



## ACCOUNTING SERVICES

**OAS Fax #s** The ADLF and Payroll faxes have been restored. Please resume using the following fax #s as appropriate:

ADLF: 317-592-4035

Payroll: 317-592-4038

General OAS: 317-236-7327

**2010-11 Budget Guidelines** The guidelines for 2010-11 are now available on our website at <http://www.archindy.org/finance/parish/guidelines.html>.

The budgets may be mailed, e-mailed, or faxed and due by **June 15, 2010** to the Office of Accounting Services. Please also submit the signed and completed Budget Approval Form found in Appendix B. If you have any questions or require assistance with budget preparation, please contact the Office of Accounting Services at our email [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or call 1-800-382-9836 Ext 1410 or 317-236-1410.

## HUMAN RESOURCES

**Lenten Resolutions** If you are looking for a way for you and/or your spouse to quit smoking this lent, there is a way. St. Vincent Hospital will be conducting a smoking cessation class that will be held at the Catholic Center from 4-6:30pm on April 14th, 21st, 28th, and May 5th. This opportunity is open to all employees whether or not you are currently on the health plan. The Archdiocese to cover the full costs up to \$1000 in reimbursements for nicotine replacement medication or patched that will assist in ending the addiction forever.

If you would like to register for this class or have any further questions about this event, please contact Ed Isakson at [www.archindy.org/hr](http://www.archindy.org/hr) or 317-236-1549.

## RISK MANAGEMENT

**Risk Management and Insurance** Now is the time to make sure all walks and drives are snow free. It may be difficult at times of huge snows but it is better to stay on top of it rather than have one employee or one parishioner slip and injure themselves.

We will begin collecting insurance renewal information soon. A letter has been sent to all parishes regarding any changes, please respond. Especially this year we will be looking at our nursery schools and pre-school exposures, so we will need an average headcount in those ministries. If you have any questions you can contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org).

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 or agency.



## INTERNAL CONTROL TIP OF THE MONTH

### **CORRECTION OF DECEMBER TIP OF THE MONTH**

**Cash Receipts—Sunday and Holy Day Collections.** Recently, reports of theft, have been reported to the Office of Accounting Services. It is important to maintain strict policies regarding Cash Receipts at all time, but especially during the holidays. Though even with the strictest policies, theft can still occur; however by following and implementing proper controls, this risk is minimized. For the collection of loose cash and envelopes, only appointed ushers should be used. If a collection basket is part of the Offertory, it should be taken by at least two individuals to the counting location immediately after the conclusion of the Mass. Under no circumstances should the collection basket be left unattended at the altar. Counting should be done in teams composed of at least two unrelated individuals. It may be beneficial to implement an electronic giving option to your parishioners.

For more information regarding this control and to view other internal controls, please visit our website at <http://www.archindy.org/finance/parish/forms.html> and view the “Parish Internal Control and Assessment” and “Internal Control” sections.

## Q & A

**Q.** Do you know who to contact in OAS?

**A.** ADLF and Archdiocesan Monthly Bills  
Payroll  
PICA, Budgets, PAFR  
Not sure who to contact?

Rene Raychel  
LesLee Hill/John Hansberry  
Julie Laughlin

[rachel@archindy.org](mailto:rachel@archindy.org)  
[centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)  
[jlaughlin@archindy.org](mailto:jlaughlin@archindy.org)  
[accountingservices@archindy.org](mailto:accountingservices@archindy.org)

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](mailto:accountingservices@archindy.org).