

ARCH SUPPORT

Issue 76

March, 2008

RUU CRAZY FOR NOT USING THE RUU REPORT???

Article provided by guest writer: Kelly Collard, Business Manager, St. Stephen Martyr

When I started as a Business Manager in February 1999 the parish was in the middle of the budget process. One of the major sources of income in a full stewardship parish was collections. Budgeting collection can be tricky but I was shown by the previous Business Manager a report that comes from PDS that prints out very valuable information all on one page. This report I call the RUU because before PDS windows version we had DOS. When you ran a report in DOS you needed to hit the letters to request the report. The letters that you hit were R,U,U. PDS developed this report especially for the Archdiocese of Louisville. This has been extremely successful as I have come within 1% of budget on collections after using this report for 9 years straight.



This report has 4 main sections all of which are very informational.

- ▶ Section one compares last year pledges with last year actual amounts given and this years pledges broken down by thousand dollar intervals. The report tells you how many give at which level. Each of the columns has total amounts of families that have given and the total dollar amount given for the year.
- ▶ Section two calculates actual amount paid only by pledges and divides that by the total amount pledged to calculate the percentage paid. As we know all pledges are not fulfilled.
- ▶ Section three is an analysis of the stewardship pledges received. This section lists how many families pledged and gives the percentage of families out of the total parish families that turned in a pledge. This also shows how many families increased, stayed the same or lowered the amount they pledged. This shows the amount of net increase or decrease that can be expected for next year.
- ▶ Section four takes the weekly average paid from last year and adds the net increases and subtracts the decreases in pledges to come up with a projected weekly average for this coming year. A percentage of increase is shown at the bottom of this report.

Once you have the projected weekly average you need to multiply this times the percent of paid pledges in section two. The weekly average includes all loose collection in this calculation. This is to factor in the percentage of pledges that people actually will pay.

This report gives information to make decisions on budgeting collections, determining how many people are participating in stewardship, if your families are increasing or decreasing pledges from the past year, how well they are fulfilling their pledges and at what financial level they are giving. And best of all it is all on one simple page!

IN CELEBRATION OF NATIONAL SECRETARIES' WEEK

*"Serving God's People: Yesterday,
Today, and Tomorrow"*

Thursday, April 24, 2008
9:00 a.m. to 2:00 p.m.

Cathedral of the Assumption Undercroft

This year's program will celebrate our 200th birthday
as an archdiocese.

The day will be entertaining, informative and
spiritual.

Program Outline

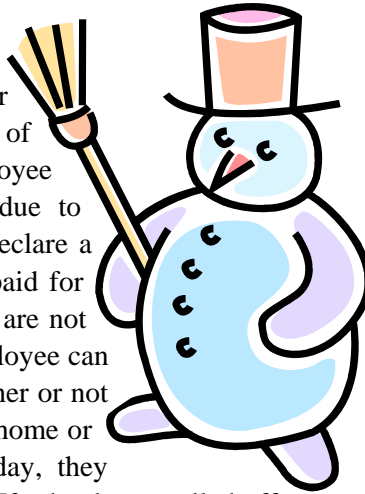
- 9:00: Registration and beverages (juice and coffee)
- 9:30: Welcome, Introductions and Bicentennial Prayer
- 9:45 – 10:30: Tom Morton – *"Early Kentucky Settlers"*
- 10:30 – 10:45: Break
- 10:45 – 11:45: Nick Eve: *"Bicentennial History and Trivia"*
- 12:00: Mass with Archbishop Kurtz at the Cathedral of the Assumption
- 12:45: Return to Undercroft for lunch and door prizes
- 2:00: Opportunity to visit the Archdiocesan History Museum and other downtown attractions.

Cost: \$25 per person, which includes a catered, buffet luncheon.

PERSONNEL OFFICE UPDATES

WEATHER/SNOW DAYS

When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.



Family and Medical Leave Act (FMLA)

Please consult with Judy Thomas at the Personnel Office before granting permission for an employee to take FMLA. FMLA is unpaid leave. Since FMLA is a federal law, specific records and documents must be on file at the local office. Judy can provide sample letters for approving FMLA.

RETIREMENT PLAN-- 401(k)

- ◆ The Plan Administrator Executive for the Plan, Judy Thomas, must be notified when there is a change in the person who is responsible for entering payroll contributions and salary deferrals for the 401(k). All bookkeepers and business managers must have access authorization from Ms. Thomas. Please notify Candy Wittenauer or Judy at the Chancery if you are newly hired in your position as bookkeeper or business manager so that access can be set up for you as soon as possible.
- ◆ Employees who are hired at local agencies, parishes, or schools, and who have previous employment in the archdiocese up to five (5) years, can come into the Plan immediately. If you have missed a contribution, call Judy Thomas.
- ◆ If you have missed entering employees in the 401(k) who were owed contributions, you must contact Judy Thomas at the Chancery. You will need to submit to her information as follows: payroll periods that were missed; actual hours worked; actual salary for the each period. She will review the information, and then fax the approval to you. After you receive an approval for the make-up contribution(s), you must contact Trinity Potter at (502) 562-5203 for instructions on how to enter the make-up contributions.



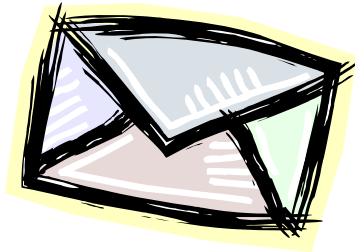
The process for posting one employee at two locations is as follows:

- ◆ Please check to ensure that hire dates and termination dates are posted for active employees in the Plan. These dates must be verified by the Plan Administrator Executive before disbursements are approved.
- ◆ Please notify Candy Wittenauer or Judy Thomas as soon as possible when employees change addresses so that they can be updated in the 401(k) files. Participants *cannot* change their addresses by calling the Participant Service Center or online. The Plan Administrator Executive must make the changes.

FOOD SERVICE NEWS

NEWS

You will soon be receiving your registration forms for the KSNA conference



Dates to Remember

<u>Date</u>	<u>Event</u>
March	National Nutrition Month
April	National Humor Month National Alcohol Awareness Month
April 15	Manager Meeting St. James E-town 2:30 Budget Packets Due To Central Office
April 16	Manager Meeting Chancery 2:30
April 22	Day
May	Physical Fitness and Sports Month
June 22 – 25, 2008	KSNA 52 nd Annual Conference Galt House
July 20 – 23, 2008	SNA Annual National Conference Philadelphia, PA

The following schools have excess inventory, if you can use, contact the manager:

Mary Spanyer- St. Patrick 719-0368
5 Cases Ham, 5 Cases Beef Patties

Jo Ann Schweitzer- St. Aloysius PWV 241-8452
Cases Ground Beef, 6 Cases Pork Roast, 5 Cases Turkey/Ham, 4 Cases Turkey Roast

Debbie Sweat- St. Aloysius Shepherdsville 502-543-3390
2 Cases Ground Beef, 2 Cases Pork Roast, 1 Case Diced Tomatoes, 5 Cases Green Beans, 5 Cases Fruit Mix, 1 Case Tuna, 1 Case Turkey Deli

Janie McNeil- Notre Dame 448-7556
2 Cases Ham, 2 Cases Pork Roast, 6 Cases Carrots, 5 Cases Salsa, 2 Cases Deli Turkey

Lisa Hulsman- Holy Spirit 893-7700
3 Cases Beef Patties, 5 Cases Carrots, 1 case Pork Roast, 3 Cases Tuna, 2 cases Diced Tomatoes

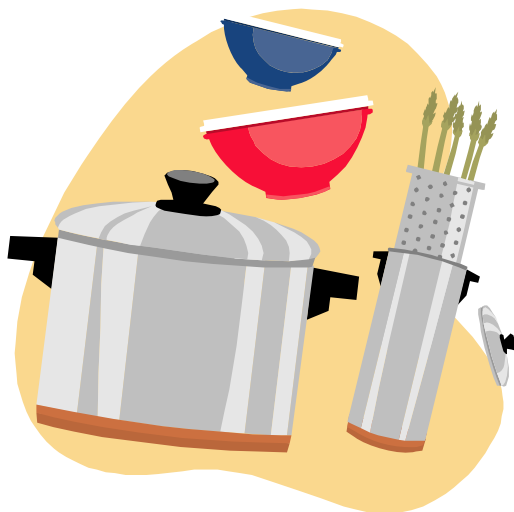


National School Lunch Program Average Daily Participation

HONOR ROLL

St. Augustine	92%
St. Catherine	91%
St. Dominic	91%
Notre Dame	88%
St. Athanasius	86%
St. Joseph	85%
St. Leonard	85%
Holy Family	84%
St. Gregory	84%
St. Edward	83%
St. Nicholas	82%
St. Stephen Martyr	81%
Holy Spirit	78%
St. Albert	76%

KEEP UP THE GREAT WORK!!



Turkey or Chicken Ala King

Serving Size 3/4 Cup

Quantity (Yield) 50

Ingredients

- 2 Qt. Milk
- ¼ cup Onion Powder
- 2 ¼ cup All Purpose Flour
- ¾ cup 1 Tbsp Margarine
- 1 ½ tsp Black or white pepper
- 1 qt. 2 ½ Canned peas, drained
- 1 gal. Chicken or turkey stock
- ½ cup Pimentos, chopped
- 1 ½ tsp Poultry seasoning
- 3 ¼ lb diced chicken or diced turkey

Instructions

1. Melt margarine, add flour, and stir until smooth.
2. Add stock, milk, poultry seasoning, pepper, and onion powder, stir until well blended.
3. Bring to boil. Reduce heat to medium. Cook uncovered, stirring frequently until thickened. 12-15 minutes
4. Add turkey or chicken, peas and pimentos. Cook over medium heat for 3-5 minutes or until heated through.
5. Pour into serving pans.
6. Portion with 6 oz. ladle (¾ cup) over noodles, rice or a biscuit.

**Administrative Information Management
AIM
2008 Flex Provider**

Cardholders can view their Flexible Spending Account balances and statements online at anytime. It's quick, easy and convenient! If you have not already signed up, here's how:

- ✓ Using Internet Explorer, go to www.mbicard.com and select "Employee and Cardholder Login".
- ✓ Click on "Create Account"
- ✓ Click on "If you have a /FlexConvenience@/card"
- ✓ Enter your card number and Employee ID. (Your Employee ID is the first two letters of your last name lower case and the last four numbers of your Social Security i.e. cu1234)
--Create your own user ID. Use "password1" for the PW (after you sign in the first time, it will ask you for a new password) and complete the rest of that section.
- ✓ Hit the save button. You are ready to login!

As always, if you have questions please contact us here at AIM – Michele Cull, Benefits Administrator, 502-426-1235

Catholic Mutual

Please hold Special Events Insurance coverage applications for events scheduled after July 1, 2008 due to the fact that coverage with the carrier will be renewed or renegotiated and the price is subject to change. We will let you know the cost when the renewal is in place.

To report a claim – during normal work hours, contact Brad Harruff at his Maloney Center Office, 502-634-3310. For nights or weekends, Brad can be reached at his home telephone 502-241-6505. Should you not be able to reach Brad, call Catholic Mutual at their regular number 1-800-228-6108 and follow the instructions to report after hour emergencies.

HUMANA UPDATE

New enrollments should no longer be sent to Michele Jones at Humana. Mail them to:

Louisville Commercial Enrollment
P O Box 14330
Lexington, KY 40512-4330
or
Fax to: 1-866-584-9140

UNUM UPDATE

Our Account Manager at UNUM, Pam Norris, has a new address, phone and fax number.

50 East River Center Boulevard
Covington, KY 41011
Telephone: 859-982-0558
Fax: 859-982-0600

**PAYROLL WITHHOLDING
FOR
HEALTHCARE AND DEPENDENT
CARE**

Please make sure you remit after EACH pay period (twice a month). Include a list detailing participants and amount.

ABC WORKSHOP

Mark your calendar now! Personnel from the state ABC office will conduct the annual ABC training session on Wednesday, April 16th, 7:00 pm at Holy Family. Complete details will be coming from Norma Merrick.



**ARCH SUPPORT
ON THE WEB!**

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

2008 ARCH SUPPORT MEETINGS

APRIL

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

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

Guest Presenter: Brad Harruff, Claims/Risk Manager for Catholic Mutual. He will review insurance policies and procedures and cover annual on-site walk through risk management visit as well as answer any questions you may have pertaining to insurance related issues.

JUNE

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

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

Please note that the Louisville Arch Support Meetings are being held at the Chancery Office, 212 East College Street, Louisville.

PARISH BUSINESS MANAGERS ROUNDTABLE

Tuesday, March 25th
Noon
Our Mother of Sorrows

Hosted by: Lisa Baxter

RSVP: lisab@omos.org

ARCH SUPPORT

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