



# The OAS Messenger

May 2007

The Catholic Center will be closed on Monday, May 28, 2007 in observance of Memorial Day.

## 2007 FMDC

Thanks to those who attended the 2007 Fiscal Management and Discipleship Conference on May 3rd. We had over 90 registrants! We look forward to the next successful conference.

## Bookkeeper Training Workshops

Two bookkeeper workshops are scheduled for June. The General Accounting session will cover general accounting procedures and topics related to parishes. The main topic for the June session will be budget preparation. Archdiocesan policies, charity gaming, payroll, and human resource topics will be addressed at both sessions.

### Budget Session

June 6, 2007  
St Bartholomew  
1306 27th St  
Columbus, IN 47201

### General Accounting

June 20, 2007  
Catholic Center  
1400 N Meridian St  
Indianapolis, IN 46202

Contact Sarah Harmeyer with questions or to register at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or 317-261-3376.

## Summertime Payroll Due Dates

Please review the dates timesheet and employee add/change/delete information is due to Central Payroll during the upcoming summer months. If staff summer vacations affect your ability to timely submit payroll information, please make arrangements for backup support. Also, inform Central Payroll if there is a change in the local contact for a particular pay period. The 2007 Payroll Calendar is available at the website at <http://payroll.archindy.info>.

## Tax Deduction for Pre-School?

Tuition for costs of daycare for children is generally tax-deductible. Daycare or Daycare Ministry is roughly defined as providing care for a child for more than 20 hours per week. Often, daycare includes a preschool component. Our preschools that are attached to elementary schools and meet two or three half-days per week do not meet the legal definition of daycare and are not eligible to register as Daycare Ministries or Licensed Daycares in Indiana, but have other requirements that must be met as part of state school accreditation. The tuition for these preschool programs is NOT tax deductible for the parents.

## St. Francis Xavier Home Missions Grant July 2007 Applications

The Home Mission Grant was established in the name of our patron saint, St. Francis Xavier. The Fund is made up of monies collected over and above our parishes' United Catholic Appeal goal that parishes directed to Home Missions. It is a grant where the proceeds are allocated each year to Home Mission parishes and schools. A Home Mission parish or school is one with emergency needs that cannot make it on their own and are vital to the mission of the Church. The funds are allocated to the various Home Mission parishes and schools through an application process.

**\*\*\*\*Additional 2007 Funding available\*\*\*\***

**New for the 2007 Application process is the addition of \$150,000 in distributions from the newly formed Growth and Expansion Endowment Fund.** These additional funds, for this initial distribution year only, will be available for growth and expansion projects/initiatives at our Home Mission parishes. These funds will be distributed as part of the Home Mission Grant process for this year only. All applications received will be evaluated under either the Home Mission criteria or the Growth and Expansion criteria.

Applications for the July 2007 Home Mission Grants and Growth and Expansion Funds are due in the Vicar General's Office by Friday, May 25, 2007. (**Note one week extension due to the additional funds available**) Applications are available on line at <http://www.archindy.org/finance/>. For further information, please contact Stacy Harris by e-mail at [sharris@archindy.org](mailto:sharris@archindy.org) or by phone at 317-236-1535 or 1-800-382-9836 ext. 1535.

## Budget Guidelines

The 2007-2008 budget guidelines and supporting documents are now available at <http://www.archindy.org/budget>, and are due June 15, 2007.

**If you have any questions with budget preparation, please contact Sarah Harmeyer in the Office of Accounting Services at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or call 1-800-382-9836 ext. 3376 or 317-261-3376.**

**If you require assistance with financial concerns when preparing the budget, please contact Michael J. Witka, Director of Parish Financial Services and Risk Management at 317-236-1558 or [mwitka@archindy.org](mailto:mwitka@archindy.org)**

## Automated Church System (ACS) Training

ACS Technologies is offering a training session this summer in Indianapolis. Visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1-800-669-2509 for registration information.

### Training Location Information

July 16-20, 2007  
Life Point Church  
8540 Combs Road  
Indianapolis, IN 46237  
317-881-4010