

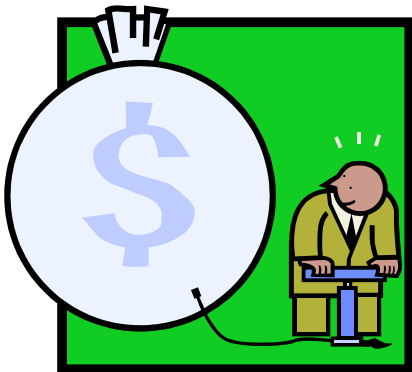
ARCH SUPPORT

Issue 61

May, 2005

SPECIAL EVENTS COVERAGE

Effective July 1, 2005, the charge for Special Events Coverage will increase to \$100 per event for \$1,000,000 of insurance. The same commercial insurance carrier will offer the coverage therefore there are no changes in the procedures. If you have any questions, contact Brad Haruff at 502-634-3310.



CHARITABLE GAMING TRAINING

The April 20th workshop was a huge success whereby 100 plus people attended. The training and information materials provided were very informative and helpful. If you have new staff or chairpersons on board and they missed this training - Charitable Gaming training is available the first Tuesday of every month at the Department of Charitable Gaming Office in Frankfort. The training begins at 9:30 AM. Please call 1-502-573-5528 or 1-800-729-5672 and register to attend. For other Charitable Gaming information, go to their website at:

<http://dgc.ppr.ky.gov>

AUDITOR'S NOTES. . .

TIMELY FINANCIAL REPORTING

Regular financial reports are vital in tracking parish performance. How often should they be presented to the parishioners? We recommend publishing monthly financial statements, but certainly no less than quarterly. These interim statements should be compared in detail to the approved parish budget and last year. We also recommend the statements be reviewed and documented in the minutes of the Parish and Finance Council meetings.

The bookkeeper should prepare monthly financial reports for each parish organization and committee with copies to the pastor, Parish Council and Finance Council. These reports should include an income statement, balance sheet and general ledger.

Timely financial statements, prepared on a consistent reporting schedule, are invaluable to the decision making process of the parish. As you progress through the year, questions like the following can be addressed more effectively, and definitely in a more timely manner:

- How are we doing against budget? Any surprises?
- Are collections growing?
- Do we need to institute any corrective actions? Cost reductions?
- Should we delay any fixed asset purchases?
- Is cash flow sufficient for us to make an extra payment on our loan?
- Do we need to increase our savings reserves? Make a withdrawal?

Know where you stand as the year unfolds. Strengthen your decision-making. Prepare and distribute complete financial statements on a regular schedule to the key financial stewards of the parish. The result will be less stress and surprise for everyone.





Continuation of Medical/Dental Benefits Election Form

The law requires that the **Continuation of Medical/Dental Benefits Election Form** be given to employees who are experiencing a qualifying event within 14 days of notification of such qualifying event.

- ☑ If the employee does not wish to continue health or dental coverage, they simply need to check the appropriate box indicating that they do not wish to continue coverage, sign and date the form, and return it to the bookkeeper for their personnel files.
- ☑ If the employee elects to continue coverage, they will need to complete all information on the form and return it to Candy Wittenauer at the Chancery Benefits Office.

It is a legal requirement that all forms must be processed within the COBRA timeframe. Therefore, it is extremely important that they be processed in a timely manner.

In addition, Humana has contracted with Ceridian to administer the COBRA continuation group insurance program for the Archdiocese of Louisville. Humana will no longer bill individuals or accept payments. Instead, Ceridian will process the recordkeeping, billing and collection of COBRA continuation coverage. Ceridian sent the participating individuals information regarding payment procedures along with their first statement.

Thank you for your cooperation with this change. If you have questions or need the form, contact Candy Wittenauer at 502-585-3291, ext. 159 or cwittenauer@archlou.org

Humana Medical and Dental Applications and Change Forms

We are pleased to let you know that Humana has worked with us to streamline the application process for medical and dental insurance. These changes are effective **June 1**. Details are listed below:

Application Forms:

Separate forms are no longer required for medical and dental insurance. One form can be used for an employee electing either medical or dental or both. The application form is the same one you have been using for medical insurance.

Change Forms:

Humana has developed a new change form that can be used for both medical and dental changes. Change forms (as well as applications) can be faxed to Humana using one fax number: (502) 580-6570.

A copy of this memo and each of the forms were mailed to you in early May. Feel free to photocopy the forms as needed. If you have any questions, contact Candy Wittenauer at 585-3291.

New Hires, Transfers And Terminations

As the end of the school draws near with many tasks to be completed, 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 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 on all terminating and transferring employees and a Benefit Enrollment Form for all new employees must be sent to Candy Wittenauer at the Chancery Benefits Office.



FOOD SERVICE NEWS

Mark Your Calendars!!!

<u>Date</u>	<u>Event</u>
June 1	Accounting Workshop Session I for Manager & Bookkeepers, Chancery, 9 AM – 1 PM
June 8	Accounting Workshop Session II for Managers & Bookkeepers, Chancery, 9 AM – 1 PM
June 15	2005-2006 School calendars due to Food Service Office
June 20-22	Kentucky School Food Service Association Conference Owensboro, Kentucky
June 29	POS End of Year Training, 9 AM – 1 PM Chancery
July 17-20	School Nutrition Association Conference Baltimore, MD
July 25-29	New Manager Training, 9 AM – 1 PM Chancery



National School Lunch and Breakfast Week for 2005-2006 School Year

National School Lunch has been scheduled for October 10-14, 2005. The theme is:

“It’s Instrumental”

National School Breakfast has been scheduled for March 6-10, 2006. The theme is:

“Go Places with School Breakfast”

Archdiocese of Louisville Food Service Chapter

A drawing was held for the Chapter scholarships at the last Chapter meeting. The winners were **Joel May** from St. Augustine-Lebanon and **Amber Hyde** from Holy Trinity. Both students will receive a \$400 scholarship to the Catholic High School of their choice.

At the next manager’s meeting, May 18th, the Chapter will unveil new shirts for the 2005-2006 school year. Orders will be taken on this date for August arrival.

Grab and Go

Southern York (PA) School District introduced grab-and-go foods and made-to-order deli and increased participation and revenue about 25%. “We can now customize salads and sandwiches as part of the reimbursable meal. We offer five items out of the four food groups and students must take three”, notes Toby Horner, divisional vice president. The female population was responsive to this new idea.

*FoodService Director, Vol. 18, No. 4 –
April 15, 2005*



MILK AND SUGAR CONSUMPTION

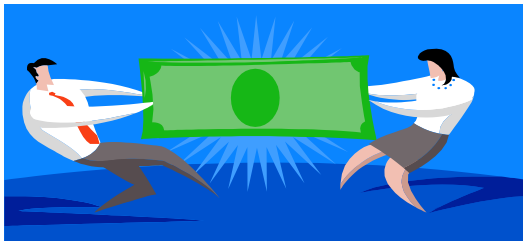
Lisa from Holy Spirit shared this valuable information: In the May issue of *First Magazine*, “Don’t worry about sending your child to school with lunch money instead of a lunch box, USDA researchers say. Their study revealed that kids who regularly buy meals from their school’s cafeteria drink three times more milk and consume up to 43 percent less sugar than kids who brown-bag it.”



BUSH'S PROPOSED BUDGET FOR 2006

The President's budget requests \$94.6 billion for USDA, with \$12.9 billion specifically identified for child nutrition programs, an increase of approximately \$550 million above year 2005. The proposed budget fully funds child nutrition programs. Thanks, President Bush!

School and Institutions Foodservice Cafeteria New, vol. 5



D-2 Corrections

When submitting D-2 corrections, you must circle the items you have changed. If you have any questions, call Jenny Holcomb at the central Food Service Office.



POS Update

Forty-three programs have successfully converted to the new Point of Sale System. St James/Louisville has implemented the POS system during the month of April. St Paul is scheduled in August for the 2005/2006 School Year. At that time, all schools will be implemented. Way to GO! Keep up the good work!

Wish List

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



Reminder.....D-2 Information

D-2s must be **signed** when submitted to the Food Service Office by the **15th** of the month even through the summer months. Inventory must be taken at the end of every month through summer break.

National School Lunch Program A.D.P. HONOR ROLL

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

- 96% Carolyn O'Daniel – St. Augustine
- 92% Debbie Durbin – St. Catherine
- 91% Janie McNeill – Notre Dame Academy
- 88% Gwen Wheatley – Ss. Simon & Jude
- 86% Yvonne Miles - Nativity School
- 86% Stacy Robbins - Most Blessed Sacrament
- 86% Ann Byerly – St. Thomas More
- 85% Pam Stober - Holy Family
- 85% Charlotte Hamilton – St. Dominic
- 84% Debbie Smelson - Our Lady of Mount Carmel
- 83% Melanie Wafzig – St. Athanasius
- 83% Sue Ann Rogers – St. Joseph/Bardstown
- 82% Lori Ruiz – St. Christopher
- 81% Tina Cozzens – Our Mother of Sorrow
- 81% Dolly Krebs – St. Edward
- 79% Mickie Wheatley – St. Gregory
- 79% Pam Tharp – St. Leonard
- 79% Sue Fuller - Immaculate Conception
- 78% Brenda Bierly – St. Gabriel
- 78% Jennifer Ellis – St. Bernard
- 78% Mary Alice Riley – St. James/ Elizabethtown
- 78% Debbie Sweat – St. Aloysius/Shepherdsville
- 77% Louise Wolf – St. Bartholomew
- 77% Sharon Grider – St. Albert
- 76% Margaret Parsons – Our Lady of Consolation
- 76% Donna Schall – St. Stephen Martyr
- 75% Mary Schneider – St Barnabas

PDS PAYROLL

New 941 Forms! The new form has a revision date of January 2005. Some of the calculations are performed differently than in prior years, so this will require a program update to get the new functionality. The IRS will accept the old format for first quarter 2005 filings. The program update, with support for the new version of the form will be released by June in time for 2nd quarter 941 filings.

NEW FIFTH THIRD 403(b) PLAN FORMS

In April, Fifth Third sent new Administrative Forms for the 403 (b) plan to all parishes and groups. Please begin using these forms immediately. If you have any questions, please call Desiree Callan at 502-562-5387 or Trinity Potter at 502-562-5203.

ABC WORKSHOP

Holy Spirit Parish has scheduled an ABC Training Session. With picnic season just around the corner, it is an opportunity for your picnic chairpersons, parish personnel and bartenders to attend this session. You will have an opportunity to ask questions at the end of the session. Call 502-893-3982 to register to attend.

ABC Training Session

Holy Spirit Church
3345 Lexington Road
Louisville, KY 40206

SUMMER TUTORING IN SCHOOLS

With summer just around the corner, teachers may be doing private tutoring on our various property locations. When this is done, the teacher becomes an independent contractor and is required by policy to submit a certificate of insurance as detailed on page 28 of the Archdiocese of Louisville Financial Policies and Procedures Manual.

SUMMER HOURS

Once again, Archdiocesan agency office hours will be adjusted for an eleven-week period this summer. Effective Monday, June 6th and continuing through Friday, August 19th, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM. The Chancery and Maloney switchboards will remain open on Friday.

PDS SUMMER WORKSHOPS

CHURCH OFFICE MANAGEMENT

Monday, July 25th and Tuesday, July 26th

Fee: \$100 (1st person from parish)

\$50 (2nd person from parish)

ADVANCED REPORT WRITING

Wednesday, July 27th

Fee: \$50 (1st person from parish)

\$25 (2nd person from parish)

LEDGERS/PAYROLL

Thursday, July 28th and Friday, July 29th

Fee: \$100 (1st person from parish)

\$50 (2nd person from parish)

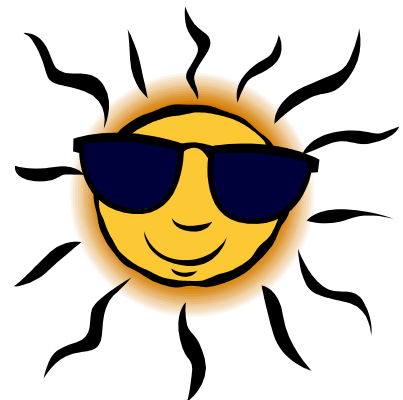
The ADVANCED REPORT WRITING concepts are consistent in all PDS programs from Church Office, Ledgers/Payroll, Religious Ed, School Office, Facility Scheduler. A great tool of knowledge to have to produce those special customized reports!

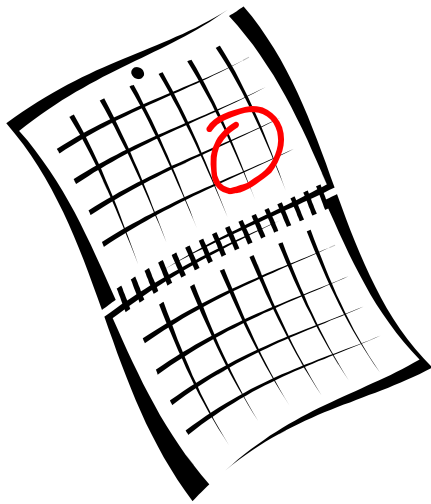
Hosted by: St. Gabriel

Trainer: Paul Goldsworthy

PDS/Phoenix

See enclosed registration form for complete details. Don't miss out on this great training opportunity.





**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.

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

Guest presenter is Dr. Brian Reynolds. He will present updates on personnel issues and updates on Kentucky Labor Laws, including new laws that may require us to re-evaluate which positions are exempt and which are non-exempt. Dr. Reynolds will also be available for any questions you may have. If you have a specific question you want addressed, you may e-mail Dr. Reynolds at breynolds@archlou.org

ARCH SUPPORT

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