

ARCH SUPPORT

Issue 63

September, 2005

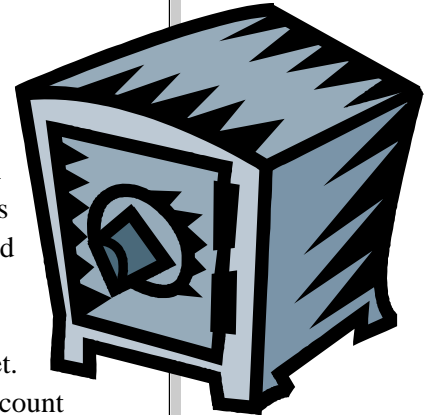
AUDITOR'S NOTES. . .

DEPOSITS DURING THE WEEK

Most parishes devote appropriate attention to counting and deposit controls for weekly collections. But, what about receipts during the week? Checks and cash for school tuition and fees, stipends, capital fund drives, charitable gaming events and parish organization fund-raising received throughout the week must be handled with similar care. Establish a regular routine along the following guidelines.

- If receipts are held overnight, secure them in a fire-proof safe or file cabinet.
- Make regular deposits; do not hold the receipts for the weekly collection count teams. Always deposit daily when receipts on hand exceed \$1,000.
- Require charitable gaming chairs to promptly deposit event receipts to the charitable gaming bank account. Do not hold the receipts overnight at someone's home; use the bank night depository. Deliver the count tabulations and duplicate deposit slips to the parish office for timely recording.
- Require parish organization chairs to take fund-raising receipts and tabulations daily to the parish office for deposit to the parish general checking account.
- Require cafeteria managers to deposit receipts daily to the cafeteria checking account, and take duplicate deposit ticket and accompanying data sheet to the parish office.

Do not allow receipts to accumulate. Deposit and record them regularly. A disciplined approach signals responsible stewardship of parish funds.



MILEAGE RATE

Recently the IRS announced an increase in the optional standard mileage rates used by employees, self-employed individuals, and other taxpayers for the last four months of 2005. The rate was increased to 48.5 cents per mile for all business miles driven between September 1 and December 31, 2005. **However, the archdiocese reimbursement rate will remain at 40.5 cents per mile.** This decision was based on concerns for the parish and archdiocesan budgets which used the 40.5 cents rate and also on predictions that heating and cooling costs are going to increase substantially putting strains on already tight 2005/2006



budgets. Citing market analyst predictions of a slight decline in gas prices over coming months, the IRS will revisit the issue before setting a 2006 rate and will base

the rate on gas prices closer to January. At that time, we will issue information on the 2006 mileage rate. 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. 48.5 cents per mile for September through December 2005) when filing their 2005 tax returns. They should check with their tax accountant and also ensure they maintain proper documentation (date, to/from, actual miles and purpose).

CSAA Handling of Referees

Please review the following and make sure your parish or school is complying with the following requirements:

- In order to receive payment, a referee must provide legibly their **name, address, social security number and phone number.**
- Parishes will maintain records of all payments made to referees.
- CSAA will require all referees to complete a W-9 form. The forms will be maintained at the CSAA office.
- Parishes should contact the CSAA office for a copy of the W-9 for referees paid through the parish.
- The parish will issue a 1099 to any referee paid \$600 or more during the calendar year.
- Exception is volleyball referees that do not go through CSAA. The parish will be responsible for the W-9.

The IRS requires “backup” withholding of 28% whenever a payee fails to give the payer their social security number. In addition, IRS instructions require that a 1099 be provided to the payee and the IRS whenever backup withholding is done. This means that even a payment for a single game must be reported to the IRS and to the payee on a 1099 at year-end if the proper information is not collected at the time of payment.

LOWERY ORGAN – Jupiter, 25 years old, looks great. Has all learning books and tapes, needs some repair work on volume pedal. Will donate. If interested, contact Mary Beth at 502-239-1913.

Safety Meeting with Principals



As part of the October Elementary School Principals meeting, representatives from KESA and CORE Risk will conduct a safety awareness meeting. The meeting will be held on Tuesday, October 11th, 9:00 AM at the Flaget Center.

PARISH BUSINESS MANAGERS ROUNDTABLE

Wednesday, September 21st
11:30 AM

St. Joseph Parish Office - Bardstown
Lunch provided

RSVP: Sherry Ice at sherryice@stjoechurch.com

CHARITABLE GAMING ADVISORY BOARD

We are pleased to announce that Charlie Mays has been appointed by Governor Fletcher to serve on the Charitable Gaming Advisory Board. Charlie will be traveling to Frankfort on Monday, September 19th to meet with Ed Monahan, Executive Director of Catholic Conference of Kentucky and representatives of the four Kentucky dioceses. After meeting at the CCK office, the group will travel to the charitable gaming office to meet with the acting Executive Director and his staff. Anytime that you have concerns or issues over any charitable gaming issue, you should contact Phyliss Wilkins at the Chancery Finance Office. She will assist you as well as keep Ed Monahan and Charlie Mays informed on issues and concerns.

Reminder.....it's that time of the year!

Time to order those 2005 W-2s and 1099s. Get your order in early to prevent any delay in getting this calendar year-end process completed. Your parish may want to get together with other parishes in your region and order to take advantage of the bulk order lower prices.

Revised Form I-9

Enclosed please find an updated I-9 form, Revised 5/13/05. Use this as your master copy and ensure all employees have an I-9 on file in the parish office. Also remember that I-9s should be maintained in a separate master file and not in the individual employee files.

FOOD SERVICE NEWS

Mark Your Calendar for the 2005/2006 school year!!!

<u>Date</u>	<u>Event</u>
October 10-14, 2005	National School Lunch Week "It's Instrumental"
October 18, 2005	Managers Meeting, 2:30-4:30 PM St Augustine, Lebanon KY
October 19, 2005	Managers Meeting, 2:30-4:30 PM SYSCO, Classic Room, 7705 National Turnpike Louisville KY 40214
January 10, 2006	Managers Meeting, 2:30-4:30 PM St James/Elizabethtown
January 11, 2006	Managers Meeting, 2:30-4:30 PM Maloney Center
March 6-10, 2006	National School Breakfast Week "Go Places with School Breakfast".
March 14, 2006	Managers Meeting, 2:30-4:30 PM St Aloysius/Shepherdsville
March 15, 2006	Managers Meeting, 2:30-4:30 PM Maloney Center
May 16, 2006	Managers Meeting, 2:30-4:30 PM St Joseph/Bardstown
May 17, 2006	Managers Meeting, 2:30-4:30 PM Maloney Center
June 19-21, 2006	KY School Nutrition Assoc. Conference Galt House, Louisville Kentucky
July 16-19, 2006	School Nutrition Association Conference Los Angeles, California

Six Tips for increasing Milk Consumption

- ☆ Kids really love cold milk – keep it as cold as possible, and they will consume more.
- ☆ Promote the health and nutrition benefits of milk with a "Milk Awareness Day".
- ☆ Host a milk taste-test event to introduce new flavors.
- ☆ Tie a promotion with the taste-test event and offer children "got milk?" and other prizes for trying out flavors.
- ☆ Post "got milk?" and other points of sale materials in the cafeteria – make it fun.
- ☆ Offer flavored milk with breakfast cereals and see both milk and cereal consumption increase.

School Foodservice & Nutrition, September 2005.



CENTRALIZED MENUS

The children seem to enjoy the centralized menu. You must follow the centralized menu exactly. If a change is needed you must submit a request in writing to change it. If you have any suggestions for the next menu, please submit to the Food Service Office no later than October 7, 2005.

Menus for National School Lunch Week October 10-14, 2005

All menus and recipes are suggestions from School Nutrition Association (SNA) to use during National School Lunch Week. School managers are encouraged to choose menus that fit best with the needs of your staff and preferences of your students. SNA has not tested these recipes in a kitchen. **The menus below are the only** menus acceptable to use during National School Lunch Week instead of the centralized menu. Call the Food Service Office for recipes or go to www.schoolnutrition.org website.



I'm With the Band
Taco Tater Maracas
Saxophone Salad
(Corn, Pepper & Rice)
Brass Berry Ice
Maestro Milk

Sing for your Supper
Soprano Spaghetti Pie
Bass Bread
Soloist Salad
A capella Applesauce
Baritone Brownie
Minstrel Milk

Noteworthy
Scaled-Up Sandwich
Key of B Beans
Symphony Salad
F-sharp Fruit Salad
G-clef Graham Crackers
Melody Milk

Jukebox Hero
Rappin' Turkey Wrap
Soul Salad
Pop Pineapple and Country Coconut
World Music Wafers
Punk Jell-O
Musician Milk

All That Jazz
Piano Potato Pizza
Cool Carrot Sticks & Bebop
Broccoli
Ragtime Ranch Dressing
Jazzy Chocolate Pudding
Modern Milk



Are you a Manager or a Leader?

- Managers do things right; Leaders do the right things.
- Managers are concerned with administration; Leaders are concerned with Innovation.
- Managers are concerned with maintenance; Leaders are concerned with development.
- Managers have structure focus; Leaders have a people focus.
- Managers are into control; Leaders are into trust.
- Managers direct; Leaders inspire.
- Managers depend on strategies; Leaders depend on vision.
- Managers depend on power; Leaders give power away.

From the book, "Winning Management", by Wolfe Rinke's

POS Update

Some schools have started using a wireless web on the POS Computer and it has helped a great deal. Listed below is information about a wireless web:

Linksys Wireless is a good product

Wireless Hub costs approximately \$170

Wireless Network card costs approximately \$100

These items can purchased at places such as Comp USA, Best Buy, Circuit City, Office Max and Insight.com.

Jefferson County Health Department Sanitation Course



If you need to be certified by the Jefferson County Health Department you must register by mail or in person at 400 East Gray Street and pay the fee of \$25.00 to receive materials to study for the test. After fee is paid, call 458-0841 within 90 days to schedule exam day and time.

EQUIPMENT NEEDS

Nativity Academy is in need of an electric slicer, and cereal/soup bowls. Please contact Martha at 562-2190.

Holy Trinity has an excess of metal forks. If you are interested, please call Anne at 897-2785



FOOD SERVICE OFFICE

Jennifer Holcomb has resigned her position with the Food Service Office to pursue other opportunities. Her last day will be September 30th. We will welcome Susan Wittenauer to the Food Service Office on October 1, 2005. Susan comes to Food Service after working in the Finance Office the past year. Susan can be reached at 585-3291 ext. 131 (swittenauer@archlou.org). Michelle's extension will change to extension 123 (mfaust@archlou.org).

Please join us in welcoming Susan and thanking Jenny as well as wishing her the best of luck in the future.

E-mail



Most correspondence is made through e-mail. If you have not received any e-mail from the Food Service Office, please contact the person in charge of technology at the school.

COMMODITY NEEDS

The following schools have excess USDA commodities. If you are interested in any of these items, contact the cafeteria manager.

- ✓ Holy Trinity, Anne Monsour, 897-2785, Ground beef, Cut up Chicken, Diced Chicken, Ham Roast, Tuna, Turkey Deli, and Pork Patties.
- ✓ St Michael, Dana Hart, 809-1303, Cut Up Chicken.
- ✓ St Pius X, Angela Perry, 451-8279, Pork Roast.
- ✓ St Raphael, Stacy Linton, 456-1541, Turkey Picnic, ham, and turkey deli.

The following schools need the following USDA commodities. If you are interested in any of these items, contact the cafeteria manager.

- ✓ St Raphael, Stacy Linton, 456-1541, Raisins and Italian Dippers.

Fraudulent Checks

Recently a parish received a call from their bank advising their Social Concerns Imprest account was overdrawn. Needless to say the business manager was quite surprised knowing the person that managed this account was meticulous in their recordkeeping. A call to the bank revealed some fraudulent checks had been passed through the account. In this day of ever evolving technology, we must stay alert to this type of action. Establish a good



working relationship with your bank so that when activity is suspicious and throws up a red flag, you will be contacted. This type of action also reinforces the importance of reviewing bank statements and the monthly bank reconciliation process.

2005 Group Ruling 501c3 Letter

Enclosed in the September 16th parish mailing, each parish will receive the 2005 501c3 letter and a copy of the USCCB 2005 Group Ruling. Please keep this original as your master and copy to use for your annual charitable gaming renewal application, grant applications and other tax exempt purposes.

Catholic Mutual

Special Events Coverage

Catholic Mutual has notified us that our 3rd party insurer for Special Events Coverage will no longer provide coverage to alcohol events listed as “BYOB.”

Their determination was based on the lack of oversight and control at these events and the increased risk of an alcohol related problem or incident. If you have any questions, you can contact Brad Harruff at 502-634-3310.



2004-2005 Individual Participants' Retirement Account Statements

Packets have been mailed to all locations. It is the Bookkeeper/Business Manager's responsibility to distribute each of the three (3) documents to every active, eligible employee, including pastors and associate pastors eligible for the plan. Forward each of the three (3) documents to terminated/retired/inactive employees. Every effort should be made to locate former employees. Return individual documents of former employees whose mailing addresses are not available or are unknown to you and return to:

Judy C. Thomas
Plan Administrator Executive
The Chancery
P O Box 1073
Louisville, KY 40201-1073

Participants' Retirement Account Balance information is strictly personal and confidential information and should not be shared with anyone other than the participant. For that reason, you need to seal each statement in a plain or recycled envelope with the person's name on the front. Each envelope should be clearly marked “PERSONAL AND CONFIDENTIAL.”

PDS

Training Workshop . . .

A GREAT SUCCESS!

Thirty-eight parish employees attended the Church Office training, 43 participated in the Advanced Report Writing class and 34 employees participated in the Ledgers/Payroll training sessions. Paul Goldsworthy, PDS/ACS trainer did an excellent job. A special thanks also to St. Gabriel Parish for the use of their computer lab. The staff provided great assistance and support for the week long training workshop. The Chancery Finance Office was pleased to be able to coordinate and provide the parishes with this opportunity. Thanks to all for their help with the workshop and to all who participated.



ARCH SUPPORT ON THE WEB!

To read the newsletter online or print additional copies, go to the archdiocesan web site

www.archlou.org

Click on “**The Archdiocese**”, click on “**Publications**”. This latest edition will be available as well as issues from the last two years.

Also available on the website:
2005 Health Care and Dependent Care Reimbursement Forms
 Click on “**The Archdiocese**”, click on “**Resources**”. Double click on the form and print.

UPCOMING MEETINGS

Mark your calendar

October Arch Support/Benefit Meetings

Tuesday, October 18, 2005 – 1:00 PM
Maloney Center

Wednesday, October 19, 2005 – 10:00 AM
Maloney Center

Thursday, October 20, 2005 – 10:00 AM
St. Joseph Parish Office – Bardstown

A representative from each parish or group participating in the Archdiocese of Louisville Benefit Program **MUST** attend one of these meetings. Changes in the 2006 benefit program will be reviewed, questions answered and materials distributed for employees to be enrolled in the 2006 benefit program. Don't miss this most important meeting.

December Arch Support Meetings

Tuesday, December 6, 2005 – 10:00 AM
Maloney Center

Wednesday, December 7, 2005 – 10:00 AM
St. Joseph Parish Office – Bardstown

ARCH SUPPORT

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