



The OAS Messenger

July 2005

Parish Annual Financial Reports

Changes to the PAFR process are happening this year. Parishes, schools and agencies will input the PAFR online via an online survey tool instead of submitting a physical copy. More information will follow via email regarding the financial reporting procedures and will be sent to the same email lists as that of the OAS newsletter list. If you would like to have someone added to the list or make any changes to an existing email address, please contact Sarah Harmeyer at 317.236.7327 or via email to sharmeyer@archindy.org

ARCHDIOCESE CENTRAL PAYROLL

2005-06 Wage Increase Information

To enter changes on the web:

In order to ensure that your employee's pay updates are not changed before the desired effective date, please refer to the following chart for assistance. Do not enter data outside of this window.

<u>Desired Effective Date</u>	<u>Web Data Entry From / To</u>
7/15/05	6/30/05 thru 7/8/05
7/29/05	7/15/05 thru 7/22/05
8/15/05	7/31/05 thru 8/8/05
8/31/05	8/15/05 thru 8/23/05
9/15/05	8/31/05 thru 9/7/05

In order to help payroll keep track of who has finished entering their 2005-06 wage data, please let your Payroll Specialist know when all data entries are complete. (You may also send an email to www.payrollproblems.org.) Once payroll knows that all entries have been completed, the transactions will be released.

This is one time of year that locations think about pay related information for *all* employees. Please use this opportunity to review and/or change more than employees' wage amounts, such as...

- Auto pay - yes or no
- Scheduled hours
- Full time or Part time
- Department

Safe Environment Annual Continuing Education Requirements

The Charter for Protection of Children adopted by the U.S. Bishops in June of 2002 requires that everyone who has regular contact with children in Church ministry must participate in safe environment training. *Some ministry locations require all staff to participate in the program, whether they have regular contact with children or not.*

The Virtus Corporation, through their website www.Virtus.org, provides continuing education to those who have completed the awareness training. Those who have regular contact with children **must** register on this website and complete specific requirements each year, as do many people who are not in regular contact with children. If you have any questions about this policy and its requirements, please contact Suzanne Yakimchick, Chancellor of the Archdiocese, at syakimchick@archindy.org or 317.236.7325 or 1.800.382.9836 ext. 7325.

Property Insurance Costs and Plan Changes

The final numbers are in for the 2005-2006 property insurance renewal. We have generated a slight savings over last year. The following rates and deductible charges will revise the suggested budget guidelines issued earlier this spring.

Church Property:

Property Insurance	\$3.13/\$1000 building value
Property Assessment	\$1.79/\$1000 building value

School and Agency ;

Property Insurance	\$4.92/\$1000 building value
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The property deductible will change to \$2,500 per claim.

Student Accident Insurance \$4.25/student

Workers Compensation rates are reduced to the following:

Clerical and clergy	0.27/\$100 of annual salary
Maintenance and kitchen	2.67/\$100
Drivers	3.41/\$100
Cemetery workers	3.38/\$100

Indiana Department of Revenue Audit of Parishes

A few parishes have had unannounced inspections by the Charity Gaming Division of the Indiana Department of Revenue at bingo events. Please be aware that parishes may be subjected to a similar audit/inspection and be sure to keep proper documentation on hand in the event that this should happen. If your parish is audited or contacted by the state regarding an upcoming audit, please be sure to notify the Office of Accounting Services.