

ARCH SUPPORT

Issue 79

September, 2008

From the Chancellor's Desk . . .

We are pleased to announce the following staff changes:



Phyliss Wilkins has accepted the position of Human Resources Administrator which will involve working with benefit plans, plan administrator for the Fifth Third 401k retirement plan as well as continuing with some of her current responsibilities and also coordinating special projects.



Judy Thomas has accepted the position of Assistant Superintendent of Schools. Judy will be moving to the OLFE office at Flaget Center while continuing some of her current duties of working with teachers and the K-tip program.



Kathy Downs has accepted the position of Controller. In her new position, Kathy will be responsible for on going operation and supervision of the Finance Department as well as manage Paycor data and employee transfers in the Paycor database.

Over the next few weeks we will be in transition of moving responsibilities as well as moving offices and hiring a new person to assume the personnel duties of Judy Thomas. In the meantime, continue the usual contacts for questions or issues and we will announce a clear change of responsibilities once the transition is complete.

Please join me in wishing these people well in their new roles and responsibilities.

Kentucky Minimum Wage . . .

Effective July 1, 2008, the Kentucky minimum wage rate increased to \$6.55 per hour and on July 1, 2009, the rate will increase to \$7.25 per hour.



Finance Department Rolls Out the Red Carpet . . .

to welcome back Rebecca Walter. Rebecca has been with Cotton + Allen for the last five and a half years and had previously worked for four years in the Finance Department. In her position as Senior Accountant, she will be responsible for the archdiocese accounting, payroll, stock donations, restricted and endowed funds.

News From Catholic Mutual and Brad Harruff



Precious Metals

Chances are, if your location has copper downspouts, you may have been vandalized by thieves selling copper for cash. The newest metal to be stolen is aluminum. We are losing air conditioner condenser units at an alarming rate. To protect these units you should:

- Keep the area around the air conditioner units well lit.
- Consider tying them into your alarm system, audible alarms work best.
- Use galvanized fencing or other means to raise the level of difficulty in stripping the units.

2008/2009 Catholic Mutual Ledger Pages

The new billing and ledger pages for the 2008/2009 fiscal year have been mailed to all locations. Please take time to review all the buildings at your locations to make sure it is correct. Review to make sure all buildings are listed and that old buildings either sold or razed have been deleted. It's also a good time to remind you that the premium may be paid in monthly, quarterly or annual installments and must be paid in full before June 30, 2009.

ASBESTOS MANAGEMENT

Mr. Dan Cooper, with Micro-Analytics, Inc. is under contract with The Archdiocese of Louisville and is our "**Designated Person**" with the Environmental Protection Agency (EPA) for Asbestos compliance. Dan has the responsibility of keeping **ALL** of our facilities in the Archdiocese in compliance with the EPA regarding Asbestos, including its current status in your facility and its proper removal, disposal, air quality testing and reporting to the State of Kentucky and the EPA. Micro-Analytics is a qualified Asbestos Abatement and Remediation Company in Louisville.

What does this mean to us:

1. We **ARE** required to report to Micro-Analytics prior to the beginning of any Asbestos Abatement project in one of our facilities, **regardless of the size of the project**. Dan Cooper and Micro-Analytics are held legally responsible for any non-compliance issues with reporting to the State of Kentucky and the EPA about all our facilities.

2. We **ARE NOT** required to use Micro-Analytics as our Asbestos Abatement Contractor. If we can find a properly qualified Asbestos Abatement Contractor who will perform this service for us at a lesser price, we are free to use them.
3. We **ARE** still responsible for all the fines and penalties levied against us by any legal entity for non-compliance. Dan is charged with seeing to it that we **DO NOT** have any of these types of fines and penalties.

If you have any questions you can contact either:

Dan Cooper
President
Micro-Analytics, Inc.
3310-C Gilmore Industrial Blvd.
Louisville, KY 40213
Phone: (502) 964-8737
Fax: (502) 964-1123

Bill Zoeller
Director of Facilities
Archdiocese of Louisville
1200 South Shelby Street
Louisville, KY 40203
Phone: (502) 636-0296
Fax: (502)636-2379



401K ELIGIBILITY REQUIREMENTS

To determine whether a participant is eligible to enter the plan, check to see how many hours were worked in the first 12 months of employment. An employee who worked 720 hours in that 12 month period enters the plan on the next entry date.

Any part-time employee who hasn't entered the plan because the 720 hour requirement wasn't met in a prior year(s) should be reviewed each year on that employee's hire date anniversary. If circumstances have changed so that the employee did work 720 hours in the preceding 12 months, the employee would now be eligible to enter the plan on the next entry date.

FLEXIBLE SPENDING ACCOUNTS

Check out the new and improved FSA website

www.benefitspaymentsystem.com

Cardholders can view their Flexible Spending Account balances and statements online at anytime. It's quick, easy and convenient! Please make sure popup blockers are off.



Using Internet Explorer, go to

www.benefitspaymentsystem.com

and select "Participant Login."



Click on "Create Account."



Enter your name as it appears on your card 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.).



Enter your card number (Employer ID is not necessary.)



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 submit button. You are ready to log in!

EXCESS FUNDS

Checking accounts should be monitored on a regular basis to ensure excess funds are deposited in the Archdiocesan Deposit and Loan Fund (policy manual, page 34). Be mindful that the FDIC insurance limit is \$100,000. Should your cash needs exceed this on a regular basis, contact your bank representative to find out other bank services that are available to ensure a guarantee greater than the \$100,000. Effective July 1, 2008, the Deposit and Loan Fund pays 2.26% on savings. Close monitoring of cash accounts ensures greater protection of funds and maximizing of interest on excess funds.



Political Campaign Activity



The Presidential Campaign is off and running strong . . .

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.

Another Fund Raising Issue

See the enclosed article from the Lexington Herald Leader (August 10, 2008) reinforcing that fund raising events for the parish and school be held to benefit the parish, school or parish/school organization or event. Fund raisers cannot be held in the name of the parish/school and benefit specific individuals.

Note from **PDS**

The May 2008 Arch Support newsletter contained a notice regarding PDS automatically disabling the monthly support charge for the PDS Payroll program. Some of you have contacted PDS to re-enable the support so you can continue to call if you need help in generating letters, labels, update employee records, track vacation/sick time, etc. This enables you to utilize the PDS payroll program until you are proficient in managing these scenarios with Paycor. PDS has revised the release date to the Summer 2009 for the release of V6 of the Ledger and Payroll programs. Future updates will remove the payroll menu and you will no longer be able to access these features if Payroll support is disabled. This should give you plenty of advance notice to fully plan your transition to Paycor or continue your support for PDS payroll.

If you would like to continue contacting PDS support and continue using the payroll to track employee and benefit information, call PDS at (800) 892-5202 X 7780 to re-enable support. If you have further questions call Maria Treptow, PDS Account Manager, at ext. 7770.

Archdiocese of Louisville Financial Policies and Procedures

The updated policies (July 1, 2008) 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 the Parish or School Finance Council.

Department of Charitable Gaming

Pursuant to KRS 238.570(1), as of July 1, 2008, the fee on charitable gaming receipts will be .006. This fee should be applied to all reports due after July 1st.

Catholic Conference of Kentucky was contacted by Jason Jarvis, a Louisville IRS agent, indicating he is working an IRS audit initiative on gaming in the area of non-compliance among legitimate organizations. He reported that he did a random sample of five churches throughout the state of Kentucky and found that none of them had filed the required Form W-2G.

Make sure your staff and volunteers are familiar with this requirement. The Forms W-2G can be ordered through the IRS website at <http://www.irs.gov/formspubs/index.html?portlet=3> or you may call 1-800-829-3676 to order prior year forms.

One of the focuses of the Internal Revenue Service is Charitable Gaming as stated in http://www.irs.gov/pub/irs-tege/fy08_implementing_guidelines.pdf

FOOD SERVICE NEWS



2008/2009 Reimbursement Rates

	Lunch	Breakfast	Snack
Free:	\$2.57	1.40	0.71
Reduced:	\$2.17	1.10	0.35
Full Paid:	\$0.24	0.25	0.06

Dates to Remember

<u>Date</u>	<u>Event</u>
October	National Chili Month
October 13-17	National School Lunch Week
November	National American Indian Heritage Month
November 11	Veterans Day
November 13	World Kindness Day
November 27	Thanksgiving

Appreciation Notes from Equipment Grant Program

“Ascension School is most appreciative of the opportunity to participate in the grant program and install a new dishwasher in our kitchen. Thank you for making this possible!”

Mary Jo Ellis, Principal, Ascension School

“I would like to thank everyone involved in making the grant program possible. We were able to update some very old equipment much sooner than I thought possible thereby saving a lot of expensive repairs.” Together Everyone Achieves More!

Brenda Bierly, St. Gabriel School

“On behalf of Holy Cross High School I would like to extend a heartfelt thank you to all those who made it possible for us to redesign our cafeteria serving line. The excitement as well as additional student participation has been very evident in these first few weeks of school. We feel this enhancement to our cafeteria will help us turn the corner and bring our program to the next level.”

Don Bowers, Holy Cross High School

“After ten years as cafeteria manager at

St. Aloysius, Shepherdsville, my life is simple having a walk-in freezer installed thanks to the grant money made available. I no longer have to dig through six chest freezers to prepare for my day. Thank you so much!!”

Debbie Sweat, St. Aloysius Shepherdsville

“To everyone who made it possible for the grants this summer, a heartfelt thank you!! DeSales High School kitchen looks so updated with the new convection oven. Now I can cook everything at once in half the time. Many thanks!!”

Becky Smalley, DeSales High School

“Thanks so much for the grant money, we were finally able to replace our 30 year old rusted freezer. Thank you.”

Cheryl Westenhofer, St. Bernard School

“Thank you to everyone! We have a new range with a double convection oven. We can now bake fries and no more burnt bottoms on anything.

Thanks to all you ladies, especially for your wisdom and camaraderie.”

Pam Stober, Holy Family School

“Many thanks for the grant that made it possible for our manager Sue Henthorn to not only make her work easier, but we are able to improve the quality of the food and make the serving line easier for the students. Mrs. Henthorn purchased a huge refrigerator, warmer and tray rack for the students. We are very pleased with the new purchases made possible by your generous grant, thank you.”

Dr. Mary Lee Lanning, Principal, St. Rita School

Other schools that benefited from the grants and voiced their appreciation were:

- | | |
|----------------------|------------------|
| Our Lady of Lourdes | St. Edward |
| St. Augustine | St. Gregory |
| St. Catherine | St. Joseph |
| St. Dominic | St. Raphael |
| St. James Louisville | St. Mary Academy |

Those who wish to transform the world must be able to transform themselves

Konrad Heiden



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**.

ARCH SUPPORT

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

OCTOBER ARCH SUPPORT MEETINGS

Tuesday, October 21, 2008

1:00 pm

Chancery Office

Wednesday, October 22, 2008

10:00 am

Chancery Office

Thursday, October 23, 2008

St. Joseph Parish Office - Bardstown

Tuesday, October 28, 2008

10:00 am

Chancery Office

A representative from each parish or group participating in the Archdiocese of Louisville Benefit Program **MUST** attend one of these October meetings. Changes and updates in the 2009 benefit program will be reviewed, questions answered and materials distributed. Please note there is a change in the meeting location. The Louisville meetings will be held at the Chancery Office meeting space. We have also scheduled a meeting on October 28th for those unable to attend the previous week's meetings or if it is more convenient for you to attend on the 28th. Don't miss this most important meeting!

HIGH SCHOOL BUSINESS MANAGERS ROUNDTABLE

Thursday, November 13, 2008

Hosted by: Jack Sorg - Presentation Academy

RSVP: jsorg@presentationacademy.org

DECEMBER ARCH SUPPORT MEETINGS

Tuesday, December 2, 2008

10:00 am

Chancery Office

Wednesday, December 3, 2008

10:00 am

St. Joseph Parish Office – Bardstown

Business Managers and Bookkeepers are encouraged to attend.