



# The OAS Messenger

October 2005

## IRS Form Reminder:

Indiana requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report **Form NP-20**. All organizations should have received a form in the mail if you are recorded as having a fiscal year ending June 30th. This form is very brief asking about the fiscal year 04-05 and will be **due by November 15, 2005**. If you did not receive a form, please contact the Indiana Department of Revenue's Non-profit Section at 317.232.2188 or forms may also be found at [www.in.gov/dor/taxforms/state.html](http://www.in.gov/dor/taxforms/state.html). If you have any other questions, please contact Sarah Harmeyer at 317.261.3376.

## Help for Hurricane Victims

In the wake of the Katrina and Rita hurricanes a number of our parishes have been so very kind in providing housing and space for the victim families that have moved north. We are providing insurance coverage for the risks involved with this good work. Our general liability will cover any accidents on the premises of parish, school, or agency property. It will not extend to parishioners' homes; for this coverage you should advise the parishioners to call their local agents. If you should employ any individuals they must be reported through normal means to get coverage under workers compensation. The insurance office must be notified of the number of people to be housed so this information can be reported to the underwriters. Please notify Mike Witka, Director of Parish Financial Services in the Catholic Center at 317.236.1558 or [mwitka@archindy.org](mailto:mwitka@archindy.org) for more information.

## Automated Church System (ACS) Training

ACS Technologies will be offering training sessions at an Indianapolis location October 17-21. Please visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1.800.669.2509 for registration information.

### Class Schedule

10/17/05 People 101  
10/18/05 People 102  
10/19/05 Contributions  
10/20/05 General Ledger 101  
10/21/05 General Ledger 102

### Location Information

Greenwood Christian  
Church, Inc  
2045 Averitt Road  
Greenwood, IN 46143  
(317) 881-9336

## "Protecting God's Children" Program

The Archdiocese has continued the Virtus "Protecting God's Children" Program that trains all volunteers and employees who have contact with children. Many have already attended the program. As you know, it takes an entire Archdiocese to protect our children. The Council of Priests has agreed to assess the costs of this program to parishes according to the number of Catholics in each parish. The per person cost is just \$0.11 this year. The small cost of the program is minor in comparison to the effort that we all will make together to protect our children. We recommend you charge the cost to "professional fees" on the financial statements. The cost will be included on the October bill. If you have any questions, please contact Cathy Mayer at [cmayer@archindy.org](mailto:cmayer@archindy.org)

## PAYROLL REMINDER...

Please make a note of important upcoming due dates for payroll changes and timesheets.

<u>Payday:</u>	<u>Employee Changes Due By:</u>	<u>Timesheets Due By:</u>
October 14	October 6	October 10
October 31	October 24	October 25

## New Employee in Central Payroll

We are pleased to announce that Tracy Doyle has been hired as a Payroll Specialist in Central Payroll. Tracy joins Rene' Raychel as a Payroll Specialist supporting all Archdiocese Parishes, Schools and Agencies. Like Rene, Tracy has extensive payroll experience and will be a great addition to the Archdiocese and the Payroll Department. A similar announcement and listing of locations supported by both Rene' and Tracy will be included in the mailing of Oct 14 payroll information to each location.

## New Hire Information for Central Payroll

Many times, vital documents are missing from information sent to Central Payroll for newly hired employees. Unless all information is received by Central Payroll, the employee cannot be updated in the payroll system for payroll processing. To help avoid extra work by staff at the parishes and Central Payroll, please verify that all documents are properly completed and sent to Central Payroll. A checklist of all information needed for newly hired employees is available under 'shared information' at [www.archindy.info.org](http://www.archindy.info.org)

Please note that Page 1 of the background information provided by Barada Associates includes Candidate Information and the Order Number. Please include only page one of Barada information when sending newly hired employee documentation to Central Payroll.

## ADLF Rates

The ADLF interest rates in effect for the quarter ending December 31, 2005 are 4.25% for deposits and 6.25% for loans. ADLF loans are charged interest at prime less 0.5% and savings accounts accrue interest at the discount rate less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you any questions regarding ADLF, please contact Michelle Lecher at [mlecher@archindy.org](mailto:mlecher@archindy.org) or 317.261.3371.

## Property Insurance Rate

In the months of July, August and September each location was overcharged for property insurance and will receive a credit on the October bill for the error. Starting with the October bill the correct rates will be charged.