



ACCOUNTING SERVICES

Whistleblower Policy Did you know the Archdiocese has in place a Whistleblower Policy? We have recently established the Whistleblower Policy to assist us in ensuring the funds we receive will benefit the people we serve and to protect our financial and physical assets from misuse. The policy which is located at <http://www.archindy.org/finance/parish/forms.html> describes the types of misuse and reportable conditions as well as how incidents can be reported. Beginning **April 1, 2009**, EthicsPoint Hotline, an independent company, will be enabled that allows concerns to be anonymously reported via a telephone call or via the internet. Please check our website after April 1st for more detailed information. We also encourage the policy to be posted around the parish, school and agency in places where employees and members gather.

2009-2010 Budget Guidelines The 2009-2010 Budget guidelines are now available online at www.archindy.org/finance/parish/guidelines. The budgets may be mailed, e-mailed or faxed and are due by **June 15, 2009** to the Office of Accounting Services. If you have any questions or require assistance with budget preparation, please contact the Office of Accounting Services at our email accountingservices@archindy.org.

Save the Date The 2009 Fiscal Management and Discipleship Conference will be held on **Thursday, June 11th**, please mark your calendars. More information will soon follow.

Rental Car Provider The Archdiocese has recently contracted with Enterprise Rent-A-Car to be a new preferred rental car supplier for the Archdiocese of Indianapolis. This change provides significant savings in rental rates, and provides Archdiocese travelers with special recognition, service and speed. We encourage all employees of the Archdiocese to utilize this program when traveling locally distances in excess of 150 miles roundtrip; we have pre-arranged costs of \$50.99 per day rental rate for a standard size vehicle. The program is simple to use and easy to make reservations on-line. Please check out our website <http://www.archindy.org/finance/parish/forms.html> for instructions and frequently asked questions. If you have additional questions please contact us at accountingservices@archindy.org.

CENTRAL PAYROLL

Not enough or too much payroll tax withheld? Central Payroll is receiving calls from employees asking about the federal, state, or local income tax withholdings reported on their 2008 W-2. We strongly encourage employees to be proactive and review their paychecks regularly. Current and prior Archdiocese paychecks can easily be reviewed and printed online. Email Central Payroll at: centralpayroll@archindy.org to receive your user name, password, and easy to follow instructions. Don't wait until you receive your 2009 W-2 to realize that you should have made a change to your 2009 tax withholdings!

Q & A

Q. Members of our parish are interested in automatic contributions, does the Archdiocese approve of this contribution method?

A. Yes of course, studies have shown that individual contributions to the parish increase by 34% when electronic giving is allowed. The Archdiocese has a few contacts and can put you in touch with other parishes that have already started automatic contributions, please contact accountingservices@archindy.org for further information.

Please feel free to send these newsletters to your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish/agency.

Send us your questions! Each month one or two questions will be addressed based on inquiries of the parishes. Please submit any questions you would like answered to accountingservices@archindy.org.