

ARCH SUPPORT

Issue 85

June, 2009

Fiscal Year-End Reports ~ New This Year



The Chancery Finance Office has requested that all parishes with schools send separate **School Financial Reports** along with the Parish Fiscal Year-End reports that are submitted to the Chancery. To be included are a separate Balance Sheet and Income Statement for the school. Be sure your year end entries include the following in order to ensure the following information will be recorded on the Balance Sheet:

“**Tuition Receivable**”, unpaid amounts due to the school for unpaid tuition.

“**Deferred School Revenue**”, amounts paid prior to June 30 for next school year. Amounts include tuition, pre-registration fees, books and other school fees.

“**Accrued Payroll**”, amounts owed for salaries, wages, and benefits as of June 30, 2009 but unpaid. The total will represent teachers’ residual salaries & benefits owed for the current school term but not paid until July & August.

Also new this year, we would like to know how the school and parish finances are being reported to parishioners and school families. How often - annually, quarterly, etc.? What format - bulletin, newsletter, brochure? Please include a copy with your Year-End report.

Should you have any questions, please call Mary Ann Hood at the Chancery (585-3291), Tuesday through Thursday.

Minimum Wage

Effective July 1, 2009 minimum wage is \$7.25 per hour. Review your payroll records to verify that all employees are paid this rate to ensure the parish/school is in compliance with Kentucky Wage and Hour Laws.



Important Notice



Paycor payroll must be submitted after 8:00 am and before 3:00 pm and on or prior to the processing date as specified on the Archdiocese Payroll Calendar. Payrolls submitted outside this timeframe can cause problems with the overnight update and even result in the payroll not being processed. Please make sure all payrolls are processed within this timeframe.

From the Chancellor's Desk . . .

On vacation – will return next issue.



NOTIFICATION OF EMPLOYEE BENEFIT CHANGE FORM

A Notification of Employee Benefit Change Form must be completed any time there is a change in an employee's status with regard to benefits. This is especially important so that we do not continue to pay premiums for Life and LTD for terminated employees. Also, this form is sent to AIM when an employee terminates so that their Flexible Spending Account is not overpaid. You should e-mail AIM as soon as you know an employee is leaving and then follow up with a copy of the change form to prevent their Flexible Spending Account from being overdrawn. A Benefit Enrollment Form should be filled out for new employees and the yellow copy sent to Candy Wittenauer at the Chancery.



CLUBS AND ORGANIZATIONS



Archdiocesan policies require all parish/school club and organization accounts be reflected on the parish/school financial statements – sometimes referred to by the Finance Office as “pulling in the accounts”. As parishes/schools have consolidated their organization accounts over the years, some have questioned how to handle certain organizations which are sponsored by the parish but are legally aligned to an outside organization; e.g., the Boy Scouts of America, the 4-H, Girl Scouts, etc. Sponsorship of one of these organizations usually involves the following privileges:

- ☺ The organization can meet or hold functions on parish/school property.
- ☺ The organization can use the parish name to identify the parish as sponsor; e.g., “The St. Mary Boy Scout Troop”.

The sponsored organization **cannot**, do the following:

- ☹ Use the parish Federal ID number.
- ☹ Make tax-exempt purchases in the name of the parish.
- ☹ Rent/lease items in the name of the parish.

Bank accounts for sponsored organizations should not be consolidated with parish/school accounts but should be maintained separately by the sponsored organization. In the event that the sponsored organization is dissolved, any assets would revert to the organization's national office and not to the parish/school.

The parish/school should also ensure that any organization being sponsored lists the Archdiocese on their insurance policy as additional insured. For some national organizations like the Boy Scouts, the archdiocesan insurer, Catholic Mutual, has already secured this certificate which covers all Boy Scout troops. If you need to check on a certificate, contact Brad Harruff, at 502-634-3310.



Payroll and Personnel Reminder Checklist

- ✓ If an employee is no longer employed and is not being transferred to another location, after the final pay, mark them as terminated in the Termination Field found on the General Tab at the Employee Screen. Do not mark terminating teachers with a termination date until their contract is paid out in full.
- ✓ All employees should have their job title listed in Paycor. This field is found on the Employee Screen at the HR+ Button-Employment-Position. A drop down box allows you to choose from various titles.
- ✓ Employment Status/Type/Employee Type must be marked for all employees. These fields are found on the General Tab at the Employee Screen.
- ✓ Make certain employees' legal names are in the payroll system. This can cause problems in particular with their retirement benefits.
- ✓ Review hourly rates to ensure that all employees meet the minimum hourly rate. Also verify that substitute teachers are paid according to the archdiocesan pay scale. Certified subs are paid at \$70 a day or \$10.00 an hour. Non-Certified subs are paid at \$60 a day or \$8.57 an hour.
- ✓ Employees who work a school term position (teacher aide/cafeteria) and then choose to work during a summer program; the summer work is considered a temporary change in work status and does not qualify the employee for vacation benefits. All benefits are based on their regular position and term of employment.

REMINDER: YEAR END IS CLEANUP TIME

June 30 is the end of the fiscal year. As parish bookkeepers close the books and prepare annual reports, they need to redouble their efforts in order to ensure the accuracy of year end account balances on their balance sheets. Use the following questions as a checklist before closing the June 30, 2009 year end.

- ? Do accounts receivable and inventory balances agree with the underlying details?
- ? Are savings accounts in balance with year end statements from the Chancery? Has all interest income been recorded?
- ? Have all fixed asset purchases been capitalized to the appropriate fixed asset accounts?
- ? Do accounts payable agree with the underlying details and support documentation?
- ? Do loans payable agree with lender statements? Have interest and principal been allocated accurately throughout the year?
- ? Do restricted fund balances agree with the related assets and liabilities?
- ? Have all necessary adjusting journal entries been made?

Year end is the ideal time to "cleanup" your balance sheet. Annual financial statements receive more scrutiny than at any other time during the year. So, step back, take the time to review all of your balance sheet accounts and make any necessary adjustments (the income statement is now accurate!) Start the new year with a "clean" balance sheet.



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.

Facts and Information Pertaining to the Family Medical Leave Act

What is FMLA? The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons:

- Birth of a child, and to care for the newborn child
- Placement with an employee a child for adoption or foster care, and to care for the newly placed child
- Care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition
- Employee is unable to work because of a serious health condition
- Qualifying Exigency Leave – covered military member is on active duty or called to active duty status
- Military Caregiver Leave – care for covered service member with a serious injury or illness

What determines eligibility? To be eligible for FMLA, an employee must have worked a full year for the Archdiocese of Louisville and have worked at least 1,250 hours during the twelve months prior to the start of the FMLA leave. The 1,250 hours of work cannot include holiday, vacation or sick leave in the calculation, it must be actual time worked.

How does one request FMLA? An employee must request the FMLA-qualifying leave in writing and must explain the reason for the leave. The Office of Personnel and Planning has an employee request form available for use by Business Managers and Bookkeepers. We will assist you in determining if the days requested qualify as FMLA leave. A response to the FMLA leave request is required and an Employer Response form is also available by contacting the Office of Personnel and Planning. Before granting FMLA Business Managers/Bookkeepers/Administrators must consult with the Archdiocesan Personnel Office.

Calculating FMLA leave time: When calculating the days of leave to determine a return to work date, do not include holidays, or days in which the employee is not required to work. A time sheet must be kept for the employee while on FMLA indicating the days off as either FMLA leave or holiday pay or if the employee chooses, sick or vacation time.

Benefits while on FMLA: Employees on FMLA will continue to receive the archdiocesan employee benefits. Employee portion of such benefits will remain the responsibility of the employee.

Reminder: The Office of Personnel and Planning is here to assist you with any questions or to provide further clarification on this topic as well as any other personnel issues.

Achieving Success and Harmony in Charitable Gaming

Charitable gaming is an important revenue-producing vehicle for many parishes and schools in our Archdiocese. Created by the Kentucky General Assembly in March 1994 in the public interest, charitable organizations are authorized to raise funds for legitimate charitable purposes. Coincident with the above, the Department of Charitable Gaming (now called the Office of Charitable Gaming, i.e., OCG) under the Public Regulation and Protection Cabinet was established to license and regulate all charitable gaming in Kentucky.

Below are the key guidelines for parishes and schools to conduct legitimate charitable gaming endeavors and to maintain harmonious relations with the OCG.

STAY UP TO DATE – Become familiar with and visit often the OCG website at www.ocg.ky.gov. It is very informative with regular updates, newsletters, staff listings, licensed vendors and law changes, required forms and reports.

PROVIDE AND SEEK TRAINING – Ensure all volunteer chairs are adequately trained. The OCG conducts training sessions on the first Tuesday of every month at its Frankfort office.

FILE REPORTS ON TIME – Quarterly/Annual reports (complete with all attachments) are due by the end of the month following the end of the quarter/year. File for special license as soon as possible. Remember you cannot advertise an event or collect funds until you have received the special license.

ANSWER ALL OCG CORRESPONDENCE PROMPTLY – Most questions and correspondence have a time period on a response. If you are going to be away from the office, ask the person checking your mail to call the OCG and advise that you are away and will respond once you return to work.

UNDERSTAND AND MONITOR THE 40% RULE – Check your percentage each quarter.

CONCLUSION – The Office of Charitable Gaming is the oversight body designated by the statute to ensure compliance with the regulations by all licensees and prevent fraud. Good relations between the licensees and the OCG are mandatory for the ultimate success of charitable gaming in Kentucky. Also, don't hesitate to call Phylliss Wilkins at the Chancery Personnel and Planning Office if you have questions or problems.



FOOD SERVICE NEWS

Mark Your Calendar for 2009

June	Student Safety Month
June 15-17	Kentucky School Nutrition Association Conference (Galt House)
June 29- July 2	School Nutrition Association Annual National Conference (Las Vegas, NV)
July	Education and Awareness Month
July 28	Rural School Cafeteria Managers Meeting @ St. James E-town 1:30 pm
August	National Back To School Month
August 4	Cafeteria Managers Meeting @ Chancery 2:30 pm
August 27	Mother Teresa's Birthday
September	National Food Safety Education Month
September 7	Labor Day
September 11	Patriot Day
September 17-23	Constitution Week
September 22	Autumn Begins

Retirement—If any managers are retiring at the end of the current school year, please notify Juanita Bisig at 502-585-3291, ext. 1123 or jbisig@archlou.org

KSNA Conference

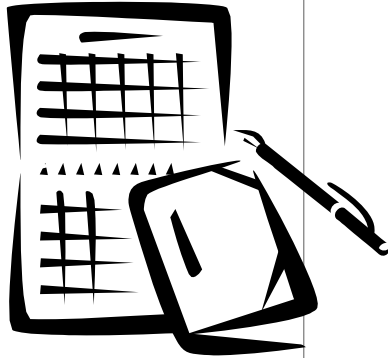
The following programs will be represented at the State School Nutrition Association Conference at the Galt House and Louisville Convention Center in June:

Bethlehem High School	St. Catherine
Central Food Service Office	St. Dominic
DeSales High School	St. Edward
Holy Cross High School	St. Gabriel
Holy Spirit	St. James, Louisville
Holy Trinity	St. Joseph
John Paul Academy	St. Mary Academy O.C.
Notre Dame Academy	St. Michael
St. Agnes	St. Nicholas
St. Aloysius, Pewee Valley	St. Raphael
St. Albert	St. Rita
St. Athanasius	St. Stephen Martyr
St. Augustine	

We will have 24 schools represented, with 36 employees attending. This is our largest number of attendees so far. The conference is a great opportunity for those who are not yet certified to get started. All attending should keep track of the classes you attend. Make sure you sign in when you arrive at the conference to be sure you get credit for attending.

National School Lunch Program Honor Roll

<u>Program</u>	<u>ADP</u>	<u>Manager</u>
St. Catherine	96%	Debbie Durbin
St. Dominic	94%	Charlotte Hamilton
St. Augustine	93%	Carolyn O'Daniel
Notre Dame	91%	Janie McNeill
St. Mary O.C.	89%	Sue Fuller
Holy Family	86%	Pam Stober
St. Nicholas	86%	Gwen Wheatley
St. Edward	85%	Dolly Krebs
St. Athanasius	84%	Melanie Wafzig
St. Gabriel	82%	Brenda Bierly
St. Joseph	81%	Sue Ann Rogers
St. Gregory	80%	Mickie Wheatley
St. Stephen Martyr	80%	Donna Schall
Holy Spirit	79%	Lisa Hulsman
St. Albert	78%	Sharon Grider
St. James E-town	78%	Mary Alice Riley
St. Leonard	77%	Pam Tharp



Arch Support Meetings

August

Tuesday, August 4, 2009
10:00 am
St. Joseph Parish Office – Bardstown

Wednesday, August 5, 2009
10:00 am
Chancery Office – Meeting Room 3

October

Dates for the annual Benefit Enrollment Meetings have not been set.
Will advise once definite dates are scheduled.

December

Tuesday, December 1, 2009
10:00 am
Chancery Office – Meeting Room 3

Wednesday, December 2, 2009
10:00 am
St. Joseph Parish Office – Bardstown

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**.