/parish/general/HOW%20TO%20book%20with%20Enterprise%20Rent-A-Car.pdf>

ARCH CONTACTS

Do you know who to contact ?

Property insurance or risk questions?

ADLF?

Payroll?

Billing questions?

Parish budget or other questions?

Accounting Office

Mike Witka—mwitka@archindy.org or (317) 236-1558

Sr. Dina Bato—dbato@archindy.org

centralpayroll@archindy.org

accountingservices@archindy.org

accountingservices@archindy.org

(317) 236-1410 or 1-800-382-9836 ext. 1410