

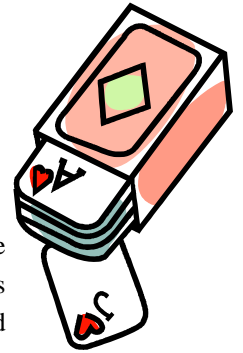
ARCH SUPPORT

Issue 70

November, 2006

From the Auditor's Desk . . .

ACHIEVING SUCCESS AND HARMONY IN CHARITABLE GAMING



Charitable gaming is an important revenue-producing vehicle for many parishes and schools in our Archdiocese. Created by the Kentucky General Assembly in March 1994 in the public interest, charitable organizations are authorized to raise funds for legitimate charitable purposes. Coincident with the

above, the Department of Charitable Gaming (now called the Office of Charitable Gaming, i.e., OCG) under the Public Regulation and Protection Cabinet was established to license and regulate all charitable gaming in Kentucky.

Listed below are the key guidelines for parishes and schools to conduct legitimate charitable gaming endeavors and to maintain harmonious relations with the OCG.



STAY UP TO DATE

Become familiar with and visit often the OCG website at www.ocg.ky.gov. It is very informative with regular updates, newsletters, staff listings, licensed vendors and law changes.



FILE REPORTS ON TIME

Quarterly reports (complete with all attachments) are due by the end of the month following the end of the quarter. File for special license as soon as possible. Remember you cannot advertise an event or collect funds until you have received the special license.



PROVIDE AND SEEK TRAINING

Ensure that all volunteer chairs are adequately trained. The OCG conducts training sessions on the first Tuesday of every month at its Frankfort office.

ANSWER ALL OCG CORRESPONDENCE PROMPTLY

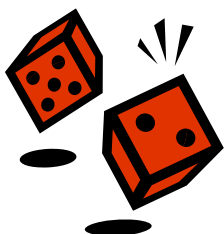


Most questions and correspondence have a time period on a response. If you are going to be away from the office, ask the person checking your mail to call the OCG and advise that you are away and will respond once you return to work.



UNDERSTAND AND MONITOR THE 40% RULE

Check your percentage each quarter.



CONCLUSION: The Office of Charitable Gaming is the oversight body designated by the statute to ensure compliance with the regulations by all licensees to prevent fraud. Good relations between the licensees and the OCG are mandatory for the ultimate success of charitable gaming in Kentucky. Also, don't hesitate to call Phylliss Wilkins at the Chancery Finance Office if you have questions or problems.

Hiring and Terminating Employees

For a number of years, it has been policy to inform the Archdiocesan Personnel Office prior to terminating any employee for cause or through a job elimination. Our liability insurance carrier requires this notification and review. Judy Thomas can assist supervisors with implementing the steps necessary for terminations to be lawful.

In addition, please contact the personnel office prior to hiring any person who was previously employed by another parish or agency in the Archdiocese. We sometimes have information about past employee performance that can be provided as a part of the reference check process.



2007 BENEFIT ENROLLMENT

Forms are due no later than **November 30th**. Send to the attention of Candy Wittenauer, Chancery Personnel Office.

In addition to reviewing all 2007 Benefit Enrollment Forms, review all information being sent to the insurance carriers. Make sure that you parish subgroup number is on all forms and applications. Incomplete and inaccurate applications delay processing and coverage for your employees.

Workers Compensation Update

According to our policyholder, KESA, records, the total incurred for the 2006 workers compensation claims amounts to \$86,026. The number of open claims is 26.

When there is a work related accident or illness, all claims are to be submitted to KESA and to CORE Risk Services. If submission to KESA is made via the Internet, please alert Mary Ellen or Marty at CORE Risk Services. For adequate monitoring and processing of these claims, it is necessary for CORE Risk Services to have these records.

The IA-1 form, the First Report of Injury, must be completed by an employee in charge **NOT THE INJURED EMPLOYEE**. This person may be a supervisor, principal, cafeteria manager, business manager, bookkeeper, etc. The report should be filed within 24 hours of the injury.

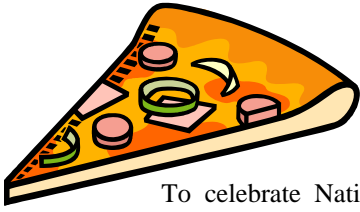


Catholic Mutual Insurance Premiums



The Catholic Mutual property and liability coverage premiums **MUST BE PAID** on a monthly or quarterly basis and be paid in full by June 30, 2007 to ensure full insurance coverage is in effect.

FOOD SERVICE NEWS



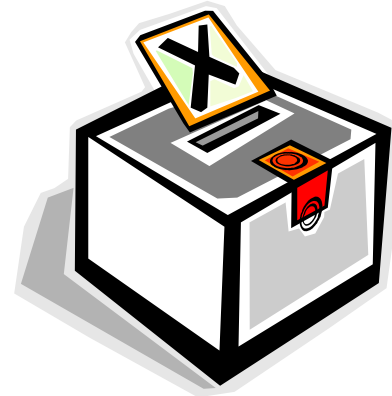
National School Lunch Week

To celebrate National School Lunch Week (NSLW) and the theme "Vote for School Lunch", the following schools participated in a week of fun and encouraged the election process.

- ✓ Students at John Paul II Academy enjoyed a skit put on by the principal and cafeteria manager. The cafeteria was decorated with large pictures of the candidates and the benefits of eating that particular food. Pete Pizza was chosen as the favorite school lunch from the ballots tallied from the student votes.
- ✓ The students at Notre Dame Academy began the celebration with "Bring Your Family to Lunch Week", and had over 200 parent guests eat during that week. The students voted for their favorite school lunch on line as well as a paper ballot. Pete Pizza was chosen as their favorite school lunch. Prizes were given to those students who had a sticker on the bottom of their lunch tray. The cafeteria and school halls were decorated with voting signs encouraging the students and teachers to vote. During morning announcements, the 7th grade students portrayed each candidate by reading from a script provided by School Nutrition Association NSLW. Everyone enjoyed being involved.
- ✓ St Albert the Great encouraged the students to Vote for their favorite lunch during computer class, which the students enjoyed voting on the website. The cafeteria personnel decorated the school and cafeteria halls with candidate advertisements. Prizes were given away throughout the week. Six of the students announced the election results during the morning announcements on Monday after the election. The students agreed, "This was the best National School Lunch Week ever!"
- ✓ The students at St Bernard participated in NSLW by encouraging all students to vote for their favorite lunch on the website during the computer class.
- ✓ St Raphael hung National School Lunch Week posters and patriotic decorations carrying out the red/white/blue theme. The cafeteria manager made a video of the students who wrote and performed commercials, game shows and debates. On Friday, the students celebrated with an Inaugural Ball, complete with balloons and a DJ.
- ✓ St Nicholas Academy North decorated the cafeteria with candidate posters. The students were able to vote on-line as well as with paper ballots. To celebrate Pete Pizza's win, the students received a special treat, Fire Cracker Popsicles.

Mark Your Calendar for the 2006/2007 school year!!!

<u>Date</u>	<u>Event</u>
November 16	Chapter Meeting, St. Albert the Great, 2:30 PM
November 27, 28	DOD Delivery
December 4, 5	DOD Delivery
January 2, 3	DOD Delivery
January 9	Manager Meeting, 2:30-4:30 PM, St James/E-town
January 10	Manager Meeting 2:30-4:30 PM Maloney Center
March 5-9	National School Breakfast Week "A World of School Breakfasts"
March 13	Manager Meeting, 2:30-4:30 PM St Aloysius/Shepherdsville
March 14	Manager Meeting 2:30-4:30 PM Maloney Center



Here are the National results of the election compared to results in Kentucky:

	National Results	Kentucky Results
Pete Pizza	42%	45%
Ricky Chicken	20%	24%
Rocco Taco	18%	14%
Heddi Spaghetti	11%	10%
Sally Salad	9%	7%

Plastic Bottle Milk

Trauth has introduced milk in half-pint plastic bottles, cost \$0.25 each. They will be available the week of November 27th. St Gabriel has decided to offer the students the plastic bottles instead of cartons. Brenda, the cafeteria manger at St. Gabriel, plans on having an art contest with the plastic milk bottles. Students will be asked to take home the milk bottle and create something with it such as a train or truck, or wherever their imagination takes them. Prizes will be awarded for creativity, color usefulness, etc. Great idea, Brenda, way to think outside the bottle!



SAVE THE DATE!

SNA's Annual National Conference (ANC) ANC Chicago, **July 15-18, 2007**: the school nutrition event of the year.

LEARN, NETWORK and HAVE FUN at ANC CHICAGO;

EXPERIENCE Chicago's attractions, restaurants and hotels at affordable prices

LEARN from over 80 educational sessions

SAMPLE and taste new products from over 800 exhibits

GAIN concrete ideas you can use every day and a lifetime of friendships

For your chance to win a **FREE registration**, visit

www.schoolnutrition.org/anc

Baked Sweet Potato and Apples

Yield: 100 servings, 1/2 cup servings

2-#10 cans	Apples, canned sliced
3-#10 cans	Sweet potatoes, canned, cut, drained
1 1/2 quarts	Brown Sugar, packed
1 1/2 Tbsp	Salt
1 1/4 cup	Butter or Margarine
1 cup	Water

1. Place layer of apples in each of 4 greased pans – 12x20x2 inches; cover with a layer of sweet potatoes.

2. Sprinkle with sugar and salt, dot with Butter or Margarine.

3. Repeat steps 1 and 2.

4. Add about 1/4 cup of water to each pan.

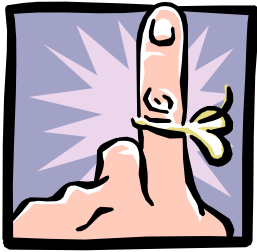
Bake at 350 degrees for 1 hour.

VARIATION: Baked Sweet Potatoes and Pineapple – Use 3- #10 cans pineapple, crushed, drained in place of apples. Follow basic recipe.

National School Lunch Program A.D.P. HONOR ROLL

A Job Well Done, the following managers more than did it—they did it great! For the month of **September 2006**, the following programs met or exceeded the average daily participation system average of **78%**. Keep up the good work!

99%	Carolyn O'Daniel – St Augustine
99%	Debbie Durbin – St Catherine
93%	Yvonne Miles – Nativity Academy
92%	Pam Stober - Holy Family
89%	Sue Fuller - Immaculate Conception
88%	Charlotte Hamilton – St Dominic
87%	Janie McNeill – Notre Dame Academy
84%	Gwen Wheatley – St Nicholas North
83%	Donna Schall - St. Stephen Martyr
81%	Melanie Wafzig - St. Athanasius
80%	Debbie Smelson – St Nicholas South
79%	Mickie Wheatley - St. Gregory
78%	Pam Tharp - St. Leonard



1099-MISC . . . must be provided to independent contractors paid \$600 or more who provided services to the parish, schools or cemeteries.

W-2Gs . . . you must send Copy A of all W-2Gs to the IRS with Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Instructions for completing Form 1096 are detailed on the Form 1096.

W-2s and 1099s . . . It's that time of the year! Time to get your order in to prevent any delay in getting this calendar year and process completed.

**FLEX
SPENDING
ACCOUNTS**

Please remind your employees that to be reimbursed from the 2006 Flex Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2006 and requests must be received by the Chancery Finance Office (attention: Phyliss Wilkins or Amanda Combs) by February 28, 2007. Amounts remaining in the accounts after the February 28th requests are processed will be forfeited.

Copies of the 2006 Child and Dependent Care Reimbursement Request and 2006 Health Care Reimbursement Request are available on the Archdiocese of Louisville website. Go to archlou.org, click on The Archdiocese, click on Publications and look for Resources.

**Archdiocese of Louisville
Financial Policies and Procedures**

The updated polices are available on our website. Go to the archlou.org website and click on "The Archdiocese" and then select "Policies," click on Financial Policies and Procedures. Please make sure updated copies are supplied to your Finance Council.

PDS Training Schedule

~ ONLINE ~

- Church Office Year-End December 12
- Grade Entry-Report Cards-Interface December 13
- Year End for Ledger & Payroll (W-2s and 1099s)..... December 14

Visit www.parishdata.com for a complete list of training as well as other product and services information.

THE QUOTE: "There is no stigma attached to recognizing a bad decision in time to install a better one."

Laurence Peter



ARCH SUPPORT ON THE WEB!

To read the newsletter online or print additional copies, go to the archdiocesan web site

www.archlou.org

Click on “**The Archdiocese**”, click on “**Publications**.” This latest edition will be available as well as issues from the last two years.

Also available on the website:

2006 bvc Health Care and Dependent Care Reimbursement Forms

Click on “**The Archdiocese**”, click on “**Resources**”. Double click on the form and print.

ARCH SUPPORT

Archdiocese of Louisville
Finance Department
P.O. Box 1073
Louisville, KY 40201-1073

UPCOMING MEETINGS

Mark your calendar

DECEMBER ARCH SUPPORT MEETINGS

Tuesday, December 5th
10:00 AM – Noon
St. Joseph Parish Office – Bardstown

Wednesday, December 6th
10:00 AM – Noon
Maloney Center

Thanks from the Chancery Finance Office

As another year comes to an end, we want to take this opportunity to thank the parish bookkeepers, business managers, and cafeteria managers and workers for your cooperation and hard work. Together we have made great strides and we will continue to work for a better future.

From all of us in the Finance Office . . .

Happy Thanksgiving

Have a very Blessed Christmas

and

A New Year Filled with Peace