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The Catholic Center will be closed **Thursday, November 26<sup>th</sup>** in observance of Thanksgiving Day. On **December 3<sup>rd</sup> and 8<sup>th</sup>**, the Catholic Center will close at 1:00 p.m. in observance of the feast of St. Francis Xavier and the feast of the Immaculate Conception.

## ACCOUNTING SERVICES

**\*DUE NOVEMBER 15TH\* State Form NP-20** Indiana law requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report, **Form NP-20**. This form is very brief and is **due November 15, 2009**. If you do not receive a form in the mail from the State, please contact the Indiana Department of Revenue's Nonprofit Section at (317) 232-2188 or forms are available online at <http://www.in.gov/dor/3506.htm> under the Nonprofit section. If you have any other questions, please email [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

**2009 501(c)3 letter** The 2009 501(c)3 tax exempt letter, the document needed to prove tax exempt status, is available on our website at <http://www.archindy.org/finance/files/parish/general/2009GroupRuling.pdf>

**2010 Growth and Expansion Grants Now Available!** The Archdiocese of Indianapolis Growth and Expansion Fund was established to provide financial support to parishes, schools and agencies of the Archdiocese to grow or expand their ministries, which are vital to the mission of the church. The Growth and Expansion grants will be awarded through an application process. Applications are available now and will be accepted through **Friday, November 13<sup>th</sup>** and distributions will be made in January 2010. Application and the award criteria are available on the archdiocesan website at [www.archindy.org/finance](http://www.archindy.org/finance). Please direct all questions to Stacy Harris at 1-800-382-9836 ext. 1535 or via e-mail at [sharris@archindy.org](mailto:sharris@archindy.org).

### **Month End Payroll and Assessment Withdrawals**

**November** - Payroll and Assessment will be withdrawn on **Monday, November 30<sup>th</sup>**. \*\* All requests for adjustments to these withdrawals must be sent to Jeanette Walker ([jwalker@archindy.org](mailto:jwalker@archindy.org)) by **5:00 p.m. on Tuesday, November 24<sup>th</sup>**.

**December** - Payroll and Assessment will be withdrawn on **Thursday, December 31<sup>st</sup>**. \*\* All requests for adjustments to these withdrawals must be sent to Jeanette Walker ([jwalker@archindy.org](mailto:jwalker@archindy.org)) by **5:00 p.m. on Tuesday, December 22<sup>nd</sup>**.

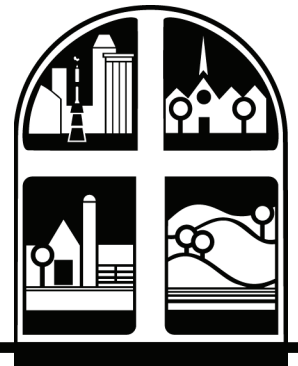
**SCRIP Progress** We continue to research applicable SCRIP policies and procedures. We are working with our archdiocesan attorneys and others familiar with the program to evaluate our policies and update for any necessary changes. Because we have not yet finalized a recommended policy, we advise that no significant changes be made to current handling of scrip programs at your schools. We will provide further information as it is available. Thank you for your patience.

## HUMAN RESOURCES

**2010 403(b) Guidelines** The 403(b) plan contribution limit for 2010 is \$16,500, which is the same as it was in 2009. Changes in plan limits depend on changes in the cost-of-living index. Since the cost-of-living index actually declined, plan limits will remain the same. The catch-up contribution limit will also remain at \$5,500. For more information on how to update your contribution amounts, please contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org).

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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## INTERNAL CONTROL TIP OF THE MONTH

**Internal Control Fundraisers** Controls over fundraising are very important, as a large sum of income can be generated from fundraising activities. Therefore, all entities should follow the controls set in place by the Archdiocese to help minimize high risk areas during highly vulnerable times. All entities should have approval for all fundraising events. Entities should deposit and disburse proceeds out of the parish checking account, unless the event is charity gaming related, in which case further controls are required. At least two people should be present during cash counting and all proceeds should be deposited as soon as possible. All appropriate Federal and State forms (W-2G's) must be calculated and filled out on any fundraising winnings.

For more information regarding this control and to view other internal controls, please visit our website at <http://www.archindy.org/finance/parish/forms.html> and view the "Parish Internal Control and Assessment" and "Internal Control" sections.

## Q & A

**Q.** Did you know the Archdiocese has a rental car contract with Enterprise Rentals, with discounted rates?

**A.** If not, you can find more information and instructions on how to request a car online at <http://archindy.org/finance/files/parish/general/HOW%20TO%20book%20with%20Enterprise%20Rent-A-Car.pdf>

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](mailto:accountingservices@archindy.org).