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The Catholic Center will be closed on January 19th in observance of Martin Luther King Jr. Day

ACCOUNTING SERVICES

ADLF Committee Meeting The ADLF subcommittee of the Archdiocesan Finance Council reviews all loan requests. Parish representatives are invited to attend the meeting when their application is being reviewed. Current ADLF policy requires that parishes have at least 50% of the cost of the project in ADLF deposit accounts and the other 50% in pledges to be considered for a loan. The first ADLF Meeting for 2009 will be held on **February 17th**. The 2009 ADLF schedule will be finalized at this meeting. Meetings are generally held only if there are loan requests to review. If your parish anticipates making a loan request, please contact Julie Laughlin at (317) 261-3371 or at jlaughlin@archindy.org.

ADLF Rates for January–March 2009

Deposits 1.0% Loans 3.75%

You may note that the rates established differ from the ADLF policy. The executive committee of the finance council recently met to discuss the rates; per the policy deposit rates would equal 0% and loans would equal 2.75%. Accordingly, the executive committee determined it is important for deposit accounts to earn interest and maintain an appropriate spread and set the rates for loans and deposits as one percentage above the policy described rate. Amendments to the current ADLF policy will be discussed at an upcoming committee meeting.

2008 W-2s Your 2008 W-2 can now be viewed and printed from the same location employees view pay stubs at <http://payroll.archindy.info>. Just click on the 'W2' tab at the top of the page and select 2008. The paper version will be mailed no later than January 31st, per IRS regulation.

Charitable Contributions The Archdiocese recommends that parishes, agencies and schools provide contribution statements to parishioners at least annually **even to those who give nothing**. For tax deduction purposes, the IRS requires a written acknowledgement for one-time contributions of \$250 or more. For contributions made to the parish directly or contributions collected by the parish (when checks are made out to the parish) for special mission collections and/or relief collections, we encourage written acknowledgements. Checks made out to the Mission Office or a special mission directly do not require a written acknowledgement since this is provided by the recipient organization. Donors making gifts totaling \$250 or more to the United Catholic Appeal or Legacy for Our Mission will receive a tax letter from the Archdiocese of Indianapolis.

An annual summary may be used for several single contributions and for each single contribution of \$250 or more. The acknowledgement does not need to provide the donor's social security number or tax identification number. Written acknowledgements are to be provided to donors by January 31 of the year following the donation. The IRS does not provide forms but the written acknowledgement should provide the following:

- The name of the organization
- The amount of cash contribution
- The description (not value) of a non-cash contribution
- A statement that no goods or services were provided by the organization in return for the contribution, as long as that is the case
- A description and good faith estimate of the value of goods or services, if any, that the organization provided in return for the contribution
- A statement that goods or services, if any, that an organization provided in return for the contribution consisted entirely of intangible religious benefits

See Publication 1771 on Charitable Contributions for examples and more information. This document can be found on the IRS website at <http://www.irs.gov/charities/article/0,,id=159929,00.html>

2009-2010 Budget Guidelines-available in March Now that the New Year has arrived we frequently receive inquiries regarding when the new budget guidelines and appendices will be available. The budget guidelines will be posted to our website at <http://www.archindy.org/finance/parish/guidelines.html> no later than **March 1, 2009**. Much of the data we use for our estimates is gathered from third parties, of which we do not have control of deadlines. We work as expediently as possible to pull together accurate budget estimates and appreciate your patience as we go through the process for 2009-2010. An e-mail will be sent to all business managers, administrators and bookkeepers included in our distribution list when the guidelines are available. If you are unsure if you are included on the e-mail distribution list and would like to ensure inclusion, please send a request to accountingservices@archindy.org.

Mileage Reimbursement Beginning **January 1, 2009**, the IRS standard mileage rate for the use of a car (including vans, pickups or panel trucks) will be **55 cents** a mile for all business miles driven, down from 58.5 cents a mile for miles driven in the second half of 2008. The Archdiocese reimburses employees for business miles incurred following IRS guidelines, but this rate is not mandatory. We recommend that parishes and agencies evaluate their budget status prior to making a change in the reimbursement rate.

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ACCOUNTING SERVICES

Parish Information Form Please remember to submit your parish information form. The form, found on page 3, will enhance the communication between Accounting Services and parishes in specific matters.

Annual IRS Tax Forms Churches and religious organizations must provide Form 1099-MISC to report payments of \$600 or more to persons not treated as employees for services performed at your church. This form is required if your church pays an **unincorporated** individual or an entity \$600 or more in a calendar year for one of the following payments: gross rents, commissions, fees, or other compensations paid to non-employees like prizes and awards, or other fixed and determinable income. The Form 1099-MISC must be provided to the payee by January 31 and Copy A to the IRS by February 28. For more information on filing requirements for the 1099-MISC, please visit the IRS website at www.irs.gov.

If your organization sponsors a charity gaming event, the winnings may also be required for reporting and withholding depending on the type of gaming, the amount of winnings, and the ratio of winnings to the wager. Form W-2G must be provided when a participant wins a prize over a specific value amount. Please see IRS Publication 3079, Gaming Publication for Tax-Exempt Organizations on <http://www.irs.gov/charities/article/0..id=159929.00.html> for more information on when filing is required. Please direct any questions to accountingservices@archindy.org.

HUMAN RESOURCES

Archdiocese Health Savings Account Deposits In 2009, the Archdiocese's monthly contribution will be \$100 per month for single coverage and \$200 per month for family coverage. Since the monthly contribution is larger than previous monthly deposits (and through the course of the year pays for half of the annual deductible), there will not be a lump-sum contribution in January 2009. Spreading the contributions evenly over 12 months is also fairer to people who join the health plan during the year or change coverage from single to family. Also, starting in January, contributions will be made at the end of each month, not at the beginning as in the past. If you have any questions, please contact hr@archindy.org.

Q & A

Q: Where can I find updated insurance claim procedures, forms, and policies?

A: You can view the most up to date information online at www.archindy.org/finance/insurance

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.

Parish Contact Information

Please complete the following information to assist the Office of Accounting Services in better communicating with each parish. This information is for Archdiocesan use **only!**

Parish Name: _____

Parish Number: _____

Business Manager Contact:

Name _____

Phone Numbers: Primary _____ Secondary _____

E-mail address: _____

ADLF Contact:

Name _____

Phone Numbers: Primary _____ Secondary _____

E-mail address: _____

OAS Newsletter Contact:

Name _____

Phone Numbers: Primary _____ Secondary _____

E-mail address: _____

Central Payroll Contact:

Name _____

Phone Numbers: Primary _____ Secondary _____

E-mail address: _____

Please return this form to OAS via mail, fax, or e-mail.

R.C. Archdiocese of Indianapolis
Office of Accounting Services
1400 N Meridian St
Indianapolis, IN 46202
Fax: (317) 236-7327
E-mail: accountingservices@archindy.org