

ARCH SUPPORT

Issue 94

November, 2010

From the Desk of the Chancellor . . .

We began our benefits meetings this year with a story, a fairy tale perhaps. So many asked for a copy that I thought I would share it as my column for this issue.

Once upon a time there were only 100 people in the Land of Kentucky – and all was well. They noticed that each year only 20 of them got sick and only 2 of those needed a lot of care. The remaining 80 were healthy.

So everyone had a meeting and said to each other, “Let’s together share the costs to buy the medicine, and pay the doctor to help anyone who gets sick. That way no one will ever become poor when they are sick and everyone will share in each other’s benefits.”

So that is what they did. Each year the 100 people would put money into a leather bag; and whenever someone got sick, they went to the bag and took out the money to buy the medicine and pay for the doctor.

Lo and behold, this worked well for many, many years. Everyone put money in the bag and it seemed everyone had their turn, needing to take money out.

By and by, one day a terrible drought came upon the Land of Kentucky; and at the same time, a strange disease called AIB1 struck the people. The drought caused some people to stop putting money into the bag and AIB1 got more people sick that year than ever before. So before the year was over, the bag of money was empty but some people were still getting sick.

The 100 people gathered again and asked, “What must we do, the bag is empty? Who will pay for our medicine, who will pay the doctor?” Some were sad, “Why is this happening they cried?” Others were angry and said, “I put money in the bag believing it would be there when I got sick – now it’s gone!” They were dumbstruck – what would they do?

Well a wise old member said, “Let’s go to the Land of Washington. I hear they have extra money and perhaps they could give us some of it to refill our bag.” The people cheered, “Yes, the answer is in Washington.” And a delegation was voted in and sent to Washington to bring back more money.

A long time passed before the delegation returned; and when they arrived, they gathered the people once again and said, “We have good news, Washington said yes, they would give us money.” The people cheered, “All will be well once again!” “Wait, wait, cautioned the delegation, “In order to get this Land of Washington money we first have to Reform!”

“Reform, Reform?” a small child asked with a puzzled voice, “What does that mean?” They responded, “Well reform is a strange thing actually...When we reform there will be no more bags to put money in. Instead we will have to give our money to an Insurance Company who will take care of our money and pay our bills for us.” “There will be no more meetings but instead we will have triplicate forms and online registries.” “There will more than one kind of medicine, and one kind of doctor to choose from but we might have to give more to the Insurance Company in order to get those.” “And one more thing, we will have to learn to speak a new language and use new words like deductible, co-pay, premiums, pre-existing, coverage first, preventative, and many more.”

A heaviness moved over the people – this was not what they wanted. But in the end they did what was required – they reformed. They found an insurance company, paid more money, took more medicines, saw more kinds of doctors, and every year they sent a delegation to Washington in search of money and every year they hoped for new and better reforms.

Perhaps one day in the Land of Kentucky – all will be well once again.

Let me also add a sentence to wish you a Happy Thanksgiving. We have much to be grateful for, most especially a loving God who cares deeply for each of us. May God bless you.

REMINDER REGARDING STOCK DONATIONS

We have received a large number of stock donations for which we have no donor information. While the instructions on the Authorization of Stock Transfer requests that a copy be sent to the Archdiocese, this often does not happen, and, since most stocks are transferred electronically, the accompanying information is often limited. This leads to frustration for the donor because they do not get an acknowledgement in a timely manner, and it also delays the funds being transferred to the parish. If you are contacted by a parishioner regarding a stock transfer, please email Mary Beth Johnson at (mjohnson@archlou.org) with the information so that when the stock comes in, it can be processed quickly.

Helpful information to process stock donations timely includes the following:

- Stock name
- Number of shares (or approximate value)
- Donor name
- Parish name
- How the stock donation is to be applied (e.g. Stewardship, CSA, BFOH)



Also, check the Unidentified Stock Donations listing that is sent out periodically by Mary Beth Johnson via e-mail through General Parish Mailing to see if you recognize a stock that a parishioner customarily donates. Check with the parishioner to determine if it is their donation and forward the required information to Mary Beth Johnson in the Finance Department.

JUST A TIP: You may want to run an item in the parish bulletin, newsletter or website requesting that any parishioner who wishes to donate stock should contact the Archdiocese or the Parish Business Manager/Bookkeeper with the information. Thank you for your help and have a Blessed Thanksgiving holiday!

CLUBS AND ORGANIZATIONS

Archdiocesan policies require all parish/school club and organization accounts be reflected on the parish/school financial statements, sometimes referred to by the Finance Office as “pulling in the accounts.” As parishes/schools have consolidated their organization accounts over the years, some have questioned how to handle certain organizations which are sponsored by the parish but are legally aligned to an outside organization; e.g., the Boy Scouts of America, the 4-H, Girl Scouts, etc.

Sponsorship of one of these organizations usually involves the following privileges:

- The organization can meet or hold functions on parish/school property
- The organization can use the parish name to identify the parish as sponsor such as “The St. Mary Boy Scout Troop”

The sponsored organization **cannot** do the following:

- Use the parish Federal ID number
- Make tax-exempt purchases in the name of the parish
- Rent/lease items in the name of the parish

Bank accounts for sponsored organizations should not be consolidated with parish/school accounts but should be maintained separately by the sponsored organization. In the event that the sponsored organization is dissolved, any assets would revert to the organization’s national office and not to the parish/school. The parish/school should also ensure that any organization being sponsored lists the Archdiocese on their insurance policy as additional insured. For some national organizations like the Boy Scouts, the archdiocesan insurer, Catholic Mutual, has already secured this certificate which covers all Boy Scout troops. If you need to check on a certificate, contact Brad Harruff, at 502-634-3310.

ARCHDIOCESE OF LOUISVILLE FINANCIAL POLICIES AND PROCEDURES MANUAL UPDATE

Archdiocese of Louisville Financial Policies and Procedures Manual and Appendices have been updated. It is available on our website as “July 2010 Financial Policies and Procedures Manual” and “List of Appendices to Financial Policies and Procedures Manual.” Please review the manual and appendices for changes and distribute a copy of the updated version to those who currently have the July 2009 version.

FOOD SERVICE NEWS

Mark Your Calendar

November 14-20	American Education Week	December	National Pear Month
November 21-27	National Family Week	December 5-11	National Hand Washing Awareness Week
November 25	Thanksgiving Day	December 6	Saint Nicholas Day
November 29-December 24	Advent	December 10	Human Rights Day

Here are some facts about the USDA commodity program. You can use these to help promote school lunch.

Did You Know



• **USDA Foods are a healthy food choice.** USDA continually explores better ways to offer healthy food choices so that schools can serve meals consistent with the *Dietary Guidelines for Americans* and the MyPyramid food guidance system. USDA Foods are available in a variety of convenient products that are safe, wholesome, and 100 percent American grown.

• **USDA sets high food safety standards.** The foods USDA buys for its nutrition assistance programs must meet safety standards set by Federal regulatory agencies and USDA's two purchasing agencies – the Agricultural Marketing Service and the Farm Service Agency. At USDA, food safety is taken very seriously and standards are set high because of the vulnerable populations, such as children and the elderly, participating in USDA's nutrition assistance programs.

• **More fruits and vegetables:** USDA pioneered a partnership with the Department of Defense's Supply Center in Philadelphia to buy more than 60 types of fresh fruits and vegetables for schools. These purchases increased from \$4 million in School Year 1995 to over \$50 million in School Year 2008. This is in addition to more than \$8 million of fresh items that USDA now obtains for schools each year. Besides fresh produce, USDA also buys over \$180 million of canned, frozen, and dried fruits and vegetables for schools. The 2008 Farm Bill provided an additional \$90 million to purchase even more fruits and vegetables for school meals in School Year 2009, with funding to increase each year.

• **More whole grains:** In addition to whole-grain foods such as brown rice, rolled oats, wholewheat flour, whole-grain dry kernel corn, and parboiled brown rice, USDA is now buying wholegrain rotini, spaghetti, and macaroni.

• **Less sodium (salt):** In School Year 2010 the sodium levels in all USDA canned vegetables are being reduced to 140 milligrams (mg) per serving. This greatly exceeds the Food and Drug Administration's "healthy" standard for sodium, which is 480 mg per serving. Providing lowsodium USDA vegetables to schools helps them lower the sodium levels in their menus. Schools continue to have the option to order salt-free frozen vegetables, as well.

• **Less sugar:** USDA canned fruits must be packed in light syrup, water, or natural juices. Despite the common industry practice of packing in heavy syrup, USDA has not purchased fruit in heavy syrup in nearly 20 years. Unsweetened applesauce became available to schools in School Year 2008.

• **Less fat:** Since 1992, USDA beef is 85 percent lean as compared to commercial standard ground meat which is 70 percent lean. In the 1980s, most USDA beef products contained an average of 24 percent fat. Since 1992, schools have had the option of ordering beef patties with a fat level as low as 10 percent. USDA consistently offers a lower fat turkey taco filling, frozen diced chicken, 97 percent lean ham, and 95 percent lean turkey ham. Currently, USDA is evaluating a 95 percent lean beef patty for use in schools.

2010/2011 Tentative Cafeteria Manager Meeting Schedule

January 18, 2011	Tuesday, Chancery, 2:30 P.M.	July 26, 2011	Tuesday, Chancery, 1:00 P.M.
January 19, 2011	Wednesday, Rural, St. Joseph Bardstown, 2:30 P.M.	July 27, 2011	Wednesday, Rural, St. Joseph Bardstown, 10:30 A.M.
March 23, 2011	Tuesday, Chancery, 2:30 P.M.		
March 24, 2011	Wednesday, Rural, St. James E-town, 2:30 P.M.		
May 17, 2011	Tuesday, Chancery, 2:30 P.M.		
May 18, 2011	Wednesday, Rural, Bethlehem High, 2:30 P.M.		(manager meeting dates subject to change)

DECEMBER 31, 2010 DEADLINE TO UPGRADE TO PDS LEDGERS VERSION 6

The deadline to upgrade to PDS Ledgers Version 6 is December 31, 2010. This is an upgrade, not an update. Due to changes that we will make in DioView, the parishes must be on Version 6 in order to complete the upload properly for their 6-month report for period ending 12/31/10. Instructions to complete the upgrade were included in the September 2010 Arch Support. However, they are listed below for your convenience.

- Call the 800 number on your monthly PDS invoice
- Report that you need to upgrade to Version 6
- PDS will request your site number (which is also on your PDS invoice)
- PDS will route you to the appropriate department, and they will “take over” your computer and install the upgrade for you.



RED FLAGS RULE

The Red Flags Rule is new legislation passed by Congress and will be enforced by the Federal Trade Commission (FTC) which goes into effect December 31, 2010.

The Red Flags Rule requires many businesses and organizations to implement a written Identity Theft Prevention Program designed to detect the warning signs or "red flags" of identity theft in their day-to-day operations to prevent theft or misuse of account information.

The Red Flags Rule applies to financial institutions and entities that regularly extend credit. We requested that our diocesan attorney determine whether the Red Flags Rule applies to our parishes and schools as we process credit cards and electronic

transactions for tuition payments, fees, etc. Fortunately, the Red Flags Rule does not apply to our parishes, parish schools, nor regional schools because our students pay as they go, and we do not regularly extend credit.

However, it is extremely important to protect sensitive account and credit card information at all times. Documents and paperwork with account and credit card numbers should be kept in a locked file cabinet, computers with this information should be password protected and passwords should be changed regularly. This and other practical means to protect vulnerable account information will suffice for the Archdiocese. Please stress the importance of sound control over sensitive account information with your staff in our parish and school business offices.

IMPORTANT YEAR END PAYROLL REMINDERS



The end of 2010 will soon be here. Paycor is providing us with some tips to eliminate stress during this busy time of year and help ensure a smooth year end. Verifying and correcting information now will ensure W-2s will be issued with the correct information.

- Paycor will update all tax tables to the 2011 rates.
- Lisa Leister will update all medical and dental withholdings to the 2011 rates.

Each location needs to:

- Verify Employee Addresses – Be sure to provide accurate addresses for all employees. If an address is incorrect, enter the correct address on the employee’s identity tab in Paycor.
- Verify Employee Name—If any names are incorrect, enter the correct name on the employee’s identity tab in Paycor.
- Verify Employee Date of Birth—Dates of birth are especially important for employees age 50 and over who may contribute an additional amount to a company-sponsored pension plan. If you need to correct a date of birth, enter the correct date on the employee’s identity tab in Paycor.
- Verify Employee Retirement Plan Eligibility—Each eligible employee should be marked as “eligible” on the employee’s general tab in Paycor.

All changes made in the steps above should be made **PRIOR TO YOUR LAST PAYROLL RUN IN 2010. 2010 PAYROLL RECORDS WILL BE CLOSED WITH YOUR LAST REGULAR PAYROLL RUN.**

Winter Reminders . . .

from **Brad Harruff**
Catholic Mutual Claims Risk Manager

Winter is just around the corner and it's the right time to take preventative maintenance steps in a few areas to insure uninterrupted building usage and avoid costly repairs to your location and our Self-Insurance program.



1. Have your Boiler serviced and checked by a licensed technician. Additional measures include keeping your boiler/furnace room clear to reduce fire potential and keeping a running schedule/ service log near the unit.
2. Consider having Hartford Steam Boiler or another qualified company to perform an electrical thermograph study which will examine all your electrical components including your incoming service to identify problems and suggest repairs where needed. These comprehensive reports typically cost less than \$900.00 for a large complex.
3. Accessible Copper downspouts and gutters, and HVAC units are invitations for thieves seeking to make a quick buck from the salvage value. Have downspouts anchored with heavy copper straps for the first 10 ft. or simply change them to anodized aluminum or other materials less desirable for salvage. On HVAC units, have them caged with simple galvanized fencing (top and sides). You might consider additional lighting and HVAC designed alarm systems.
4. If you have an after hours problem with your grounds being utilized for something other than Church business, consider posting signs designed by the Metro Government which when displayed allow Police to take immediate action without the need of a formal complaint. Applications are available from your local Metro Police Division Resource Officer, the sign cost is approximately \$27. You may have seen them in use at some of our locations already. If you are not in Jefferson County and would like to set up such a program, please drop me an email. I can assist you in your approach with your local law enforcement.

All of the above topics have been covered at recent Safety Managers' quarterly meetings and resource materials are still available if needed. If your Safety officer hasn't been attending, please let them know we have lots of room and strongly encourage them to attend.

Please drop me a line at bharruff@catholicmutual.org if I can assist you.



Weather / Snow Days

When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own

decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.

2011 PAYROLL CALENDAR



The 2011 payroll calendar is enclosed.
It is also available on our website!

RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2010 PAYROLL

In order for your final 2010 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on or before December 30th. Any contributions processed on December 31st will have an effective date of January 3, 2011.

BENEFIT PROGRAM OPEN ENROLLMENT

Every year employees working 20 hours a week or more must make an election on what benefit programs they wish to participate in for the coming calendar year. Open Enrollment also allows employees to drop coverages or enroll in alternate coverages that may be available to them. **The Open Enrollment period runs from November 1 to December 3, 2010 for the calendar year beginning January 1, 2011.** Enrollment information has been distributed to all groups. It is important that all employees are reminded of the open enrollment. Once the December 3rd deadline has passed, the employee cannot change coverage until 2012 unless they have a qualifying event.



MARK YOUR CALENDAR!



2011 Benefit Enrollment Forms are due no later than December 10th. Send to the attention of Candy Wittenauer, Chancery Personnel Office.

2011 ARCH SUPPORT MEETINGS

February 2011

Tuesday, February 8, 2011
10:00 am
Chancery — Room 3

Wednesday, February 9, 2011
10:00 am

St. Joseph Parish Office — Bardstown

April 2011

Wednesday, April 6, 2011
10:00 am
Chancery — Room 3

Thursday, April 7, 2011
10:00 am

St. Joseph Parish Office — Bardstown

HOLIDAY SCHEDULE

The Chancery will be closed on the following dates:

- Thursday, December 23
Holiday for Christmas Eve
- Friday, December 24
Holiday for Christmas Day
- Thursday, December 30
Holiday for Day after Christmas
- Friday, December 31
Holiday for New Year's Day 2011

2010 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2010 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2010 and requests must be received by AIM (attention: Michele Cull) by February 28, 2011. After December 31st, remaining 2010 claims must be made by a paper claim form as the 2010 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

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