

ARCH SUPPORT

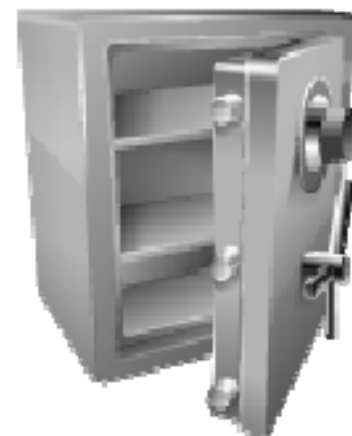
Issue 75

January, 2008

SAFEGUARDING THE COLLECTIONS

We are now experiencing burglary losses to church collections stored in safes in which the safe itself is cut open. Safeguarding the collections signals responsible stewardship of parish funds. Here are some recommendations that our insurance carrier, Catholic Mutual, encourages you to consider immediately:

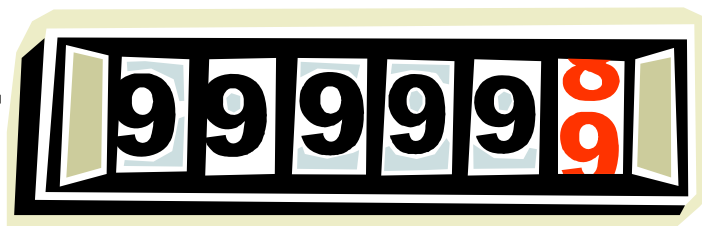
- 1 Count each collection BEFORE it is placed in the safe.
- 2 Evaluate your safe to ensure it has a minimum rating of TL 15.
- 3 Make sure the safe is through-bolted to walls or floors.
- 4 Place safes in alarmed areas and/or in buildings that are heavily used, such as the parish office. The safe should be placed and secured in a location that is out of sight, preferably in a closet type room.
- 5 Consider counting and depositing money in the bank on Sunday after the last Mass and eliminate the risk of a large loss.



You can get help deciding which model is best for your parish by contacting a reputable dealer or the following persons recommended by Catholic Mutual:

Dale Winters
BEI Financial Equipment
(502)-552-4710
dow31131@Bellsouth.net

Ben Weas
Willis Klein
(502) 893-0441
www.willisklein.com



2008 Mileage Reimbursement Rate

Effective January 1, 2008, the Internal Revenue Service has increased the mileage reimbursement rate for business-related mileage to 50.5 cents per mile. When submitting requests for reimbursement, please be sure to use the rate of 48.5 cents per mile for miles driven through December 31, 2007. The new rate applies to mileage driven after January 1, 2008.



We're rolling out the red carpet to welcome Kathy Downs!

Kathy is a Bardstown resident and a member of St. Joseph Parish. Kathy has an extensive background working for non-profits as prior to joining the Chancery Finance Office staff in November, Kathy worked in Finance at the Abbey of Gethsemani for four years and prior to that, five years for the Sisters of Charity of Nazareth. Her responsibilities will include coordinating and preparing the monthly management report, coordinate the annual budget and audit process and accountant for Center for Interfaith Relations. Join us in welcoming Kathy to our staff!



**Political Campaign Activity
The Presidential Campaign is off to an early start.....**

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise tax.

2008 Holidays

Listed below are the "Official Holidays" for Calendar Year 2008 for all archdiocesan offices.



Tuesday, January 1, <u>2008</u>	Holiday for New Year's Day
Monday, January 21	Martin Luther King, Jr. Day
Friday, March 21	Good Friday
Monday, May 26	Memorial Day
Friday, July 4	Holiday for Independence Day
Monday, September 1	Labor Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Wednesday, December 24	Holiday for Christmas Eve
Thursday, December 25	Holiday for Christmas Day
Friday, December 26	Holiday for Day after Christmas

2008 Parish Mailing Schedule

Following is the schedule the Chancery will use to send Parish Mailings to all parishes. Please mark your calendar and watch for these mailings.

- January 11th and January 25th
- February 8th and February 22nd
- March 7th and March 20th
- April 4th and April 18th
- May 2nd, May 16th and May 30th
- June 13th and June 27th
- July 11th and July 25th
- August 8th and August 22nd
- September 5th and September 19th
- October 3rd, October 17th and October 31st
- November 14th
- December 5th and December 19th



Revised Chart of Accounts and DioView

If you have any questions or need additional information, contact Mary Ann Hood at mhood@archlou.org Mary Ann is in the Finance Office on Tuesday, Wednesday and Thursday.

HIRING, TRANSFERRING & 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.

Be sure to notify AIM for any new hires, transfers and terminating employees that elect to participate in either the health care or dependent care spending accounts. Notify Michele Cull at michele@aimadministrator.com

BINGO BOARD

The Masonic Home is in need of a bingo board. If you have a board you are not using and would like to donate, please contact Tiffany Tomerlin at 753-8830. Be sure to notify the Office of Charitable Gaming that you will be donating this equipment.



INDEPENDENT CONTRACTORS – CERTIFICATE OF INSURANCE

If an independent contractor cannot show a valid Certificate of Insurance for workers' compensation coverage, KESA will place a charge on the parish's or school's account for that individual. This is regardless of whether that individual is required to carry workers' compensation insurance. The parish or school should obtain the certificate before the contracted work is initiated and keep the certificate on file for the auditor's review and annual workers' compensation audit report to avoid KESA placing a charge on the account. Archdiocese of Louisville Financial Policies and Procedures require an Independent Contractor to provide a certificate of coverage of \$1,000,000 and statutory limits on workers' compensation.

Poker Tournament Winnings Must be Reported to the IRS

For poker tournaments completed during 2007 and before March 4, 2008, casinos and other sponsors are not required to report the winnings to the IRS or withhold tax on the amounts. But beginning March 4, 2008, the IRS will require all tournament sponsors to report winnings of more than \$5,000, on IRS Form W-2G. Tournament sponsors who comply with this reporting requirement do not need to withhold federal income tax at the end of a tournament. If a tournament sponsor does not report winnings, the IRS has announced it will "enforce the reporting requirement and also require the sponsor to pay any tax that should have been withheld from the winner if the withholding requirement had been asserted." To enable compliance, a winner must provide a taxpayer identification number, which is usually a Social Security number, to the tournament sponsor. If he or she fails to do so, the tournament sponsor must withhold federal income tax at the rate of 28 percent. Review Revenue procedure IR-2007-173 for complete details.





PARISH BUSINESS MANAGERS ROUNDTABLE

Thursday, January 31, 2008

Hosted by: Phyliss Wilkins, Chancery Finance Office
RSVP: pwilkins@archlou.org

2008 ARCH SUPPORT MEETINGS

FEBRUARY

Tuesday, February 12th
10:00 am – Noon
St. Joseph Parish Office – Bardstown

Wednesday, February 13th
10:00 am – Noon
Chancery Meeting Room 3

APRIL

Tuesday, April 8th
10:00 am – Noon
St. Joseph Parish Office – Bardstown

Wednesday, April 9th
10:00 am – Noon
Chancery Meeting Room 3

JUNE

Wednesday, June 4th
10:00 am – Noon
St. Joseph Parish Office – Bardstown

Thursday, June 5th
10:00 am – Noon
Chancery Meeting Room 3

ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies, go to the archdiocesan web site www.archlou.org, click on the “The Archdiocese”, click on “Publications”, click on **ARCH SUPPORT**.

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