

# ARCH SUPPORT

Issue 80

November, 2008

From the Chancellor's Desk . . .

## HELP US CREATE OUR STRATEGIC PLAN — ONLINE!

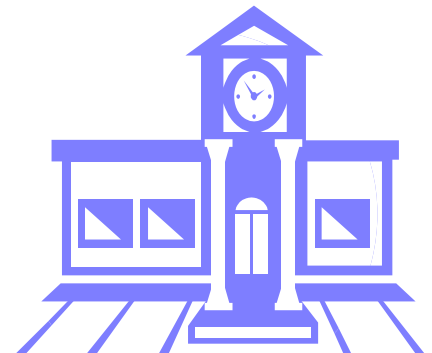


Archbishop Kurtz has recently announced that we will begin the process of revising the Archdiocese of Louisville Strategic Plan. The plan will identify the priorities to be addressed by the archdiocesan agencies over the next five years and will be a resource for parishes in developing their own local plans.

We are having more than a dozen listening sessions around the Archdiocese. We also are inviting parishioners to give us their feedback online on our web page. These surveys will be available until December 4<sup>th</sup>. The instructions are easy to follow, and the survey takes only a few minutes to complete. Please go to [www.archlou.org/strategicplanning](http://www.archlou.org/strategicplanning).

## CHOOSING YOUR BANKING SERVICES . . .

With the recent announcement of the pending acquisition of National City Bank by PNC bank, if you are interested in evaluating your banking services, now would be an opportune time to do so. Involve your Finance Council and acquire information and interview three banks so that you can evaluate services and fees of each and make a selection that best meets the needs of your parish or school. Bank contact information is listed below. Should you wish to contact a bank not listed, contact Bob Ash at the Chancery Finance Office.



BB&T	Mark R. Mick	562-5829
Chase Bank	Tim Mann	566-8210
Commonwealth Bank & Trust	Felisha Dowdy	259-2286
Fifth Third Bank	Harriet Lair	562-5534
National City	Jack Sweeney	581-7370
PNC	Julie Stout	581-7483
Republic Bank & Trust	Kanda Graas	560-8611
Stockyards Bank & Trust	William J. Otten	625-3977
U.S. Bancorp	Joseph C. Hensley	562-6648

### IMPORTANT REMINDER:

If you change your bank account, contact Phyliss Wilkins for the necessary forms to change your bank account information with Paycor and Fifth Third.

## Timely Financial Reporting

Regular financial reports are vital in tracking parish performance. How often should they be presented to the parishioners? We recommend publishing monthly financial statements, but certainly no less than quarterly. These interim statements should be compared in detail to the approved parish budget and last year. We also recommend the statements be reviewed and documented in the minutes of the Parish and Finance Council meetings.



The bookkeeper should prepare monthly financial reports for each parish organization and committee with copies to the

Pastor, Parish Council and Finance Council. These reports should include an income statement, balance sheet and general ledger.

Timely financial statements, prepared on a consistent reporting schedule, are invaluable to the decision making process of the parish. As you progress through the year, questions like the following can be addressed more effectively and in a timelier manner:

How are we doing against budget? Any surprises?

Are collections growing?

Do we need to institute any corrective actions?

Cost reductions?

Should we delay any fixed asset purchases?

Is cash flow sufficient for us to make an extra payment on our loan?

Do we need to increase our savings reserves?

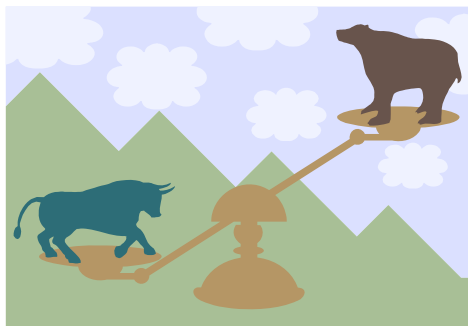
Make a withdrawal?

Know where you stand as the year unfolds. Strengthen your decision-making. Prepare and distribute complete financial statements on a regular schedule to the key financial stewards of the parish. The result will be less stress and surprise for everyone.

## Stock Donation Procedures

It is important that Stock Donation Procedures are followed to ensure timely processing and receipt of stock donation proceeds for the parish. Stock donation instructions are located on the website under Financial Policies and Procedures Manual, page 65, and the Authorization of Stock Transfer is located in the List of Appendices, page IV-12. It is essential that the Finance Office receive a completed copy of the Authorization of Stock Transfer so we know to which parish the stock

proceeds are to be sent. Without this information, we can only hold them in a liability account and wait for a parish bookkeeper or manager to notify us. A



completed Authorization of Stock Transfer would alleviate this problem. It would also be beneficial for the bookkeeper to send an e-mail to Rebecca Walter in the Finance Office (rwalter@archlou.org) with the information regarding the stock donation that includes the donor, stock name, number of shares, and the parish it will benefit. If the donor wishes to remain anonymous, simply leave his/her name off of the form and the e-mail.



### E-MAIL

At times, the Chancery Office sends e-mail to all parishes. While most parishes receive and open e-mail the same day or the following, some do not. Good office practice dictates that you should check e-mail at least once a day and forward e-mail to the appropriate individual. The diocese is using e-mail more frequently to send information to parishes and schools. As a practical matter, it saves on stationery, envelopes, and postage, as well as the time to prepare the correspondence for mailing.

We ask you to be aware of the need to read your e-mail more often and keep the Chancery Office of Information Systems informed of any e-mail address changes.

### EMPLOYEE BENEFITS

**Benefit Program Open Enrollment:** Every year employees working 20 hours a week or more must make an election on what benefit programs they wish to participate in for the coming calendar year. The open enrollment period also allows employees to drop coverage or enroll in alternate coverage that may be available to them. **The open enrollment period runs from November 10 to November 30, 2008 for the calendar year beginning January 1, 2009.** Enrollment information has been distributed to all groups. It is important that all employees are reminded of the open enrollment. Once the November 30<sup>th</sup> deadline has passed, the employee cannot change coverage until 2010 unless they have a qualifying event.



### QUESTION AND ANSWER



### 2009 BENEFIT ENROLLMENT FORMS

Forms are due no later than December 1<sup>st</sup>. Send to the attention of Candy Wittenauer, Chancery Personnel Office.



- Q: What unusual ways can your cell phone help you in an emergency?
- A: The emergency number worldwide for mobile is 112. If out of your existing coverage area, dial 112 and the mobile will search for an existing network to connect your cell phone.  
If your cell battery is very low, to activate hidden battery power, press \*3370#.  
Your cell phone may be able to be used to open the car if you locked your keys in the car and have remote keyless entry. Call someone at home from your cell phone. Hold your cell phone about a foot from the car door and have the person press the unlock button on the spare set of keys at home, holding it near the phone on their end. It might work!

Take Note . . . from Brad Harruff  
Catholic Mutual Claims Risk Manager



**Certificates of Insurance, Special Events Certificates**

Please remember both of these items request a 10-14 day lead time. On some occasions we are able to process them sooner with prior arrangements, however those submissions failing to have sufficient lead time may be turned down as they simply cannot be processed or there may be other reasons for a denial.

**Let's have a safe winter**

With winter just around the corner, it is important to be sure to map out duties to staff and volunteers regarding the clearing of snow from parking lots, sidewalks and steps. It is also a good idea to keep salt, ice melt, fertilizer pellets, sand, etc. available at your entrances in case more is needed during an event and other volunteers can assist. Every winter we have a number of preventable falls and you can help eliminate this risk. You might save someone, including yourself, from a broken bone or two in the process.



## Year End Planning Guide

The end of 2008 will soon be here. Paycor is providing us with some tips to eliminate stress during this busy time of year and help ensure a smooth year end. Verifying and correcting information now will ensure W-2s will be issued with the correct information.

- Paycor will update all tax tables to the 2009 rates.
- Kathy Downs will update all medical and dental withholdings to the 2009 rates.

Each location needs to:

- Verify Employee Addresses – Be sure to provide accurate addresses for all employees, including those living outside the U.S., if any. If an address is incorrect, enter the correct address on the employee's identity tab in Paycor.
- Verify Employee Name—If any names are incorrect, please enter the correct name on the employee's identity tab in Paycor.
- Verify Employee Date of Birth—Dates of birth are especially important for employees age 50 and over who may contribute an additional amount to a company-sponsored pension plan. If you need to correct a date of birth, enter the correct date on the employee's identity tab in Paycor.
- Verify Employee Retirement Plan Eligibility—Each eligible employee should be marked as “eligible” on the employee's general tab in Paycor.

All changes made in the steps above should be made **PRIOR TO YOUR LAST PAYROLL RUN IN 2008. 2008 PAYROLL RECORDS WILL BE CLOSED WITH YOUR LAST REGULAR PAYROLL RUN.**

**FOOD SERVICE NEWS**

**Dates to Remember**

Date	Event
November	National American Indian Heritage Month
November 11	Veteran's Day
November 13	World Kindness Day
November 27	Thanksgiving
December	Learn a Foreign Language Month
December 10	Human Rights day
December 15	Bill Of Rights Day
December 25	Christmas
December 31	New Years Eve

**NATIONAL SCHOOL LUNCH PROGRAM HONOR ROLL**

St. Catherine	92%
St. Augustine	91%
St. Dominic	90%
Notre Dame	86%
Holy Family	82%
St. Nicholas North	81%
St. Athanasius	79%
St. Edward	79%
St. Leonard	79%
St. Stephen Martyr	79%
St. Joseph	78%
St. Gregory	76%
St. Michael	76%
Holy Spirit	75%
St. Albert	75%
St. James E-town	75%



**The following schools have excess food:**

**St. Joseph-Bardstown** - 5 cases salsa, 3 cases mozzarella cheese  
Please call Sue Ann at 502-348-0067

**John Paul II** - 14 cases green beans, 12 cases carrots, 13 cases peas,  
9 cases salsa  
Please call Mary at 451-8279

**Holy Spirit** - 4 case salsa, 4 cases peaches  
Please call Lisa at 893-7700

**St. Mary-Oldham Campus** - 10 cases green beans, 8 cases peaches,  
3 cases carrots, 6 cases mixed fruit, 2 cases pears, 4 cases salsa  
Please call Sue at 222-0671

**The following school would like to have:**

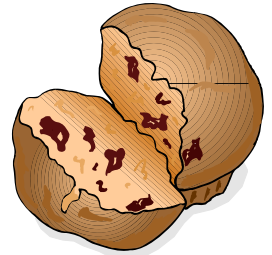
**St. Joseph** - 2 cases diced chicken, 4 cases American cheese, 4 cases  
peanut butter  
Please call Sue Ann at 502-348-0067

**Blueberry Muffins**

**Yield:** 60 muffins (serving size: 1 muffin)

**Ingredients**

- 1 cup regular oats
- 8 tablespoons brown sugar
- 4 teaspoons ground cinnamon, divided
- 1 cup butter, softened
- 4 cups granulated sugar
- 2 cups egg substitute
- 4 teaspoons vanilla extract
- 8 cups all-purpose flour
- 4 teaspoons baking soda
- 2 teaspoons baking powder
- 2 teaspoons salt
- 5 cups fat-free buttermilk
- 4 cups fresh blueberries
- Vegetable cooking spray



**Preparation**

- Stir together oats, brown sugar, and 1/2 teaspoon cinnamon; set aside.
- Beat butter and granulated sugar at medium speed with an electric mixer until fluffy.
- Add egg substitute, beating until blended.
- Stir in vanilla.
- Combine all-purpose flour, baking soda, baking powder, salt, and remaining 1/2 teaspoon cinnamon; add to butter mixture alternately with buttermilk, ending with flour mixture.
- Gently stir in blueberries.
- Spoon batter into muffin pans coated with cooking spray, filling two-thirds full.
- Sprinkle evenly with oat mixture. Bake at 350° for 15 to 20 minutes or until tops are golden. Cool muffins in pans 5 minutes; remove from pans, and cool on wire racks.

**Nutritional Information**

Calories: 174 (21% from fat)  
 Fat: 4g (sat 2g, mono 1.1g, poly 0.4g)  
 Protein: 3.7g  
 Carbohydrate: 31g  
 Fiber: 0.9g  
 Cholesterol: 9mg  
 Iron: 1.1mg  
 Sodium: 249mg  
 Calcium: 39mg

*Southern Living*, JULY 2002

*Be hospitable to one another without complaining.*

1 Peter 4:9



## 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**.

### 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

Guest presenters:

Pam Norris, UNUM representative, will do a short training session of business managers and bookkeepers on the UNUM website. It will give us the capability of checking on pending applications as well as provide resource materials on all UNUM benefits.

Trinity Potter from Fifth Third Bank will do a review process on retirement plan eligibility and the importance of timely entry into the plan and attention to details thus preventing the need for make up contributions. Trinity will also answer any questions you may have relating to eligibility and plan payment processing.

*All Business Managers and Bookkeepers should plan to attend.*



*The staff of the Personnel and Planning Department  
wish each of you a  
Blessed and Happy Thanksgiving!*

## ARCH SUPPORT

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Finance Department  
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