

ARCH SUPPORT

Issue 72

May, 2007

AUDITORS/ANALYSTS

Can Finance Council Members Help Prevent Fraud?

Most finance council members may believe they don't have the time or the resources to help prevent fraud from occurring at their parish or school. But they probably know more and can do more than they think. As a finance council member they should be doing the following:

- ✓ Help prepare and/or review annual parish and school budgets
- ✓ Review monthly financial reports
- ✓ Read the weekly parish bulletin
- ✓ Attend parish and school fundraising events and activities
- ✓ Talk to and interact with other parishioners

Being familiar with the parish budget means they know the major sources of income to the parish and school and what expenses are expected. If the monthly financial reports show income or expense that is significantly different from the expected or budgeted amount, they should ask why. Reading the weekly bulletin or school newsletter, attending parish and school events and talking with other parishioners and school families gives them a sense of what is going on in the parish or school and whether all activities are being reflected in the parish and school financial statements. If you know the festival normally makes \$60,000, but only \$30,000 is reported, they should ask why. It could be that some festival funds weren't transferred yet, were miscoded, bad weather caused a decline in receipts or maybe the funds were misused.

To be better prepared in preventing fraud, read the Archdiocese of Louisville Financial Policies and Procedures Manual. As noted in the manual, an Audit Committee should be formed to review parish or school financial records during the period between archdiocesan audits. For questions or additional information, contact the Finance Office at the Chancery.



Sacramental Records

A parish recently questioned the required method for recording parish sacraments. Our Canon Lawyers have advised that Cannon Law

does require parishes to maintain a paper registry of sacramental records. It can be in addition to an electronic format, but the paper record is the official record. The paper record can be transferred to microfilm for archiving purposes.

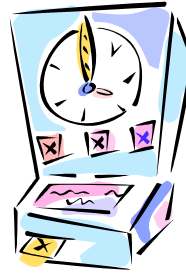
FAITH IN MISSION

Parish histories in celebration of the 200th anniversary of the Archdiocese of Louisville

Parishes will be selling these books during the celebration of the 200th anniversary of the Archdiocese of Louisville. Record income and expenses in a fund raising account (1300 range) as the income from the sales of this book will not be shown as assessable income. If you have any questions, e-mail Phylliss Wilkins at pwilkins@archlou.org or Marda Weakley at mweakley@archlou.org

Summer Hours

Once again, Archdiocesan agency office hours will be adjusted for an eleven-week period this summer. Effective Monday, June 4th and continuing through Friday, August 19th, each department will extend their workday by 30 minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM. The Chancery and Maloney switchboards will remain open on Friday until 4:30 pm.



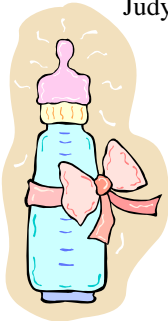
Flex Accounts – Health Care and Dependent Care Reimbursement

Please copy the enclosed information sheets on Flex Accounts and distribute to your employees.

401K Access Authorization

The Plan Administrator Executive, Judy Thomas, for the 401K plan must be notified when there is a change in the person who is responsible for entering payroll contributions and salary deferrals for the 401K plan. All bookkeepers/business managers must have access authorization from Judy Thomas. Notify her if you are newly hired in your position as bookkeeper or business manager so that access can be set up. You can reach

Judy at 502-585-3291, ext. 1152 or e-mail at jthomas@archlou.org



Congratulations to Marda and Daniel Weakley on the arrival of Adam Ray Weakley, born March 15th, 5 lbs. 12 ounces. Marda is Assistant Controller for the Chancery Finance Office and we welcomed her back to work on April 30th.

HUMANA

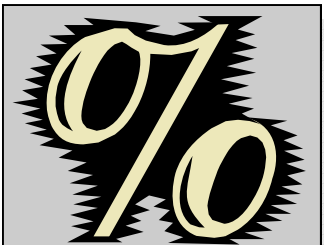
When reporting a termination by e-mail or submitting a Humana Change Form to Julie Hack at Humana, please specify whether the termination is for health, dental or both health and dental. Also, the April billing was the first for Humana dental since new procedures have been instituted. Please check and verify your dental billing carefully. If you have any questions, contact Candy Wittenauer at 502-585-3291, ext. 1159 or cwittenauer@archlou.org

REMINDER: YEAR END IS CLEANUP TIME

June 30 is the end of the fiscal year. As parish bookkeepers close the books and prepare annual reports, they need to redouble their efforts in order to ensure the accuracy of year end account balances on their balance sheets. Use the following questions as a checklist before closing the June 30, 2007 year end.

- ? Do accounts receivable and inventory balances agree with the underlying details?
- ? Are savings accounts in balance with year end statements from the Chancery? Has all interest income been recorded?
- ? Have all fixed asset purchases been capitalized to the appropriate fixed asset accounts?
- ? Are payroll tax accruals and payroll withholding balances correct?
- ? Do loans payable agree with lender statements? Have interest and principal been allocated accurately throughout the year?
- ? Do restricted fund balances agree with the related assets and liabilities?
- ? Have all necessary adjusting journal entries been made?

Year end is the ideal time to “cleanup” your balance sheet. Annual financial statements receive more scrutiny than at any other time during the year. So, step back; take the time to review all of your balance sheet accounts. Make any necessary adjustments (the income statement is now accurate!) Start the new year with a “clean” balance sheet.



Interest Rates for the Deposit and Loan Fund (effective January 1, 2007)

Savings Account
interest rate
4.90%

New loan interest rate
7.40%

Parish/Cemetery
Endowment interest rate
6.40%

FOOD SERVICE NEWS

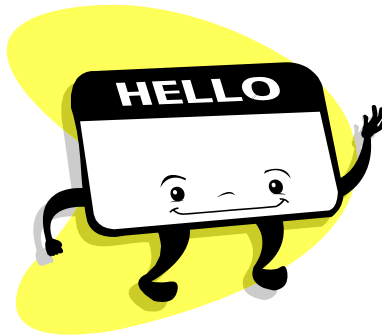
Dates to Remember

<u>Date</u>	<u>Event</u>
June 25-27	KY School Nutrition Association Conference, Galt House, Louisville Kentucky
July 15-18	School Nutrition Association Conference Chicago, Illinois

SNA CONFERENCE

Representing the Louisville Archdiocese at the Annual National School Nutrition Association Conference in Chicago in July are;

- St. Albert the Great
- St. Athanasius
- St. Raphael
- Holy Spirit
- Our Lady of Lourdes
- Notre Dame Academy
- John Paul II Academy
- St. Stephen Martyr
- Holy Trinity
- Central Food Service



CHARGES

Make sure you get your charges collected before school end. Follow up is important!

KSNA CONFERENCE

The following programs will be represented at the State School Nutrition Association Conference at The Galt House and Louisville Convention Center in June:

- Ascension
- Assumption High School
- Bethlehem High School
- Central Food Service
- Holy Spirit
- Holy Trinity
- John Paul II Academy
- Mother of Good Council
- Notre Dame Academy
- Our Lady of Lourdes
- St. Albert the Great
- St. Aloysius, Pee Wee Valley
- St. Catherine
- St. Edward
- St. James, Louisville
- St. Joseph, Bardstown
- St. Nicholas North
- St. Patrick
- St. Stephen Martyr
- St. Raphael
- St. Rita

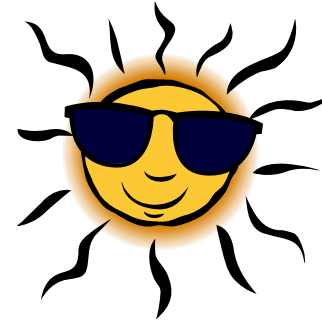
We will have 20 schools represented, with 29 employees attending.

This is a great opportunity for those who are not yet certified to get started.

All attending should keep track of the classes you attend. Make sure you sign in when you arrive at the conference to be sure you get credited for attending.

National School Lunch Program Average Daily Participation Honor Roll

90%	St. Catherine	Debbie Durbin
90%	Immaculate Conception	Sue Fuller
90%	St. Nicholas North	Gwen Wheatley
89%	Notre Dame Academy	Janie McNeill
88%	St. Dominic	Charlotte Hamilton
86%	St. Anthanasius	Melanie Wafzig
85%	Holy Family	Pam Stober
83%	St. Nicholas South	Debbie Smelson
83%	St. Edward	Dolly Krebs
80%	St. Gregory	Mickie Wheatley
80%	Ascension	Betty Bramer
79%	St. Leonard	Pam Tharp
78%	St. Albert	Sharon Grider
78%	St. Stephen Martyr	Donna Schall
78%	St. Joseph Bardstown	Sue Ann Rogers
77%	St. Bernard	Jennifer Ellis
77%	St. James E-town	Mary Alice Riley
77%	St. Michael	Dana Hart
76%	St. James Louisville	Dorothy Woodard
76%	At. Aloysius PWV	JoAnn Schweitzer
76%	St. Gabriel	Brenda Bierly
76%	Holy Spirit	Lisa Hulsman
75%	John Paul II Academy	Mary Schneider



SUMMER WORK

D2 State Claim for Reimbursement and inventory is due the 10th of every month.

Fax copies cannot be submitted.

Submit by e-mail, drop off at Chancery or mail.

Temperatures must be taken daily.

**HAVE A SAFE AND ENJOYABLE
SUMMER !**

INVENTORY

The following schools have excess commodities, if you would like to have them give them a call;

Donna at St. Stephen Martyr has pork roast and chicken	635-6895
Lisa at Holy Spirit has turkey deli, turkey ham, and pork roast	893-7700
Janie at Notre Dame has pork roast, ham and fajita meat	448-7556
Anne at Holy Trinity has pork roast, salsa, refried beans, ham, diced chicken beef patties and fajita meat	897-2785
Joyce at Our Lady of Lourdes has fajita meat	893-3628

The following schools would like to have these item's if you have some to spare please call them;

Pam at Holy Family wants peanut butter, salsa, oil and cheese	458-4531
Lisa at Holy Spirit wants peanut butter and cheese	893-7700

Feel free to contact other managers and transfer product within the school system, let's get those inventory numbers down.



We're rolling out the red carpet to Welcome Sandra Salce!

The Finance Office welcomed Sandra to their staff in January. Sandra and her family moved to Louisville from the Washington, D.C. area where she worked in the Finance Office at the Archdiocese of Washington, D.C. for 14 years. Join us in welcoming Sandra to our staff.



SAFETY HINT

The "ICE" (i.e. In Case of Emergency) campaign encourages people to enter an emergency contact number in their cell phone's memory under the heading "ICE". This contact information will allow paramedics and police officers the ability to contact the designated relative/next-of-kin in the event of emergency.

CATHOLIC MUTUAL

Insurance and Risk Updates

Something to think about –

If your church or rectory experienced a fire loss or was burglarized, do you have sufficient coverage to replace all the damaged or stolen items?

In both cases, Catholic Mutual Group provides replacement cost coverage for all real and personal property owned by the parish – subject to a \$1,000 deductible.

However, did you know that certain items are not covered for their replacement value? Items such as statuary, paintings, fine arts, tapestries, antique furniture, rare books, antique silver, and other articles of historic value or artistic merit are only covered for their actual

cash value. This means the replacement cost of the property at the time of loss, less depreciation.

The good news is that these items can be fully protected for their economic value by scheduling the items on your Catholic Mutual policy. The benefit of scheduling the above items is that it establishes their value prior to a loss occurring.

All that is needed to schedule your property is a photograph of the item and a professional appraisal. Depending upon the type of property involved, it may also be subject to underwriting and an additional charge.

For additional information, please contact Brad Harruff at 502-634-3310.

Website

www.catholicmutual.org

You can use the Catholic Mutual website for many functions, such as:

- ▶ Report a claim
- ▶ Obtain Risk information
- ▶ View information on the Catholic Umbrella Pool

Link to other resource sites

The log in is **0122lou** and the password is **service**.

Special Events Coverage

As in past years, due to renewal considerations, Catholic Mutual cannot accept Special Event Applications for events scheduled after July 1, 2007. Notification will be issued when it is acceptable to take applications for these events. If you have any questions, contact Brad Harruff at the Catholic Mutual Office located at the Maloney Center, 502-634-3310.

2006/2007 Insurance Premiums

All parishes and schools **MUST** have their 2006/2007 property/liability premium **paid before June 30, 2007**. If there is any indication that you cannot make payment, you must contact Phylliss Wilkins at the Chancery Finance Office before June 8th. The policy is insurance as a group and failure of any group to have the premium paid in full before June 30th may impact coverage for all locations.





**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 "THE ARCHDIOCESE"
click on Publications

This latest edition will be available as
well as issues from the last two years.

ARCH SUPPORT MEETINGS

JUNE

Tuesday, June 5, 2007—10:00 am
Maloney Center

Wednesday, June 6, 2007—10:00 am
St. Joseph Parish Office—Bardstown

Guest presenters will be Mary Ellen Wilson and Marty Dvorchak from Core Risk Services. They will do a presentation based on the workers compensation claim records, annual audit process, workers comp coverage for contract labors as well as answer any questions you may have.

There will also be an update presentation on the implementation on the Paycor centralized payroll throughout the Archdiocese of Louisville.

All business managers and bookkeepers are encouraged to attend.

ARCH SUPPORT

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Finance Department
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