

ARCH SUPPORT

Issue 89

January, 2010

FROM THE DESK OF THE CHANCELLOR . . .



On January 1 we all began a new year and a new decade. Wow, the first decade of the 21st century certainly passed quickly . . . and what a decade it was! If you can recall the beginning of the year 2000 you might remember being preoccupied with Y2K fears, which suggested that computers and all they control might not work once the clock struck midnight. Everybody got ready for possible problems, but things continued much as they had before.

In the year 2000 postage stamps were 34 cents; unemployment was 4%; Miss America was Heather French; Fusaichi Pegasus won the Derby; Michigan State played Florida in the NCAA finals; and the television show *The West Wing* won the Emmy's.

Of course much has changed since then in the world, including our Church, our jobs, and our lives. We have a whole new language that includes words or images such as 9/11; Katrina; Google; My Space; Twitter; Al Qaeda; Facebook; and more. Consider how much the church has changed in the past decade. Over the 10 years we were blessed with a new Pope and a new Archbishop; we struggled with the clergy sexual abuse crisis; parishes were reorganized, and new parishes were created. If you were on staff in 2000, it is likely your own job has changed as well.

The only really good reason to look back is to learn lessons, so what lesson do you take with you into the new decade? Let me offer a few of mine.

1. We are all stewards or caretakers of our lives and ministry. We don't own much

and everything we do have is a gift on loan from our loving God. Appreciate what we have and share it with others.

2. We stand on the shoulders of all those who have come before us, in our families and in our Church. Honor what has come before and pass it forward.
3. Change is inevitable and many things come and go. Ultimately what is most important is our efforts to proclaim the gospel and our witness of God's love for all of creation.

As we begin this new decade together, let me offer my thanks for all you do to share the good news of Jesus Christ and my best wishes for a happy and productive new year.





PAYCOR 5.3, WHAT'S NEW?

The following features are enhancements to the Paycor software that occurred in early December. While Paycor made several updates to the software; the information below highlights only the new features that pertain to our use as a group.

Export Wizard

- Tab navigation is now aligned with payroll and HR+.
- More HR+ fields were added.
- The Job Title can now be exported even if you do not use HR+.
- A new history filter is available on Position, Location, Performance Review, and Pay Rates so you can export only the current values.
- All Custom fields can be exported (with HR+).

If you have any questions regarding these new features or have general questions about Paycor, feel free to contact Lisa Leister in the Office of Personnel and Planning.

THE 2010 PAYROLL CALENDAR is now available on the archdiocesan website. Please post in a conspicuous place to ensure payroll is processed and **released between 8:00 am and 3:00 pm on the listed dates.**



Campaign Reporting

Excitement continues to grow with regard to the Building a Future of Hope campaign as we progress in the third wave. December was a phenomenal month for the campaign with cash gifts exceeding \$2.3 million, and millions more in new pledges. Tracking contributions from individuals and families is an integral part of record-keeping, and the Office of Information Systems (OIS) does all of this intricate work. Along with account reconciliations, the Finance Office compiles this information and reports at a parish level, and then deposits the appropriate funds into each parish DLS Savings Account. Deposit information is generally available by the 10th of following month. Due to large volumes in some months, it may be later than the 10th. Complete gift data entry and reconciliations are essential and must be complete and accurate before funds can be deposited into parish DLS accounts.

Additionally, the Finance Office will send to the pastor a Campaign Statement summary accompanied by an individual donor report around mid-month of the following month (i.e. November results reported in mid-December). In the *Cash Received* section of the statement on the *Parish Cash* line, you will be able to verify the reported figure with your DLS Savings Account balance. In some instances, donors restrict their gifts to certain initiatives and a special accounting treatment must be done. In these cases, the pastor will receive an additional statement reporting this information which must be added to the *Parish Cash* line in order to arrive at the total amount in your DLS account.

Campaign contribution acknowledgement letters for tax purposes will be sent to each donor by the Archdiocese of Louisville by January 31, 2010.

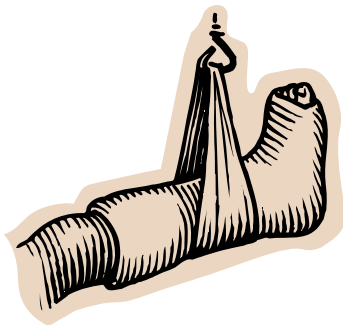
SPECIAL COLLECTIONS

Proceeds from Special Collections are due at the Chancery within 30 days after the collection. The following schedule shows the December, January and February collections. See the Financial Policies and Procedures Manual, pages 63 and 64 for further instructions. You can view the manual on our website at www.archlou.org.

Collection	Month taken up	Due at Chancery	Required amt
Retired Religious	December 13, 2009	January 12, 2010	Second collection
Archdiocesan Charities (Christmas)	December 25, 2009	January 24, 2010	= avg collection
Opportunities for Life	January 17, 2010	February 16, 2010	Second collection
Black and Indian Missions	February 21, 2010	March 23, 2010	Second collection

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

W i n t e r T i m e S l i p s / F a l l s



Winter is quickly passing by and to date we have had a relatively small number of slips and falls due to ice, **Fantastic!!** Please keep up the good work by keeping a person in charge of the ice and snow removal. It doesn't hurt to keep a little extra salt, etc. by the doors in case a parishioner identifies an area we missed and can assist.

SAFETY MANAGERS . . .

Your locations will soon be getting a letter telling you of the new online training available. There are currently two short units you will log on and take. A database will keep track who has taken the tests. I will tell you that I took them and they are short, and believe it or not, they are rather entertaining. They are on the Catholic Mutual Website and complete instructions are on the way. You can have as many people from your location take the training as you wish.



2009 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that to be reimbursed from the 2009 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2009 and requests must be received by AIM (attention: Michele Cull) by February 28, 2010. Remaining 2009 claims must be made by a paper claim form as the 2009 balance of funds is no longer on the Benefit Cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

PARISH MAILING SCHEDULE FOR 2010

January 15 and 29
 February 12 and 26
 March 12 and 26
 April 9 and 23
 May 7 and 21
 June 4 and 18
 July 2 and 16 and 30
 August 13 and 27
 September 10 and 24
 October 8 and 22
 November 5 and 19
 December 3 and 17

**MILEAGE RATE**

The mileage rate for 2010 will remain at 40.5 cents. While the IRS rate is 50 cents a mile we remain 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. 50 cents per mile) when filing their 2010 tax returns.

HUMANA ENROLLMENT INFORMATION FOR 2010

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 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.

FOOD SERVICE NEWS

Mark Your Calendar

February	National Black History Month
February 2	Groundhog Day
February 14	Valentine's Day
February 15	Presidents Day
February 17	Ash Wednesday, Lent Begins
March 17	St. Patrick's Day
February 16	Rural Managers Meeting, St. Gregory, Cox's Creek, 2:30 P.M.
February 17	Managers Meeting, Chancery, 2:30 P.M.

2009/2010 Cafeteria Managers Meeting Schedule

Tuesday, April 20, 2010	Rural, St. James E-town, 2:30 P.M.
Wednesday, April 21, 2010	Chancery, 2:30 P.M.
June 28-30, 2010	KSNA, Northern Kentucky
July 12-14, 2010	ANC SNA, Dallas
Tuesday, July 27, 2010	Rural, St. Joseph Bardstown, 2:30 P.M.
Tuesday, August 10, 2010	Chancery, 2:30 P.M.

(MANAGER MEETING DATES SUBJECT TO CHANGE)

The following programs have excess inventory, if you have a need for any of these products please contact the manager.

- St. Bernard- 2 cases diced tomatoes, 4 cases peanut butter.
Cheryl Westenhofer 502-239-5178
- St. Gregory- 3 cases diced tomatoes, 5 cases sliced American cheese, 2 cases shredded mozz. cheese, 8 cases apple sauce.
Mickie Wheatly 502-348-2997
- St. Albert- 8 cases peanut butter, 5 cases tomato paste, 3 cases diced tomatoes. Sharon Grider 502-425-6739
- St. Stephen Martyr- 2 cases mixed fruit, 4 cases tomato paste, 4 cases salsa. Donna Schall 502-635-6895
- St. Aloysius Shepherdsville- 6 cases tomato paste, 8 cases peanut butter, 9 cases applesauce. Debbie Sweat 502-543-3390
- St. Paul- 5 cases peanut butter, 5 cases diced peaches. Denise Anthony 502-935-5511
- Ascension- 5 cases diced tomatoes, 2 cases tomato paste.
Patricia Shaughnessy 502-451-0334
- St. Raphael- 8 cases salsa, 9 cases peanut butter. Stacy Linton 502-456-1541
- Holy Cross- 14 cases applesauce, 9 cases peaches. Lydia Johnson 502-447-4363
- St. Athanasius- 4 cases salsa, 7 cases tomato paste. Melanie Wafzig 502-969-2346
- John Paul Academy- 6 cases peanut butter. Mary Schneider 502-451-8279

National School Lunch Program Honor Roll . . .

St. Augustine	97%
St. Dominic	92%
St. Catherine	91%
St. Edward	91%
Holy Family	88%
Notre Dame	88%
St. Andrew	83%
St. Athanasius	81%
St. Nicholas	81%
St. Joseph	80%
Holy Spirit	78%
St. Gabriel	78%
St. Paul	78%
St. Stephen Martyr	78%
St. Albert	77%
St. Aloysius Shep.	77%
John Paul Academy	76%
St. James E-town	76%



Some of you still have some blueberries left so here's a recipe for you to try.

BLUEBERRY DROP COOKIES
YIELD 4 DOZEN

Ingredients

- 2 cups all-purpose flour
- 2 teaspoons baking powder
- 1/2 teaspoon salt
- 1/2 cup shortening
- 1/4 cup milk
- 1 egg
- 1 cup white sugar
- 1 teaspoon almond extract
- 1 1/2 teaspoons lemon zest
- 1 cup fresh blueberries

Directions




In a large mixing bowl, cream the shortening, sugar, egg, milk, almond extract and lemon zest. Mix well after the addition of each ingredient. Combine the flour, baking powder and salt; blend into the sugar mixture. Fold in the blueberries. Cover and chill for 4 hours. Preheat oven to 375 degrees F (190 degrees C). Drop dough by teaspoonfuls onto ungreased cookie sheets, about 1 1/2 inches apart. Bake 12 to 15 minutes in the preheated oven. Let the cookies cool on the baking sheets for a few minutes before transferring to wire racks to cool completely.



**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**

February 2010 Arch Support Meetings

Tuesday, February 16, 2010
10:00 am
Chancery—Room #3

Wednesday, February 17, 2010
10:00 am
St. Joseph Parish Office—Bardstown

April 2010 Arch Support Meetings

Tuesday, April 13, 2010
10:00 am
Chancery—Room #3

Thursday, April 15, 2010
10:00 am
St. Joseph Parish Office—Bardstown

Parish Business Managers and Bookkeepers are encouraged to attend.

**HIGH SCHOOL
BUSINESS MANAGERS ROUNDTABLE**

Tuesday, March 16, 2010
Noon

Mercy Academy
Hosted by: Jan Durbin

RSVP: jan.durbin@mercyacademy.com

PARISH BUSINESS MANAGERS ROUNDTABLE

Thursday, March 18, 2010
11:30 am

St. Bernadette Parish Center
Co-hosted by Tina LaTulippe and Jill Mullaney
RSVP and Agenda items to: tina@saintbernadettelouisville.org