

ACCOUNTING SERVICES

2009 501(c)3 letter The 2009 501(c)3 tax exempt letter, the document needed to prove tax exempt status, is available on our website at <http://www.archindy.org/finance/files/parish/general/2009GroupRuling.pdf>

State Form NP-20 Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report, **Form NP-20**. This form is very brief and is **due November 15, 2009**. If you do not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at (317) 232-2188 or forms are available online at <http://www.in.gov/dor/3506.htm> under the Nonprofit section. If you have any other questions, please email accountingservices@archindy.org.

Indiana Gaming Commission Seminar The Indiana Gaming Commission is hosting a series of seminars throughout the months of September and October. Space is limited and registration is required. You may register via email at seminarregistration@igc.IN.gov or by calling (317) 232-4646. For more information please visit the Indiana Gaming Commission's promotional flyer online at http://www.in.gov/igc/files/2009_Seminars.pdf

October dates:

- 16th-Clifty Falls State Park (1501 Green Rd. Madison, IN 47250)
- 23rd-Jasper Inn & Convention Center (951 Wernsing Rd., Jasper, IN 47547)
- 30th-Hilton Garden Inn (8910 Hatfield Dr., Indianapolis, IN 46231)-Tentative Facility

Sign in for these seminars is at 8:00am with sessions beginning at 8:30am and ending by 3:30pm. These times are subject to local time zones so be sure to plan accordingly.

2010 Growth and Expansion Grants Now Available! The Archdiocese of Indianapolis Growth and Expansion Fund was established to provide financial support to parishes, schools and agencies of the Archdiocese to grow or expand their ministries, which are vital to the mission of the church. The Growth and Expansion grants will be awarded through an application process. Applications are available now and will be accepted through **Friday, November 13th** and distributions will be made in January 2010. Application and the award criteria are available on the archdiocesan website at www.archindy.org/finance. Please direct all questions to Stacy Harris at 1-800-382-9836 ext. 1535 or via e-mail at sharris@archindy.org.

ADLF Rates for October–December 2009

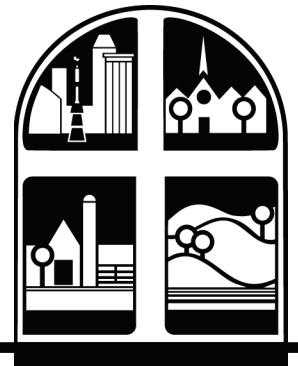
Loans 3.75%

Deposits 1.0%

ADLF rates for October– December are unchanged from the previous quarter. If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org.

ADLF Meeting The next ADLF committee meeting is scheduled for **Tuesday, November 17, 2009**. If your parish would like to be placed on the agenda for this meeting, please contact Julie Laughlin by October 27th at (317) 261-3371, 1-800-382-9836 ext. 3371 or accountingservices@archindy.org

Non-Certified Substitute Teacher Pay Guidelines As the Federal minimum wage has increased recently, the Office of Catholic Education recommends non-certified substitute teachers wages be increased to \$58.00 per day. The recommended certified rate will remain at \$65.00 per day.



RISK MANAGEMENT

Reporting claims For information on workers compensation claims, see the reporting form on the Finance web site at <http://www.archindy.org/finance/files/insurance/Workers%20Compensation%20Report%20of%20Injury.pdf> and send the completed claim to Sharon Paris at Gallagher Bassett.

For information on property, liability, or auto claims see the incident reporting form on the Finance web site at <http://www.archindy.org/finance/files/insurance/incident.pdf> and send the completed claim to Jerry Pachciarz at Gallagher Bassett. If you have any questions please contact Mike Witka at mwitka@archindy.org.

INTERNAL CONTROL TIP OF THE MONTH

Internal Control *Proper*

and supporting documentation. Controls over disbursements ensure the legitimacy of expenses incurred. Entities, with the approval of the Pastor or parish financial governing body, should designate only a limited number of persons who are authorized to place orders, purchase supplies, or sign contracts. **Before** authorizing any expense, the budget should always be reviewed to ensure that the expense has been properly anticipated or the exception/overage has been approved. All cash disbursements should include proper documentation for the expense (e.g. invoice, receipt, etc.). Payment should be made by utilizing pre-numbered checks issued in a sequential manner with the check number and date posted on the applicable invoice and/or bill.

Cash Disbursements

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

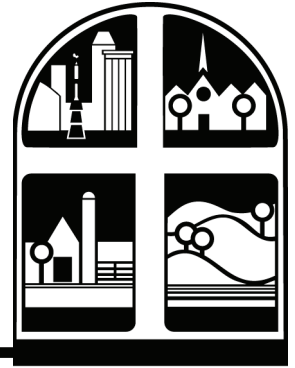
Q. I can't log on to DLS Online. Who should I contact?

A. DLS Online is a service we offer to our parishes, that allows them to view ADLF activity online. If you currently are not a user and would like to gain access, please contact us at accountingservices@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.

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.

THE OAS MESSENGER



October 2009 Page 3

JOB POSTING

Business Manager Position Immaculate Heart of Mary ("IHM") parish in Indianapolis is seeking a Business Manager to begin work in January 2010. IHM is a vibrant Catholic parish and school community located in the Meridian-Kessler Neighborhood.

General job responsibilities for this full time position include financial management and daily accounting, budget preparation and management, support for special events, facilities oversight, school tuition management, capital campaign management, human resource administrative matters, and additional parish administrative matters. The position reports to the IHM pastor.

Strong finance, accounting, management, and interpersonal skills are required. BS in accounting or finance preferred.

For more information or to submit your resume, please contact Clark Millman, IHM Finance Commission chairperson, at clarkmillman@aol.com.

**Immaculate Heart of Mary
5692 Central Ave.
Indianapolis, IN 46220**