

ARCH SUPPORT

Issue 62

July, 2005



Improve your time management skills:

Forget the past.

The way you used to spend your time may not be right for the challenges of the future.

Prioritize.

Divide tasks into “have to do,” “need to do” and “nice to do.”

Delegate.

For every task, ask, “Can someone else do it better, faster, easier or cheaper than me?”

Learn

to say “no” and “not now.”

Focus on outcomes.

No one may care how hard you work – they care about how much you accomplish.

“Quick” questions

don’t mean quick answers.
Watch out for this trap.

Look for robbers.

Watch out for those who rob you of time. Avoid, neglect, minimize and manage them.

AUDITOR’S NOTES. . .

REMINDER: YEAR-END IS CLEANUP TIME

June 30 is the end of the fiscal year. As parish bookkeepers close the books and prepare annual reports, they need to redouble their efforts in order to ensure the accuracy of yearend account balances on their balance sheets. The following questions must be answered in the affirmative:



- ? Do accounts receivable and inventory balances agree with the underlying details?
- ? Are savings accounts in balance with yearend statements from the Chancery? Has all interest income been recorded?
- ? Have all fixed asset purchases been capitalized to the appropriate fixed asset accounts?
- ? Are payroll tax accruals and payroll withholding balances correct?
- ? Do loans payable agree with lender statements? Have interest and principal been allocated accurately throughout the year?
- ? Do restricted fund balances agree with the related assets and liabilities?
- ? Have all necessary adjusting journal entries been made?

Yearend is the ideal time to “cleanup” your balance sheet. Annual financial statements receive more scrutiny than at any other time during the year. So, step back; take the time to review all of your balance sheet accounts. Make any necessary adjustments (the income statement is now accurate!) Avoid rolling over incorrect balance sheet accounts and start the new fiscal year with a “clean” balance sheet!

St. Joseph Children's Home

What: Used Cell Phone Collection at the 155th Annual St. Joseph Orphans' Picnic

When: Saturday, August 13th, 12:00 Noon – 12:00 Midnight

Where: St. Joseph Children's Home (Just bring your old cell phones to the picnic)

St. Joseph Children's Home has partnered with Louisville based Eco-Cell to add a new fundraising twist to this year's 155th Orphan's Picnic. St. Joseph Children's Home will be collecting any and all used cell phones during the noon to midnight event on August 13, 2005. Eco-Cell will in turn pay St. Joseph's up to \$12 for each cell phone collected. Collection boxes will be conveniently located at the picnic. (Just look for the giant inflatable Cell Phone). If anyone would like to help with this fundraising project by hosting a cell phone collection at your Church or School, please contact Eric Ronay at: (502)-896-4398, eric@eco-cell.org Your support will help this fundraising and recycling program be a huge success!



CATHOLIC MUTUAL INSURANCE INVOICES 2005-2006

Catholic Mutual has notified us that the Catholic Mutual Insurance invoices will be mailed out at the end of this week. Review the ledger page to ensure all buildings and properties are listed for the appropriate coverage. This invoice can be paid monthly, quarterly or annually but must be paid in full by June 30, 2006.

Special Events Insurance Coverage

Catholic Mutual is pleased to announce that Great American has agreed to renew the Special Events insurance coverage at a charge of \$95 per event rather than the projected \$100 per event that was previously communicated to you. The Special Event applications will be revised to reflect a \$95 charge. If you have any questions or need additional information, you can contact Brad Harruff at 502-634-3310.

Notification of Benefit change Form Reminder...

It is very important that throughout the year you continue to submit copies of the **Benefit Enrollment Form** for new employees and **Notification of Change Forms** as employees are terminated or transferred. Also be reminded that benefits begin on the 1st of the month after the date of hire. If you have any questions or need additional information, contact Candy Wittenauer at cwittenauer@archlou.org or 502-585-3291, ext. 159.

HUMANA NEW BILLING AND ENROLLMENT REPRESENTATIVE

LaTonya Ford is the new billing and enrollment representative for Humana health insurance. Her contact information is:

Phone: 502-580-7365

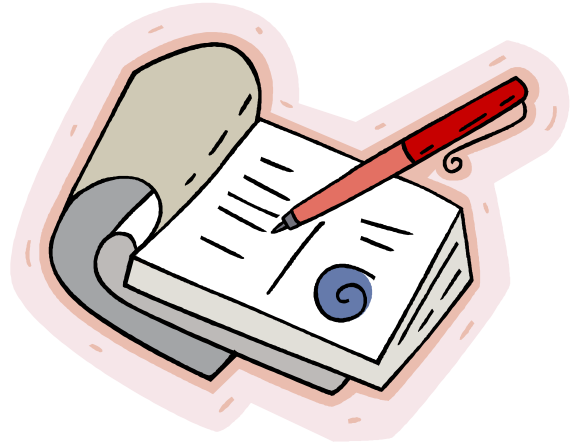
Fax: 502-508-7365

Email: lford1@Humana.com

FOOD SERVICE NEWS

Mark Your Calendar for the 2005/2006 School Year!!!

<u>Date</u>	<u>Event</u>
2005	
July 16-20	American School Food Service Association Conference, Baltimore, MD
July 25-29	New Manager Training, 9 AM- 12PM, Chancery
July 27	Cafeteria Managers Meeting, 9 AM- 1 PM Bethlehem High School
August 9	Cafeteria Managers Meeting, 9 AM- 1 PM Maloney Center
August 31	Pre-cost Due, forms available in Food Service Office
October 10-14	National School Lunch Week "It's Instrumental"
2006	
March 6-10	National School Breakfast Week "Go Places with School Breakfast".
June 19-21	KY School Nutrition Association Conference, Galt House, Louisville



NEW MANAGER TRAINING CLASS

The week of July 25-29, **all new managers are expected to attend** training sessions from 9AM to Noon everyday.

All managers are welcomed to attend.

Jefferson County Health Department Sanitation Course

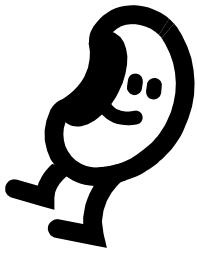
If you need to be certified by the Jefferson County Health Department you must register in person at 400 E. Gray Street and pay the fee of \$25.00 to receive materials to test. After fee is paid call 458-0841 within 90 days to schedule exam day and time.



Vendors

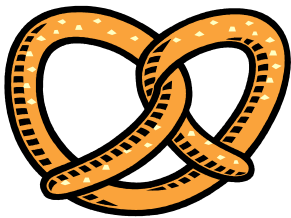
Trauth will provide milk for all our schools, inside and outside Jefferson County. We would like to welcome Klosterman in providing bread for all our schools, inside and outside Jefferson County. Papa Johns Pizza will provide pizza for our schools inside Jefferson County. Vendor Bid is due to the Food Service Office on Thursday, July 21, 2005. We look forward to working with all these companies in the 2005-2006 school year.

The Buzz on Beans



Dried beans are often touted for their high fiber content, but now new research reveals that beans also contain a surprising high level of disease-fighting antioxidants. In fact, in an evaluation of 100 commonly consumed foods, an USDA study ranked beans at the top of the list. In a separate study, experts found that darker beans – black, red, and brown – have more antioxidant activity than their lighter counterparts. So use your bean – and toss some extra nutrition into your favorite meals. *Nick Jr, June/July 2005*

A la Carte Items



In order to establish more nutritious a la Carte items, the Food Service Office is restricting items which are sold a la carte. If the item is not listed below permission must be obtained before selling. A la Carte items, which will be acceptable in the 2005/2006 school year, are as follows:

- 100% Juice only
- Baked Chips (Regular, Bar-B-Que, Sour Cream & Onion, Cheddar & Sour Cream, Doritos, Chee-tos)
- Cookies/Muffins/Brownies/ Granola Bars/ Pop Tarts/ Rice Krispie Treats
- Gatorade/Powerade
- Gushers/Fruit Roll ups/Fruit snacks
- Ice Cream/Pudding Pops/Shape ups
- Pickles
- Pretzels
- Water
- Yogurt



If you have items you would like to add to the list, you must contact Michelle Faust for approval.

POS Update

St Paul will implement the POS system during the month of August. All Archdiocesan schools will be implemented Way to GO!

Beginning in August 2005, all schools must submit D2 state forms from the POS system. If you need additional training, contact Michelle Faust at the Central Food Service Office.

Summer Months

- ☺ D-2s must be submitted to the Food Service Office by the 15th of the month even through the summer months. Also remember that the D-2 must be signed.
- ☺ Inventory **must** be performed at the end of every month.
- ☺ Temperatures **must** be checked daily.

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 school year **2004/05**, the following programs met or exceeded the average daily participation system average of **72%**. Keep up the good work!

- 95% Yvonne Miles - Nativity School
- 92% Carolyn O’Daniel – St. Augustine
- 90% Debbie Durbin – St. Catherine
- 89% Janie McNeill – Notre Dame Academy
- 87% Gwen Wheatley – Ss. Simon & Jude
- 85% Charlotte Hamilton – St. Dominic
- 84% Ann Byerly – St. Thomas More
- 84% Sue Ann Rogers – St. Joseph/Bardstown
- 82% Stacy Robbins - Most Blessed Sacrament
- 82% Tina Cozzens – Our Mother of Sorrows
- 81% Pam Stober - Holy Family
- 81% Debbie Smelson - Our Lady of Mount Carmel
- 81% Dolly Krebs – St. Edward
- 80% Melanie Wafzig – St. Athanasius
- 80% Sue Fuller - Immaculate Conception
- 79% Jennifer Ellis – St Bernard
- 79% Mickie Wheatley – St Gregory
- 79% Lori Ruiz – St. Christopher
- 79% Mary Alice Riley – St. James/ Elizabethtown
- 78% Pam Tharp – St. Leonard
- 77% Sharon Grider – St Albert the Great
- 76% Dorothy Woodard – St James/Louisville
- 76% Debbie Sweat – St. Aloysius/Shepherdsville
- 76% Mary Schneider – St Barnabas
- 75% Louise Wolf – St Bartholomew
- 74% Donna Schall – St Stephen Martyr
- 74% Margaret Parsons – Our Lady of Consolation
- 74% Juanita Bisig – St Patrick
- 73% Betty Bramer – Ascension
- 73% Brenda Bierly – St Gabriel
- 72% Dana Hart – St Michael

PDS SUMMER WORKSHOPS

Many parishes will be represented at the PDS Training Workshops held during the week of July 25th. Our thanks to Father John Stoltz and Lisa Leister for making the St. Gabriel computer lab available and for all the assistance provided in getting ready for this training. Their IT staff has been great in assisting us and we are grateful that we can offer this training to our parish personnel. It will be a busy week with PDS trainer Paul Goldsworthy conducting Church Office training on July 25th and July 26th; Advanced Report Writing on July 27th; Ledgers training on July 28th and Payroll training on July 29th.



END-OF-YEAR LEDGER PROCESS

Yes, it's that time again – end of the fiscal year closing! See enclosed insert for important year-end reminders, year-end checklist and year-end closing process for PDS ledgers. Year-end reports are due to the Chancery Finance Office by Friday, July 29th.



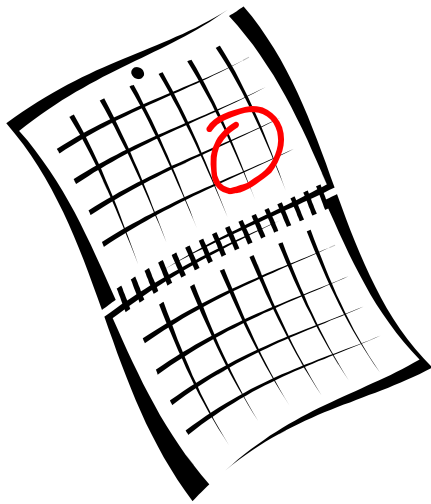
SAFETY COORDINATORS MEETING

The 2nd meeting of the safety coordinators for all parishes and facilities in the Archdiocese of Louisville will be held at the Maloney Center, 10:00 AM, Friday, August 5th. Representative from KESA and CORE Risk Services will conduct the meeting.



20 Oak Pews

- ⇒ 10 feet long
- ⇒ reasonable price
- ⇒ Contact: Judy Heare
DeSales High School
502-368-6519



**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.

ARCH SUPPORT MEETINGS

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