

ARCH SUPPORT

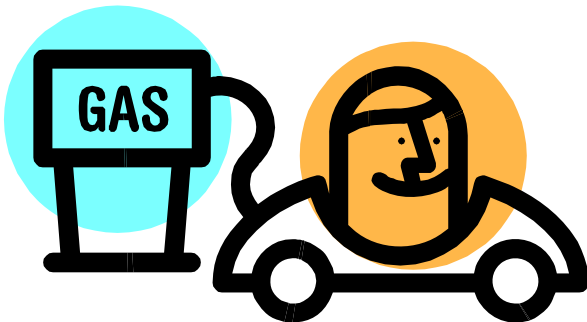
Issue 81

December, 2008

From the Chancellor's Desk . . .



Mileage Rate



Recently the IRS announced a decrease in the optional standard mileage rates used by employees, self-employed individuals, and other taxpayers for 2009. The rate was decreased to 55 cents a mile. Due to concerns for our budgets and in light of recent low gas prices, which are at a

five year low and citing market analyst predictions of even lower prices in the coming months, the archdiocesan rate will be 40.5 cents per mile effective January 1, 2009. We are confident that this is a fair number to cover gas travel costs at current prices. Employees should be aware that they may be able to deduct the difference from the rate the archdiocese is paying (i.e. 40.5 cents per mile) versus the IRS rate (i.e. 55 cents per mile) when filing their 2009 tax returns. They should check with their tax accountant and also ensure they maintain proper documentation (date, to/from, actual miles and purpose). Be assured that we will review the reimbursement rate on a quarterly basis and make adjustments should rising gas costs warrant an increase.

Please note that the 40.5 rate does not apply to priests and parishes unless the local pastor makes this adjustment.

HUMANA ENROLLMENT INFORMATION for 2009
Effective Jan 1, 2009: The Benefit # for the medical plans has changed.

Listed below is the information for the bookkeepers to complete an enrollment application or enrollment change application:

MEDICAL PLANS

Under the office use only section you must complete the group#, Benefit#, and Class/Div

<u>Plan name</u>	<u>Group #</u>	<u>Benefit #</u>	<u>Class/Div #</u>
Humana 300	687005	FIARCH01	3 digit parish #
Humana 500	687005	FIARCH02	3 digit parish #
Coverage First	687005	FIARCH03	3 digit parish #



DENTAL PLANS

Under the office use only section you must complete the group#, Benefit#, and Class/Div

<u>Plan name</u>	<u>Group#</u>	<u>Benefit#</u>	<u>Class/Div #</u>
PPO	687005	CR3AOL01	3 digit parish #
Traditional	687005	KY3V0063	3 digit parish #
Preventive	687005	KY3V0018	3 digit parish #

All enrollment applications should be mailed or faxed to the address/fax number listed below:

Lou Commercial Enrollment
 P.O. Box 14330
 Lexington, KY. 40512-4330
 Enrollment fax 1-866-584-9140

Julie Hack should only be contacted when there is a question or discrepancy with your billing invoice.

401k ELIGIBLE ENTRY PERIOD—JANUARY 1

A reminder that employees eligible for the 401k plan may elect to increase their employee contribution or elect to begin making employee contributions to be effective January 1, 2009. It is also time to review employee hire date and hours to determine new entries. Make this date known to your employees and offer them the benefit of taking advantage of this opportunity to plan for their future.

401k DEFERRAL LIMITS
2009



The 401k salary deferral limit for 2009 is \$16,500 and an additional \$5,500 catch up for employees aged 50 or over.

2009 PAYROLL CALENDAR

Enclosed please find a copy of the 2009 Payroll Calendar. Please post in a conspicuous place to ensure payroll is processed and released **between 5:00 am and 3:00 pm on the listed dates.**

CONVERSION PRIVILEGE FOR UNUM LIFE INSURANCE

Effective January 1, 2009 please provide the following information to employees as part of the termination process:

Basic Life Insurance – Your coverage under this policy has been terminated. You may be eligible to continue your basic life insurance coverage under the portability provisions of the plan. If you want to continue this coverage, you must contact UNUM at 1-866-220-8460 within 15 days of your termination date.

COA NUMBERS

Listed below are the COA numbers that parishes will need to record the monies donated for the "Building a Future of Hope" Campaign. The Department Fund Identifier that has been assigned is (.99) Building a Future of Hope.



When setting up these account numbers, please reference your COA master list for any additional screen information that you may require. If you have any questions, contact Mary Ann Hood at the Chancery Finance Office.

Balance Sheet Account Numbers:

- 0101.99 Cash Account
- 0191.99 Archdiocesan Savings
- 0822.99 Restricted Fund Balance

Income Account Numbers:

- 1111.99 Unrestricted Donations
- 1121.99 Restricted Donations
- 1552.99 Interest on Archdiocesan Savings

Expense Account Numbers:

Each parish will determine what expense numbers to use to address their own individual needs. Just be sure to use the Department Fund Identifier of (.99) when adding these numbers.

Transfer Account Numbers:

- 5101.99 Transfers to/from BFOH Fund
- 5132.99 EOM Restricted Fund Transfers/BFOH

IRA CHARITABLE DISTRIBUTION PROVISION RENEWED

The recent Economic Stabilization Act of 2008 renewed a provision that allows IRA owners or beneficiaries, age 70 ½ and older, to donate up to \$100,000 per year from an IRA to a qualifying charitable organization such as a parish or the Archdiocese. The provision requires that charitable distributions be made directly to the qualifying charity by the IRA trustee. This new provision will apply to gifts made between now and December 31, 2009.

Advantages to the donor include:

1. The direct distribution to a qualifying charity will count toward the donor's minimum annual distribution and will not be taxed.
2. The distribution enables the donor to make a generous gift to his or her parish or the Archdiocese.

Since the Archdiocese does not provide specific tax or legal advice, interested donors should always consult with their tax or legal advisor to determine the specific requirements of the provision, and if this type of donation would be beneficial in light of the donor's individual circumstances.

HUMAN RESOURCE MANAGEMENT WORKSHOP
MARCH 5 AND MARCH 6, 2009

Complete details on enclosed information sheet.

EFT . . . can stabilize and even increase parish contributions. How often have parishioners forgotten their weekly collection envelope, been ill, or attended Mass elsewhere on a weekend? Often when this happens, their weekly contribution is not received by the parish.

PDS Church Office Management software has a process that will allow you to set up an EFT (electronic fund transfer) program for parishioners to fulfill their stewardship intention to the parish collection. When parishioners are offered EFT as a giving option, they can be assured that the parish will receive the amount that they intended in a timely fashion.

By setting up an EFT offertory process for your parishioners, you can help your parishioners to give from their "first portion" and insure a steady income flow for the parish to carry on its ministry. For more information on this process, please contact the Office of Stewardship and Development at (502) 585-3291.



SAFE ENVIRONMENT INFORMATION SESSIONS

In order to help parishes with this important work we have scheduled three information sessions for parish representatives who need further training or updating on all safe environment procedures. These meetings are optional, but we have had several requests from parishes who have asked new persons to coordinate local safe environment efforts.

- Monday, February 2 – 2:00 pm – Chancery**
- Wednesday, February 4 – 10:00 am – Chancery**
- Thursday, February 5 – 2:00 pm – St. Joseph Parish Office
Bardstown**

IT'S THAT TIME OF THE YEAR AGAIN



W-2Gs

You must send Copy A of all 2008 W-2Gs to the IRS with the Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Instructions for completing Form 1096 are detailed on the Form 1096.

1099-MISC

must be provided to independent contractors paid \$600 or more who provided services to the parish, schools or cemeteries.

2008 Contribution Reporting

In addition to all the other items on your "to do" list, don't forget that all parishes are required to provide each parishioner with a statement for their 2008 tax deductible contributions. These statements must be mailed by January 31, 2009.

2009 HOLIDAYS

Listed below are the "Official Holidays" for Calendar Year **2009** for all archdiocesan offices.

Thursday, January 1, <u>2009</u>	Holiday for New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Friday, April 10	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Holiday for Independence Day
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Thursday, December 24	Holiday for Christmas Eve
Friday, December 25	Holiday for Christmas Day
Thursday, December 31	Holiday for Day after Christmas
Friday, January 1, <u>2010</u>	Holiday for New Year's Day

2009 PARISH MAILING SCHEDULE

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

January 9 and 23
February 6 and 20
March 6 and 20
April 3 and 17
May 1 and 15
June 5 and 19
July 2 (Thursday) and 17 and 31
August 14 and 28
September 11 and 25
October 9 and 23
November 6 and 20
December 4 and 18

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.

FOOD SERVICE NEWS

Dates to Remember

<u>Date</u>	<u>Event</u>
December 15	Bill of Rights Day
December 25	Christmas Day
January 1	New Years Day
January	International Creativity Month
January 19	Martin Luther King Jr. Day

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%



Have you joined SNA yet?

The School Nutrition Association (SNA) is the only professional association dedicated solely to the support and well being of school nutrition professionals in advancing good nutrition for all children. Since 1946, SNA has been advancing the availability and quality of school nutrition programs as an integral part of a student’s education. With its 52 affiliates, SNA is dedicated to your success and the success of your school district’s nutrition program and to the health and wellness of America’s school children.

Other benefits:

School Nutrition Association (SNA) members enjoy a variety of benefits with their membership, both intangible and tangible. As a member you will be able to:

- Enhance your career through SNA Certification
- Increase your wealth of knowledge with professional development materials and up-to-date industry news
- Express your concerns and show your support of child nutrition programs to local, state and national government officials
- Network with industry peers, share information and discover best practices to apply in your programs at SNA Conferences and through the Online Communities
- Receive a subscription to SNA’s award-winning publication *School Nutrition* magazine
- Take advantage of scholarship and grant opportunities
- Enjoy a variety of members-only discounts on products and programs, including Emporium purchases, conference registrations, latest research findings, SNA Certification and insurance plans
- Access members only information on the SNA website including additional news and talking points, Online Communications, archives of *School Foodservice & Nutrition*, *Tuesday Morning* and several "Tools You Can Use" such as the Promotional Calendar

JOIN TODAY!!! GET STARTED ON BECOMING CERTIFIED!!!

Juanita and Susan wish you a safe and happy holiday season

HIGH SCHOOL BUSINESS MANAGERS ROUNDTABLE

Thursday, January 15, 2009

11:30 am

Hosted by: Don Bowers, Holy Cross High School

RSVP: dbowers@holycrosshs.com

Lunch will be provided. Those planning to attend should e-mail Don at the e-mail address listed above.

PARISH BUSINESS MANAGERS ROUNDTABLE

Wednesday, January 28, 2009

11:30 am

Hosted by: Mary Beth Johnson

Holy Trinity

501 Cherrywood Road – Louisville, KY 40207

RSVP: mjohnson@htparish.org

Lunch will be provided. Those planning to attend should e-mail Mary Beth at the e-mail address listed above.

2009 ARCH SUPPORT MEETINGS

February 2009 Arch Support Meetings

Tuesday, February 10, 2009

10:00 am

St. Joseph Parish Office – Bardstown

Thursday, February 12, 2009

10:00 am

Chancery Office

April 2009 Arch Support Meetings

Tuesday, April 14, 2009

10:00 am

Chancery Office

Thursday, April 16, 2009

10:00 am

St. Joseph Parish Office – Bardstown

All Business Managers and Bookkeepers are encouraged to attend.



**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**.

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