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The Catholic Center will be closed on **Monday, January 17th for Martin Luther King Day**

ACCOUNTING SERVICES

Mileage Reimbursement Rate

The IRS has issued the 2011 optional standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes. Effective January 1, 2011 the IRS adjusted the standard mileage rate to 51 cents per business mile driven. The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven **on or after January 1, 2011**, the Archdiocese mileage reimbursement rate will be **38.25** cents per business mile incurred. It is recommended that parishes examine own budgets carefully in determining a reimbursement rate.

2010 Financials

The 2010 Audited Financials, which include our financial position, cash flows, activities, along with additional supplementary information, are now available on our website at <http://www.archindy.org/finance/archdiocese.html>

Fiscal Management and Discipleship Conference

Save The Date – The Fiscal Management and Discipleship Conference is scheduled for **Thursday, June 9, 2011** at the Catholic Center. This conference includes workshops related to Stewardship, HR, Payroll, Education and Finance and is designed to meet training and information needs of administrators, business managers, bookkeepers, finance council members, stewardship council members and volunteers handling bookkeeping or stewardship functions.

2010 W-2's

The 2010 W-2s are currently available on our website at <http://payroll.archindy.info>. Just enter your login information and click on the 'W2' tab at the top of the page and select 2010. The paper version will be mailed no later than **January 31st**, per IRS regulation.

2010 IRA Charitable Distributions

Persons aged 70½ or older can again enjoy tax savings by making charitable gifts directly from their Individual Retirement Accounts (IRAs), thanks to a provision of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, which was signed into law December 17, 2010. The act also allows charitable distributions made from an IRA in January 2011 to be declared as 2010 gifts, should the IRA holder wish to do so. The December 17, 2010, law extends legislation originally adopted in 2006 and extended in 2008 (that extension expired December 31, 2009). For a charitable gift made from an Individual Retirement Account (IRA) not to be taxed as income, the following must be true:

- the gift was made in 2010 or 2011;
- the IRA holder is age 70½ or older;
- the gift totals \$100,000 or less each year;
- the charity that received the gift is eligible to receive tax-deductible contributions;
- the charity is not a section 509(a)(3) supporting organization;
- and the withdrawal goes directly from the IRA to the charity.

The donor does not need to itemize his or her taxes to benefit from the distribution. If the donor does itemize, however, he or she cannot also take the distribution as a deduction.

Criterion Update

When mailing anything to The Criterion, please note new PO Box.

P. O. Box 1717 has been deleted. Please mail to P.O. Box 1410, Indianapolis, IN 46206-1410

Please share these newsletters with your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish, school or agency.



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ACCOUNTING SERVICES

Paycor Transition- Update

Things are proceeding well with the transition to our new payroll service provider, Paycor. In the next several months each location will be contacted by a member from Paycor to ensure training has been scheduled and all information necessary has been obtained. Our central payroll office is working closely with Paycor to make this transition as smooth as possible.

In order to move forward we are to provide Paycor with verification of federal and state identification numbers. Office of Accounting Services is working to obtain verification of each parish federal identification numbers. If you receive documentation related to this from the IRS, please fax it to us at 317-236-7327. For payroll purposes, Deanery centers will utilize the Dean's parish identification numbers.

As noted in our Frequently Asked Questions, one of the changes experienced will be **direct withdrawal of funds from designated parish bank accounts 2 days prior to the actual payday**. Current Archdiocesan practice is that the payroll funds are withdrawn from the local account on the pay date. As you begin utilizing Paycor, please keep this important date change in mind.

The **training schedule, training registering directions and an updated version of the rollout schedule** is posted to our website at <http://www.archindy.org/finance/transition.html>. Please visit this site for other documents, such as Frequently Asked Questions and other important notices regarding the transition.

As always, any questions about the transition can be directed to centralpayroll@archindy.org.

Incorporation Update

In the coming weeks, we will be scheduling an Incorporation Meeting with the Deaneries which will serve as the initial Annual Meeting as required by the State of Indiana. Further communication regarding dates and locations is forthcoming.

Copies of the Articles of Incorporation for each incorporated parish are on file at the Catholic Center. An electronic copy of these will soon be distributed to each parish.

ADLF The next ADLF meeting is Tuesday, February 8, 2011. If your parish would like to be placed on the agenda for this meeting, please contact Julie Laughlin by January 25th at (317) 261-3371 or accountingservices@archindy.org.

ADLF Rates for January – March 2011

Loans 3.50%

Deposits 1.0%

If you have any questions please contact the Office of Accounting Services at our email accountingservices@archindy.org.

HUMAN RESOURCES

New HR Website

Please visit the new Human Resources website at www.archindyhr.org. New online videos have been added. There are also lots of new links and postings. Learn more about Health Advocate, which can connect you with all of your health benefits with one toll-free call. Also, Healthcare Blue Book now offers a free online database to check health care costs from local providers and even earn financial incentives of \$25 to \$100 per medical procedure. The password for the Healthcare Blue Book site is archindy.

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.