

ARCH SUPPORT

Issue 65

January, 2006

AUDITOR'S NOTES. . .

Imprest Accounts

Imprest bank accounts can be an efficient and effective tool for hard working parish organizations. Do keep in mind the following accounting and internal control standards when utilizing them.

(Please reference page 27 of the Financial Policies and Procedures Manual.)

- The account limit is not to exceed one month's operating expenses.
- The checkbook is to be maintained by an organization member, i.e., and the account custodian.
- The only allowable deposit to the account is the reimbursement from the parish general account. All other deposits are to be made in the parish general account.
- Reimbursements requests must be supported by a Check Request Form and accompanying invoices.
- The reimbursement request is to be reviewed and approved by the pastor or his designee.
- The reimbursement check must be signed by the pastor.
- Monthly bank statements are to be mailed to the parish office, for the parish bookkeeper to open and review before sending on to the account custodian.
- The account custodian is to reconcile the account and send the bank statement and a copy of the reconciliation to the parish office for filing.
- Larger than normal invoices are to be sent to the parish bookkeeper for direct payment.



Imprest accounts are a real time-saver for busy parish organizations. Use them with discretion. Use them appropriately.

Mileage Rate

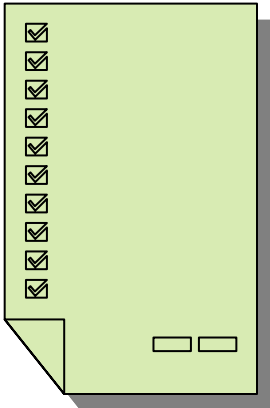


Effective January 1, 2006, the Internal Revenue Service has increased the mileage reimbursement rate for business-related mileage to 44.5 cents per mile. When submitting requests for reimbursement, please be sure to use the present rate of 40.5 cents per mile for miles driven through December 31, 2005. The new rate applies to mileage driven after that date.

Humana – New Billing and Enrollment Representative

John Snearly—Telephone: 502-580-6136—Fax: 502-508-3512—e-mail: jsnearly@humana.com

Also be reminded to use the 2006 Continuation of Medical/Dental Benefits Election Form that must be given to all terminating employees. Destroy the 2005 forms as the rates have been revised. Any questions, contact Candy Wittenauer at cwittenauer@archlou.org or 502-585-3291, ext. 159.



Websites – Revised Government Forms

The following are addresses to government forms that may be of help to you:

Revised I-9 (5/31/05) by the Department of Homeland Security U.S. Citizenship and Immigration Services
<http://www.formi9.com/I-9.pdf>

Updated W-4 Employee's Withholding Allowance Certificate for 2006
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Flexible Spending Accounts

2005 and 2006 Health Care Reimbursement Forms and 2005 and 2006 Dependent Care Reimbursement Forms are available on the website. Log on to archlou.org—Click on THE ARCHDIOCESE—Click on Publications—Forms are listed under Resources

Parish Mailing Dates

Below please find the dates for parish mailings through June, 2006. These dates are subject to change due to volume of material. If dates are changed, an e-mail will be sent to the general e-mail address of the parishes.

January 13th and January 27th
 February 10th and February 24th
 March 10th and March 24th
 April 7th and April 21st
 May 5th and May 19th
 June 2nd, June 16th and June 30th

KESA - Web site

New look and a new way of logging in! If you have a current login to KESA's web site, you should have received updated login information. If you do not have a login but would like one, please e-mail your request to kesasupport@kesa.org. KESA encourages all locations to use this site to submit injury reports. Continue to send a copy of the injury report to CORE Risk Services as well as keeping a copy in your file.

New Hires, Transfers and Terminations

While it might seem that you just finished reviewing Benefit Enrollment Forms for the 2006 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 or transferring employees. A 2006 Benefit Enrollment Form must be submitted for all new hires.**

FOOD SERVICE NEWS

Advisory Groups

Thanks to the following people who will take participate in the advisory groups for the Archdiocese of Louisville Food Service Program:

Centralized Menu Advisory Group:

Pam Stober, Holy Family
 Janie McNeill, Notre Dame Academy
 Sharon Grider, St Albert the Great
 JoAnn Schweitzer, St Aloysius/PV
 Melanie Wafzig, St Athanasius
 Mary Schneider, St Barnabas
 Dolly Krebs, St Edward
 Dana Hart, St Michael
 Gwen Wheatley, St Nicholas North
 Stacy Linton, St Raphael

Professional Development Advisory Group:

Ellen Guilford, Ascension
 Anne Monsour, Holy Trinity
 Sue Fuller, Immaculate Conception
 Melanie Wafzig, St Athanasius
 Louise Wolf, St Bartholomew
 Juanita Bisig, St Patrick
 Donna Schall, St Stephen Martyr

Technology Advisory Group:

Lisa Hulsman, Holy Spirit
 Brenda Bierly, St Gabriel
 Juanita Bisig, St Patrick
 Stacy Linton, St Raphael
NEED ONE MORE PERSON

Vendor Bid Advisory Group

Joyce Keller, Our Lady of Lourdes
 Lisa Hulsman, Holy Spirit
 Janie McNeill, Notre Dame Academy
 Peggy Wheat, St Agnes
 Sharon Grider, St Albert the Great
 JoAnn Scheitzer, St Aloysius/PV
 Mary Schneider, St Barnabas
 Dolly Krebs, St Edward
 Dana Hart, St Michael
 Donna Schall, St Stephen Martyr

Mark Your Calendar for 2006!!

<u>Date</u>	<u>Event</u>
February 6-7	DOD delivery
February 8	Chapter meeting, 2:30 PM, St Raphael
February 16	Centralized Menu Advisory meeting, 2:30-4:30 PM Chancery
February 20-21	DOD delivery
March 1	Vendor Bid Advisory meeting, 2:30-4:30 PM Chancery
March 6-7	DOD delivery
March 6-10	National School Breakfast Week "Go Places with School Breakfast"
March 14	Managers meeting, 2:30-4:30 PM St. Aloysius/Shepherdsville
March 15	Managers meeting, 2:30-4:30 PM Maloney Center
March 20-21	DOD delivery
April 17-18	DOD delivery
May 16	Managers Meeting, 2:30-4:30 PM St. Joseph/Bardstown
May 17	Managers Meeting, 2:30-4:30 PM Maloney Center
June 19-21	KY School Nutrition Association Conference, Galt House, Louisville Kentucky
July 16-19	School Nutrition Association Conference Los Angeles, California

Jefferson County Health Department Sanitation Course

The Jefferson County Health Department must certify all Jefferson County food service employees. Register by mail or in person at 400 E. Gray Street and pay the fee of \$25.00 to receive materials to test. After fee is paid call 458-0841 within 90 days to schedule exam day and time.





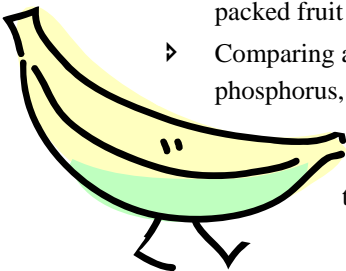
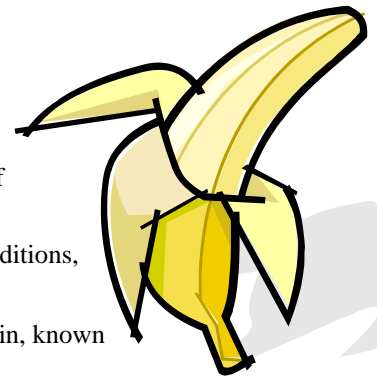
Introducing MyPyramid for Kids

MyPyramid for Kids provides age-appropriate information about the *2005 Dietary Guidelines for Americans* to help children make healthier choices for food and exercise. This website includes graphics with lesson plans for grades 1 through 6 and an interactive, Internet-based game. Lesson plans provides nutrition and physical activity information that can be included in math, science, health, language arts and physical education. This website can be found at:
<http://teamnutrition.usda.gov/kids-pyramid.html>.

BANANAS

After reading this, you'll never look at a banana the same way again.

- ▶ Banana – containing three natural sugars - sucrose, fructose, and glucose combined with fiber, a banana gives an instant, sustained and substantial boost of energy.
- ▶ Bananas also help overcome or prevent a substantial number of illnesses and conditions, making it a must to our daily diet.
- ▶ Bananas contain tryptophan, a type of protein that the body converts into serotonin, known to make you relax, improve your mood and generally make you feel happier.
- ▶ Brain Power: 200 students at a middle school were helped through their exams this year by eating bananas at breakfast, break, and lunch in a bid to boost their brain power. Research has shown that the potassium-packed fruit can assist learning by making pupils more alert.
- ▶ Comparing a banana to an apple, it has four times the protein, twice the carbohydrate, three times the phosphorus, five times the vitamin A and iron, and twice the other vitamins and minerals.



“A banana a day keeps the doctor away”. For more exciting information on Bananas, contact the Food Service office.

SYSCO ITEMS

- ◆ If you experienced a problem with the Arezzio Medium Noodles, e-mail Michelle the "stamped code" on each box, which tells the Manufacturing Date, etc.
- ◆ If you experienced a problem with straws sticking together, e-mail Michelle the "stamped code" on each box. Most likely the manufacture will issue some sort of Credit due to the Schools affected.
- ◆ If you serve Max/Gilardi pizza, Sysco will "phase-out" of the current stock on hand of the Gilardi "The Max" Regular Pizzas and Regular Stuffed Crust, and "phase-in" the Whole Grain Pizzas.

2006 FLEX CONTRIBUTION WORKSHEETS

The parish payment worksheets updated with the 2006 information will be sent to the business managers/bookkeepers in the January 27th parish mailing. Please carefully review this information and verify it against your benefit enrollment forms and your health care and dependent care withholding accounts to ensure the information is correct. Use this sheet as a Master. An updated sheet will be sent out when we receive information on new hires, terminations or transferring employees. Also be reminded that it is important that we are notified of change of address on employees. This change should be reports on the notification of change form.

2005 REIMBURSEMENTS

Please remind your employees that to be reimbursed from the **2005 Flex Health Care and Dependent Care Accounts**, expenses must be incurred by December 31, 2005 and requests must be received by the Chancery Finance Office (attention: Phyliss Wilkins) by February 28, 2006. Amounts remaining in the accounts after the February 28th requests are processed will be forfeited.

EFT PAYMENTS FOR 2006

The first 2006 EFT payments for 2006 Health Care Claims will be made on Friday, January 27th. Employees will be notified via e-mail. Please review the e-mail information sheet being sent to your parishes and complete the e-mail addresses on the employees if this information is missing. Remind employees that if they change bank accounts, they will need to notify the Finance Office.

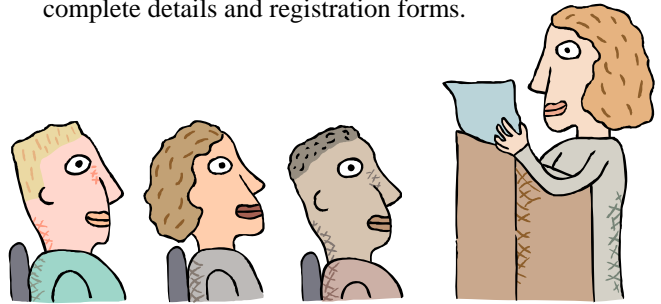
Also, please remind your employees to carefully review the information on the Health Care Reimbursement Request Form that clearly outlines documentation required for reimbursement.

- ◆ The EOB (explanation of benefits) from your insurance is an excellent source that provides all the required information.
- ◆ Most all pharmacies can give you a complete print out on prescriptions that details amount paid by employee.
- ◆ Sales tax is not a reimbursable item on glasses, over the counter medicines or other approved items.
- ◆ Claim review is based on when the service was provided and not when the payment is made.
- ◆ Credit card receipts do not provide the information needed for approved reimbursements.

If you have any questions, you can contact Phyliss Wilkins at pwilkins@archlou.org

SUMMER TRAINING & WORKSHOPS

The Finance Office is working to schedule summer training and workshops (including accounting, PDS training, postal information, Charitable Gaming and ABC workshops) for business managers, bookkeepers and other parish personnel and volunteers. Watch the March Arch Support for complete details and registration forms.



2006 PDS Training Schedule is now available

Some of the upcoming classes include:

>ONLINE

Church Office	
Installation & Conversion	02/06/06
Basic Data Entry	02/07/06
Reports & Selections	02/08/06
Quick Posting & Processes	02/09/06
Funds	02/10/06
Formation Office	
Installation & Conversion	04/03/06
Basic Data Entry	04/04/06
Reports & Selections	04/05/06
Quick Posting & Processes	04/06/06
Funds	04/07/06

>HANDS ON in Phoenix, AZ

School Office	2/27-3/1/06
Church Office	3/6-3/8/06
Facility Scheduler	3/2/06
Advanced Report Writer	3/3/06
Ledger	3/9/06
Payroll	3/10/06

Visit www.pishdata.com/training for the complete listing or call 1.800.892.5202

Updated Federal and State Tax Tables are available for the PDS Payroll program.

Go to: <http://www.pishdata.com/taxtables> to download or contact PDS to order a CD.



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 "THE ARCHDIOCESE"
click on Publications

This latest edition will be available as well as issues from the last two years.

UPCOMING MEETINGS

Mark your calendar

2006 ARCH SUPPORT MEETINGS

FEBRUARY MEETINGS

Tuesday, February 21st – 10:30 AM
St. Joseph Parish Office – Bardstown

Wednesday, February 22nd – 10:30 AM
Maloney Center

Very important meetings. Guest presenter will be Brian Reynolds. Complete details on the meetings will be provided prior to the meeting date. All Business Managers and Bookkeepers should plan to attend.

BUSINESS MANAGERS ROUNDTABLE

Thursday, March 9, 2006
11:30 AM
St. Louis Bertrand

Lunch will be provided.
Hosted by: David Dutton
RSVP: nottud5201@aol.com

APRIL MEETINGS

Tuesday, April 4th – 10:00 AM
Maloney Center

Wednesday, April 5th – 10:00 AM
St. Joseph Parish Office – Bardstown

ARCH SUPPORT

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

Did you know . . .

The first ARCH SUPPORT newsletter was published on October 25, 1994 with this current edition being Issue 65. A contest was held to name the newsletter, names were submitted and voted on by the business managers and bookkeepers. Billie Stopinski at St. Athanasius submitted ARCH SUPPORT.

The layout and artwork is the creative work of John Ice, a parishioner of St. Joseph Parish in Bardstown.

