

THE OAS MESSENGER



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ACCOUNTING SERVICES

Parish Annual Financial Report For the fiscal year ending June 30, 2009, the Parish Annual Financial Reports will be submitted using the online survey format. An e-mail link to the survey and instructions will be sent to the person at each parish that submitted the report last year. The instructions will **NOT** be sent by regular mail. All documents will be available online.

The e-mail containing the link and the instructions will be sent out later this month. If you would like to be included in the e-mail distribution list, please contact Abbey Kirchner at akirchner@archindy.org.

St. Francis Xavier Home Mission Grants for 2009 As you are aware, the funding for Home Mission Grants comes from two sources: 1) Annual distribution from the St. Francis Xavier Home Mission Endowment Fund and 2) Overages from the United Catholic Appeal donated by the parishes back to Home Missions. Unfortunately this year, due to reduced funding from the United Catholic Appeal and a reduction in the endowment earnings suffered as a result of the overall market conditions, we are unable to offer Home Mission Grants for 2009. While there is very limited funding available in 2009, the funding level does not warrant the time and expense required to conduct the full grant process. The funding amount for 2009 will be added to the process for 2010 and we intend to be able to make more meaningful grant awards at that time. We apologize for any inconvenience this may have caused. If you have any questions, please contact Stacy Harris at sharris@archindy.org or 317-236-1535.

Minimum Wage Increase The federal minimum wage will increase to \$7.25 per hour for all nonexempt workers effective **July 24, 2009**. It is imperative that all nonexempt employees receive this wage level, please ensure appropriate adjustments are made to affected persons.

E-Giving As technology progresses, a new trend of giving to the church is rapidly replacing the long-standing tradition of the weekly collection basket at Mass. Even with the current recession, parishes are seeing a growth in financial stability by electing an electronic giving program. Data shows that some parishes have experienced a 30 percent increase in giving when they elect some form of electronic giving. Though the Archdiocese currently does not endorse a particular vendor, we do encourage new and creative ways to boost giving. Below is a list of vendors that offer such programs. If you currently use a vendor other than what is listed, contact accountingservices@archindy.org, and let us know so we can include them in future listings.

- <https://www.egsnetwork.com/> -- EGS networking
- <http://www.smartpaymentsolutions.com/> -- SPS
- <http://www.networkforgood.org/> -- Network for Good
- https://www.vancoservices.com/secure/vanco_login.htm -- Vanco
- <http://www.e-tithes.com/> -- e-tithes
- <http://www.etransfer.com/> -- Etransfer
- <http://www.egive-usa.com/> -- egive-usa
- <http://www.logoscms.com/> -- Logos
- <http://www.faihdirect.net> -- Faith Direct
- <http://www.parishpay.com> -- Parish Pay

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.

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HUMAN RESOURCES

Whistleblower Policy Did you know the Archdiocese has in place a Whistleblower Policy? We have recently established the Whistleblower Policy to assist us in ensuring the funds we receive will benefit the people we serve and to protect our financial and physical assets from misuse. The policy which is located at <http://www.archindy.org/finance/parish/forms.html> describes the types of misuse and reportable conditions as well as how incidents can be reported. We have engaged Ethicspoint Hotline, an independent company, which allows concerns to be anonymously reported via a telephone call (1-888-393-6810) or via the internet by simply visiting the following website: www.archdioceseofindianapolis.ethicspoint.com.

We also encourage the policy to be posted around the parish, school and agency in places where employees and members gather.

RISK MANAGEMENT

Child and Day Care Inquiry If you currently have any child and/or day care programs set up at your parish/agency, please contact Mike Witka, Director of Risk Management, at mwitka@archindy.org.

Q & A

Q. Where do I find the federal tax exemption letter?

A. The 2008 501(c)(3) Group Ruling is available on the OAS website at <http://www.archindy.org/finance/parish/forms.html> under 'Group Ruling- 501(c)(3) Federal Tax Exemption Letter'. This letter states that all organizations listed in the 2008 edition of the Official Catholic Directory are exempt from federal income tax.

Q. Where can I locate the new ADLF withdrawal forms?

A. You can locate the new form online at <http://www.archindy.org/finance/parish/forms> and remember to keep faxing your requests to our ADLF fax number 317-592-4035

IMPORTANT: Attached is a letter from Todd Rokita, Indiana Secretary of State, regarding follow up on a recent scam.

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.



Office of Indiana Secretary of State Todd Rokita

Dear Indiana Business:

I feel it is important to follow up with you on the actions taken by my office to address the deceptive letters many Hoosier businesses have received over the past several months. The letters come from "Indiana Corporate Compliance Business Division." They attempt to secure a \$125 or \$150 payment in exchange for processing a company's annual minutes. As we previously communicated to you, despite the fact these letters are made to appear as though they come from an official government source, they are a hoax and should be ignored.

In a multi-state investigation, my office tracked down the individuals behind these letters. Aaron V. Williams of Las Vegas and a Lisa Diane Brown of California are affiliated with several businesses including "Indiana Corporate Compliance." The results of the investigation were shared with Indiana Attorney General Greg Zoeller, who recently filed a complaint against Williams, Brown and their businesses.

If the state prevails, these individuals could receive fines of over \$1.5 million and be barred from doing business in Indiana. I will also continue to work with law enforcement agencies to pursue possible criminal action against these individuals.

If you have not done so already, please get in touch with our Business Services Division at (317) 232-6576 if you believe you are a victim of this scam.

Corporate images now available online for free

I am also pleased to let you know you can now access your corporate documents, business filings and any additional registrations on file with our Business Services Division instantly and free of charge through the INBiz portal found on our Web site: www.sos.in.gov/business. You will also be able to find more than 6.5 million images of business filings that date back to the 1800s for other active businesses.

Government should always use technology to drive down costs and increase access for taxpayers. I am proud of my staff's work and the culture we have created here at the office of the Secretary of State to meet, and often exceed, the efficiency standards that are in place in the private sector.

Sincerely,

Todd Rokita
Indiana Secretary of State
