

ARCH SUPPORT

Issue 116

January, 2015

From The Desk Of The Chancellor...

A Reflection

I am still trying to remember to write 2015 as the correct year. The past year sure seemed to pass quickly and the New Year was here before I was close to being ready. Each New Year brings new beginnings and I pray we are all open to whatever God has in store for us in the months ahead.

This past Sunday was the official end of the Christmas season as the Church celebrated the Feast of the Baptism of the Lord. At my parish, Fr. Michael Wimsatt preached on "being immersed" which is where the word Baptism comes from. He reminded us that as Baptized persons we are immersed in God's love. While that love is freely given, without cost, it does challenge us to action.

Did you make a resolution for 2015? About 40% of American adults do so each year. It seems most resolutions are about improving something about ourselves such as losing weight by starting an exercise program or changing our eating habits. It is reported that January is the month that the most new memberships are sold at gyms. Other common promises involve becoming more organized; getting out of debt; reducing stress; or quit smoking.

Let me suggest that resolutions don't have to be about changing ourselves but they can also be about what we do for others. Examples might be to be kinder to someone; spend more time with your family; volunteer for a new charity; or reconnect with a relative or a friend with whom you have been estranged. Perhaps if you decided on one of these resolutions you can show what it means to be immersed in God's love.

May your 2015 be filled with blessings!



SOME REMINDERS:

This time of year budget planning and staff issues begin to occupy a great deal of time for parish administrators. I thought it would be good to provide a few helpful reminders of some critical steps to keep in mind as you deal with employee changes.

1. When hiring someone new do thorough reference checking. Resumes and interviews do not always give a complete picture of a job applicant. Good reference checking is essential, especially from past employers. If the candidate for a job previously worked somewhere else in the archdiocese, please remember the policy to contact the Personnel Office at the Chancery as a part of your reference checking. This is important even if the previous employer gave a positive reference.
2. When reducing staff through a workforce reduction (job elimination) or non-renewal of a contract employee, legal counsel must be sought prior to your action. This is a requirement of our liability insurance company, Catholic Mutual. Failure to do so may result in no coverage should a legal matter result from your actions. To gain legal counsel contact the Personnel Office at the Chancery or for School Teachers you may contact the Assistant Superintendent's Office. Archdiocesan staff will review your plan and discuss with our legal counsel as needed.
3. All steps in Personnel Administration should be backed up with written documentation.

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For example, if someone says that are resigning or retiring, ask them to put it in writing. If they fail to do so, send them a letter documenting their verbal resignation. Likewise whenever you meet with an employee to discuss a serious job performance matter, send a corrective memo documenting the conversation and naming the required improvement. You can avoid some time by consulting the Personnel Office where Phylliss and Mary Beth are available to assist you. They have sample letters already prepared on many personnel issues.

4. Benefits Administration needs careful attention at the point of hire and departure. As staff come and go remember: a) All insurance benefits begin on the first day of the month after the date an employee begins working. b) All insurance benefits end on the last day of the month after the employee completes work. Note that insurance benefits for school teachers who have not renewed a contract for the following year, end on June 30th.

5. Background Checks and Safe Environment Training. All employees should complete a criminal background check as a condition for hire. Likewise, all employees (and volunteers) working with children must attend a Safe Environment Workshop. Again this is recommended even for those who do not work directly with minors as it serves as good information for anyone in church service.

I realize for many of you these steps are already a part of your regular work. However, almost every week we hear of situations where things would have gone better if closer attention was paid to these issues. The staff of the offices of the Archdiocese is here to help.



REPOINTING- (SOMETIMES CALLED TUCKPOINTING)

As we enter the cold months of winter, re-pointing brick and masonry exterior walls becomes a very important issue. Re-pointing is the process of renewing the mortar joints 3/8 to 1/2 inch deep in the external portion of a brick or masonry wall. Over time, due to weather, exposure and decay these mortar joints can show voids between masonry units (bricks or blocks). These voids can allow the undesired entrance of water into the interior of the building. Water entering through them can cause significant damage through frost weathering of the actual brick or block, destruction of interior finishes such as wood, dry-wall, and plaster and in the worst case, cause damage to the structural integrity of the masonry wall itself.



A little preventative maintenance to this very important part of a building's structure can save a lot of unnecessary expense down the road. If it can be afforded, a complete re-pointing of the mortar joints in a building is the best way to go. However, that may not be realistic in most parishes, as this is an expensive maintenance process. An average size building in the archdiocese could easily run in to the hundreds of thousands of dollars, depending on the severity of the deterioration. A more practical way to affect these repairs is to break it down in small manageable increments, and then complete one increment each fiscal year until the building is completely re-pointed.

If you have any questions or need help reviewing your facilities' need for re-pointing, please feel free to call Bill Zoeller, the Archdiocese of Louisville Director of Facilities. He can be reached at the Maloney Center, 502-636-0296 x1227.

Finance Office News

End of the year Reporting Reminder List



- Forms 1099 and W-2Gs due to recipients by January 31st.
- File Forms 1096, 1099 and W-2Gs on paper by March 1, 2015, if electronic by March 1, 2015. If you withheld taxes for W-2Gs you will need to file Form 945. Please download complete instructions from the IRS website.
- For Louisville Metro, Kentucky: Please use Form 1099SF-Statement of Non-employee Compensation to provide the name, address, social security number and/or federal identification number, total income earned, total income earned within Louisville Metro, Kentucky, and any occupational license tax withheld for any recipient, other than an employee, who earned \$600 or more during the calendar year. The form must be submitted by February 28th of the following year in which the non-employee compensation payments were made.
- For other counties, check with local tax authorities if 1099s need to be filed.
- Contribution letters for cash donations over \$250 due to donors by January 31st. See website <http://www.irs.gov/pub/irs-pdf/p1771.pdf> for more guidelines. For additional information, see CONTRIBUTIONS, page 31 and 32 in the Financial Policies and Procedures.
- Chancery Six Month Finance Report (forms @ www.archlou.org under finance forms) due on 01/31/15 by hardcopy or email. Please make sure the format is as requested.
- Please note that the Annual Charitable Gaming Report is not being requested.

December Reports – Building a Future of Hope

- BFOH parish financial reports are tied to the Archdiocese's monthly bank statements; therefore, your reports will reflect all gifts deposited by the Archdiocese thru December 31, 2014.
- Gifts dated and postmarked by December 31st that were deposited on January 2 or later will appear on the parish's January BFOH reports.
- As in past years, there will not be a December Donor Report. The next BFOH Donor Report will be sent with your January Financial reports.

PDS Conference is May 26-29, 2015 in Dallas, TX.

See website for information -<http://www.ideastoimpact.com/>

Living The New Evangelization



Evangelization at the Core:

Make each and every moment at your parish an opportunity to encounter Christ. Remember that evangelization is not one program among many but is the "essential mission of the Church... her deepest identity" (*Evangelii Nutiandi*, no. 18). Evangelization should permeate and direct all that we do.

2014 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2014 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2014 and requests must be received by AIM (attention: Michele Cull) by February 28, 2015. After December 31st, remaining 2014 claims must be made by a paper claim form as the 2014 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

HUMANA ENROLLMENT AND CHANGE FORMS

Now that open enrollment is over, all enrollment and change forms should be mailed or faxed to the address or fax number listed below:
Louisville Commercial Enrollment

P O Box 14330
Lexington, KY 40512-4330 or fax to
Humana Enrollment Fax Number: 1-866-584-9140



Get Ready...Get Set...Humana Vitality is here!

Some locations have already hit that "Go" button and are off to a start. Encourage your Humana medical insurance participants to go on-line and register MyHumana and begin the process of the health assessment. We will soon be providing additional information and details to get as many on board with the Vitality program. Watch your e-mails and this newsletter for additional information. You will be hearing from us soon!

2015 401K ELECTIVE SALARY DEFERRAL LIMITS

Maximum 401k Elective Salary Deferral

\$18,000

Catch-Up Contribution (age 50 and over)

\$ 6,000

2015 PARISH MAILING DATES

Watch for the Parish Mailings that will be going out on the following dates:



January 9th and January 23rd
February 6th and February 20th
March 6th and March 20th
April 2nd and April 17th
May 15th and May 29th
June 11th and June 25th
July 9th and July 23rd
August 6th and August 21st
September 4th and September 18th
October 2nd and October 16th
November 13th and November 25th
December 11th

FOOD SERVICES NEWS

MARK YOUR CALENDAR

| | |
|----------------|--|
| February | American Heart Month |
| February 2 | Groundhog Day |
| February 14 | Valentine's Day |
| February 18 | Ash Wednesday |
| February 16 | Presidents' Day |
| February 22-28 | National Eating Disorders Awareness Week |
| March | American Red Cross Month |
| March 2-6 | National School Breakfast Week |
| March 15-21 | National Poison Prevention Week |
| March 2 | Dr. Seuss' Birthday |
| March 8 | Daylight Savings Time Begins |
| March 17 | St. Patrick's Day |
| March 20 | Spring Begins |

UPDATE ON STATE ADMINISTRATIVE REVIEW

Our Administrative Review will begin in March. We should know in the next week or so which schools have been chosen. We will update you as things progress. Make sure you are taking refrigerator, freezer and store room temperatures and that the temperature charts are up to date.

TRAINING

- There will be a 1 or 2 day Excel seminar on March 5 & 6, 2015. If you're interested please contact Juanita for details.
- There will be a free training opportunity available in June 2015 given by NFSMI. Check the following websites for updated free classes and webinar opportunities for CEUs www.schoolnutrion.org or www.nfsmi.org

KEEP IN MIND

Please check your email every morning for commodity and DOD delivery dates as well as updated student meal status information. It's crucial that your free and reduced list is current.



When commodity deliveries are scheduled, Southern Foods delivery window (per contract) is from 6:30 A.M. until 3:30 P.M. You must be available to receive these deliveries or make arrangements to have someone available to receive them for you.

CULTURAL DIVERSITY

In an effort to accommodate our non English speaking students, please work with your language teacher or a parent fluent in both languages to assist in converting our menu to other languages and make them available on your websites. We will do the same at the Central Office in order to have it on the Archdiocese website.

NATIONAL SCHOOL LUNCH PROGRAM ADP HONOR ROLL

| | |
|---------------|-----|
| St. Augustine | 82% |
| St. Catherine | 80% |
| St. Dominic | 80% |
| St. Nicholas | 76% |
| Notre Dame | 73% |
| St. Joseph | 71% |
| St. Paul | 71% |

CONGRATULATIONS!!

HOUSEKEEPING



D 2s and all back up documentation are due on the 5th of the month, every month. Thank you for your cooperation.

If you have excess inventory, please send us an email detailing the item(s) and quantity.

2015 Arch Support Meetings

FEBRUARY ARCH SUPPORT MEETINGS

Tuesday, February 3, 2015-
10:00 am

Saint Joseph Parish Office – Bardstown

Wednesday, February 4, 2015
10:00 am

Chancery Meeting Room #3

APRIL ARCH SUPPORT MEETINGS

Tuesday, April 14, 2015
10:00 am

Chancery Meeting Room #3

Wednesday, April 15, 2015
10:00 am

Saint Joseph Parish Office – Bardstown







ARCH SUPPORT

ON THE WEB!

To read this newsletter online or print additional copies:

Go to the archdiocesan web site www.archlou.org

-  Click on "About the Archdiocese."
-  Click on "Publications/Media"
-  Click on "Download and View Documents"
-  Choose Specific Issue