

ARCH SUPPORT

Issue 60

March, 2005

CHARITABLE GAMING TRAINING WORKSHOP

In recent weeks, many of our parishes and organizations have received calls, warning letters and in a number of cases fines, for reporting errors on the Charitable Gaming Quarterly Report, Form CG-QR. We soon found out this was occurring with other parishes and organizations throughout the state. To address these concerns, in early March, Mr. Ed Monahan, Executive Director, Catholic Conference of Kentucky, and representatives from the four Kentucky dioceses met with the Executive Director of the Office of Charitable Gaming (OCG) and members of his staff at the Charitable Gaming Office in Frankfort.

The purpose of our meeting was:

- * Express our appreciation for OCG's willingness to work with us on these and other issues.
- * Ensure OCG that we want appropriate regulation and monitoring of charitable gaming licenses to assure compliance with the law.
- * Work to have report errors pointed out and corrected.
- * Schedule a training session to include training from OCG accountants who have identified actual problems from actual reports and are the personnel who will be reviewing the reports on a quarterly basis.

It was a very good meeting. The Archdiocese of Louisville, as well as the other Kentucky Dioceses, has always worked to maintain a good relationship with the OCG and will continue to do so.

To provide our parishes and organizations with up to date charitable gaming laws, regulations and information, we have scheduled a Charitable Gaming Workshop to be conducted by staff members from the Office of Charitable Gaming. The training schedule is listed below. Time will be allowed at the end of the workshop to address questions specific to your charitable gaming license, events or report.

A number of parishes and organizations have been contacted by Ms. Lisa Lewis, Accountant, Office of Charitable Gaming concerning report errors that have resulted in a warning letter and/or a fine. If you have been directed to attend training, you will need to attend the training session detailed below.



AUDITOR'S NOTES. . .

TIMELY RECONCILIATIONS

One way to be less hassled at yearend is to keep up with balance sheet account reconciliations on a monthly basis. Reconciling your bank accounts is, of course, a priority, but don't forget accounts receivable and payables, payroll withholding, accruals, and restricted fund balances. If you make it a habit of balancing these accounts each month, your job at yearend will be much smoother.



If you wait until the end of each six-month reporting period, reconciliation will take much longer. What caused this? Did I make a posting error? Did I forget to make an adjusting entry? Is something missing from the subsidiary trial balance? Why didn't Mary take care of this? Where did I put that file? Didn't we pay that?

Reconcile monthly. Know you accounts. Clear up errors now. Do this, and you will be much happier. I guarantee it!

CHARITABLE GAMING WORKSHOP

Wednesday, April 20, 2005

9:30 AM – Maloney Center

To register to attend this Workshop, e-mail Phyliss Wilkins at pwilkins@archlou.org Registration should include:

Name of attendee

Parish/School/Organization

Charitable Gaming License Number

This is an opportunity for any parish, school or organization that has a Charitable Gaming license to send a representative and/or person responsible for completing the quarterly report to receive training from Office of Charitable Gaming staff members.

If you are not able to attend this local training session, training is available the first Tuesday of every month at the Office of Charitable Gaming in Frankfort beginning at 9:30 AM. Please call 502-573-5528 or 1-800-729-5672 and register to attend. For other Charitable Gaming information, go to their website at: <http://dcg.ppr.ky.gov>

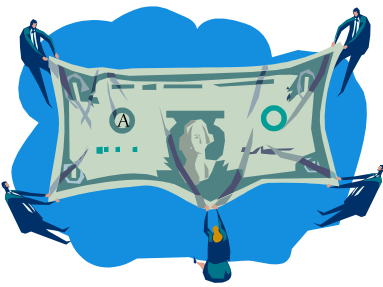
National Secretaries' Week

In honor of National Secretaries' Week, this year's Archdiocesan Office Personnel Day is scheduled for Wednesday, April 27, 2005. We are pleased that Cindi Sullivan of 84WHAS Radio will be our guest speaker. Cindi's popular "Living Better" presentation will focus on ways individuals can reduce stress, enhance their leisure time, and improve their health through the use of plants and gardening.

Hosting this year's event at Flaget Center allows us to offer the program at a reasonable fee of \$20 per person, which includes lunch for all participants.



BUDGET WORKSHOP



Is it really time to prepare the budget again? Yes, and it does seem to get here sooner than we are ready. Some advance planning can prevent us from suffering from the "where do we begin" syndrome.

1. The budget committee should develop a budget timetable by establishing the date the budget is due and work backwards. This timetable will be useful in getting departments and organizations to complete and return their budgets on a timely basis.
2. A timetable and all the necessary forms should be sent out by the pastor and budget committee. PDS has a budget worksheet form that provides the actual history on each account, space for proposed budget information, and space for explanation of significant increases or decreases from previous year.
3. After all the proposed budgets have been reviewed by the budget coordinator, the bookkeeper can input the figures as "Budget" in PDS and can generate a consolidated budget for review by the budget committee.
4. Once the budget has been approved, the bookkeeper should input the monthly budget figures from the budget worksheets into the PDS ledgers system.

Still feeling a little overwhelmed by the budget process? Marda Weakley will be conducting a Budget Workshop on Thursday, March 31st, 9:00 AM at the Chancery Office, Room 4. To register, e-mail Marda at mweakley@archlou.org Once registered, you will receive a detailed list of information to bring to the workshop.

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.

4 things to do when work is slack

On those rare occasions when there isn't enough work to keep you busy, make that time productive:

- 1 **Review and correct databases.** Ensure contact names and addresses are up to date.
- 2 **Customize your computer.** Organize your toolbar with the features you use most and create document templates.
- 3 **Clear out the files.** Check the Record Retention policy first to learn what can be tossed and what to send to storage. Also don't forget about cleaning out those computer files.
- 4 **Create a training manual.** Do your part that when someone fills in while you're away, they will know how to do the job.



FOOD SERVICE NEWS

Mark Your Calendar for the 2004-2005 School Year!!!

<u>Date</u>	<u>Event</u>
March 25	Good Friday - Food Service Office Closed
April 12	DOD order: Lettuce, Potatoes, Strawberries, and Pineapple
May 2-6	Child Nutrition Employee Appreciation Week
May 17	Cafeteria Managers Meeting, 2:30 PM- 4:30 PM Bethlehem High School
May 18	Cafeteria Managers Meeting, 2:30 PM.- 4:30 PM Maloney Center
June 20-22	Kentucky School Food Service Association Conference Owensboro, Kentucky
July 17-20	School Nutrition Association Conference Baltimore, MD



A Great Big Thank You

Thank you to the Centralized Menu committee.

Holy Family, Pam Stober
 Our Mother of Sorrow, Tina Cozzens
 St Albert the Great, Sharon Grider
 St Aloysius/PV, JoAnn Schweitzer
 St Athanasius, Melanie Wafzig
 St Barnabas, Mary Schneider
 St Edward, Dolly Krebs
 Notre Dame Academy, Janie McNeill
 St Michael, Dana Hart
 St Raphael, Stacy Linton
 Ss Simon & Jude, Gwen Wheatley

The committee is working very hard to make this menu a success for all schools. On March 16, 2005, the committee began working on the Vendor Bid. You're doing a great job!

POS Update

Forty-two programs have successfully converted to the new Point of Sale System. DeSales High School, Mother of Good Counsel and St Aloysius/Shepherdsville have implemented the POS system in the past month. St James/Louisville is scheduled for next month. Way to GO! Keep up the good work!

National School Breakfast Week 2005

*Navigate Your Day with School Breakfast /
March 7-11, 2005*

School Breakfast: Navigate Your Day with School Breakfast. Schools and Managers who participate in the National Breakfast Program are:

Most Blessed Sacrament, Stacy Robbins
 St Catherine, Debbie Durbin
 St Gregory, Mickie Wheatley
 Nativity Academy, Yvonne Miles

NUTRITION NOTES

“5 A Day” slogan has been replaced by “Eat Your Colors Everyday”. When one eats the 5 A Day in different colors, it promotes good health. Encourage your students to eat the “Rainbow” everyday. Listed below are ways the colors help promote good health:

Blue/Purple –

- Lowers the risk of some cancer.
- Maintains urinary tract health
- Maintains memory function
- Maintains healthy aging

Green -

- Lowers the risk of some cancer
- Maintains vision health
- Maintains strong bones and teeth

White -

- Lowers the risk of some cancer.
- Maintain heart health.
- Maintain Cholesterol levels, which are already healthy.

Yellow/Orange -

- Lowers the risk of some cancer.
- Maintain heart health
- Maintain vision health
- Maintain a healthy immune system.

Red -

- Lowers the risk of some cancer.
- Maintain heart healthy
- Maintain memory function
- Maintain urinary tract health



FOOD ALLERGIES 101

Would you be able to tell if a student in your cafeteria was experiencing an allergic reaction? Timing is everything, and the earlier you recognize that the student is having a reaction, the faster you can get the medical attention he or she needs. Listed below are symptoms you may see or hear in the cafeteria when a student is having a reaction:

- My tongue (or mouth) is tingling.
- My lips feel tight.
- My tongue (or mouth) itches.
- There’s something stuck in my throat.
- It feels like something is poking my tongue.
- My tongue feels fuzzy.
- My throat feels thick.

Information acquired from School Foodservice & Nutrition, February 2005.

Wish list



If your program needs any equipment or small wares or has equipment to donate to another program, send a list to Michelle at mfaust@archlou.org or fax 502/585-2466.

National School Lunch Program

ADP HONOR ROLL

A Job Well Done, the following managers more than did it—they did it great! For the month of **January 2005**, the following programs met or exceeded the average daily participation system average of **75%**.

Keep up the good work!

- 97% Yvonne Miles - Nativity School
- 93% Carolyn O’Daniel – St. Augustine
- 89% Janie McNeill – Notre Dame Academy
- 89% Debbie Durbin – St. Catherine
- 89% Gwen Wheatley – Ss. Simon & Jude
- 86% Ann Byerly – St. Thomas More
- 85% Tina Cozzens – Our Mother of Sorrows
- 85% Charlotte Hamilton – St. Dominic
- 84% Jennifer Ellis – St. Bernard
- 83% Sue Ann Rogers – St. Joseph/Bardstown
- 83% Stacy Robbins - Most Blessed Sacrament
- 83% Debbie Smelson - Our Lady of Mount Carmel
- 82% Melanie Wafzig – St. Athanasius
- 82% Dolly Krebs – St. Edward
- 82% Pam Stober - Holy Family
- 80% Mickie Wheatley – St. Gregory
- 79% Lori Ruiz – St. Christopher
- 79% Mary Alice Riley – St. James/ Elizabethtown
- 78% Pam Tharp – St. Leonard
- 78% Debbie Sweat – St. Aloysius/Shepherdsville
- 78% Sue Fuller - Immaculate Conception
- 78% Sharon Grider – St. Albert
- 78% Mary Schneider – St Barnabas
- 76% Donna Schall – St. Stephen Martyr
- 76% Louise Wolf – St. Bartholomew
- 76% Dorothy Woodard – St James/Louisville
- 75% Margaret Parsons – Our Lady of Consolation
- 74% Betty Bramer – Ascension
- 74% Dana Hart – St Michael
- 74% Juanita Bisig – St Patrick

NEW HIRES, TRANSFERS AND TERMINATIONS

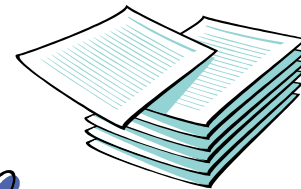


While it might seem that you just finished reviewing Benefit Enrollment Forms for the 2005 Open Enrollment process, it is important to keep the Chancery Personnel Office informed on all new hires, transfers and terminations. Any teacher/staff leaving Archdiocesan employment is no longer an employee effective the date of termination/end of contract. Archdiocesan group benefits (medical, dental, Flex, short-term disability, long-term disability and life insurance) cease the last day of the

month in which termination occurs or contract ends. For terminating school-year employees, benefits end on June 30th regardless of salary payment arrangements. For new hires, benefits (same as listed above) begin on the first of the month after the date the employee begins working. A notification of Employee Benefit Change Form must be sent to Candy Wittenauer on all terminating and transferring employees and a Benefit Enrollment Form for all new employees.

Special Events Insurance Coverage

Please do not forward any special events certificates for events on or after July 1, 2005. They need to be held due to the fact that the commercial insurance carrier for those events could change after July 1, 2005. Catholic Mutual Group should notify us around June 1, 2005 of proper handling of these events for the 2005/2006 fiscal year. If you have any questions, contact Brad Harruff at 502/634-3310.



OEC, Office Environment Company

While the Archdiocese of Louisville does not arrange exclusive contracts with vendors, we occasionally consider a proposal from a vendor who wishes to provide a service or product. Good deals can often be found with a little shopping around since the office supply market is a very competitive one with numerous suppliers and discount stores.

OEC, Office Environment Company, is one of those suppliers. Representatives Tricia Burke and Laura Harris will be present at the April Archsupport meetings to make a short presentation to explain their program and distribute catalogs. You are under no obligation to use this company. We are simply giving you another option. We will invite other quality vendors from time to time to make similar presentations.

National City – Web-based ACH and Information Reporting

National City is transitioning to a new Web-based ACH and Information Reporting product. Several enhancements have been made to the service. Below are some important dates to remember.

Key dates and milestones:

- **Thursday, March 17:** System Administrator should begin taking Web-based training
- **Thursday, March 24:** Other users should begin taking training
- **Wednesday, April 13:** Receive tasks via mail to complete on Monday, April 18.
- **Friday, April 15:** Deadline for completion of Web-based training
- **Monday, April 18:** Monday Morning Migration Tasks will be required.

Who to Call With Questions?????

National City is committed to providing you with the best tools and the best training in the industry. Tina Coleman at 581-5037 will be available during the entire migration process to help you with any questions and concerns you have. Additionally, Treasury Management Client Services 1-800-669-1518, option 1, is well equipped to answer your questions.

MARCH PDS USERS GROUP MEETINGS

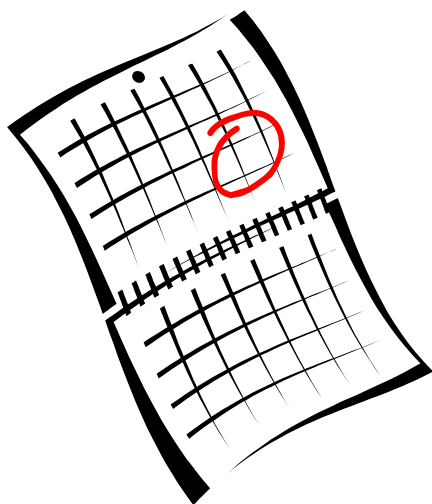
Mark your calendar now and plan to attend!

Office Management/Census Users Group
Tuesday, March 29, 2005 – 9:00 AM

Ledgers/Payroll Users Group
Tuesday, March 29, 2005 – 10:30 AM
St. Joseph Parish Office – Bardstown

Office Management/Census Users Group
Wednesday, March 30, 2005 – 9:00 AM

Ledgers/Payroll Users Group
Wednesday, March 30, 2005 – 10:30 AM
Maloney Center



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 "Newsletters" link on the home page index, click on

ARCH SUPPORT

Also available on our website:

2005 Health Care and Dependent Care Reimbursement Forms

Click on "Resources" to download both forms.

APRIL ARCH SUPPORT MEETINGS

Tuesday, April 5, 2005

10:00 AM – Noon

St. Joseph Parish Office – Bardstown

Wednesday, April 6, 2005

10:00 AM – Noon

Maloney Center

Guest presenters will be Bobbi Ann Baker of Bryan, Pendleton, Swats and McAllister. They will review proper procedures and importance of time in submitting the worksheet and making payment. In addition, they can answer any other questions pertaining to eligibility or other retirement related issues. All business managers and bookkeepers are encouraged to attend.

JUNE ARCH SUPPORT MEETINGS

Tuesday, June 7, 2005

10:00 AM – Noon

St. Joseph Parish Office – Bardstown

Wednesday, June 8, 2005

10:00 AM – Noon

Maloney Center

Watch future *Arch Support* newsletter and *Briefings* for guest presenter information and meeting details.

ARCH SUPPORT

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