

ARCH SUPPORT

Issue 93

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FROM THE DESK OF THE CHANCELLOR . . .

It's About Time



I am trying to read all these documents on health care reform; I need to prepare for the workshop I am giving next week; my list of unanswered emails is way too long; tomorrow in my deadline to finalize the 2011 employee benefits plan; and I have to write my article for this newsletter before I go home today.

Do you have a similar list of your own tasks? Probably so! While my list is too long for me to help you work on your list, there are some tricks I have learned that help me manage multiple projects. Many of these ideas fall under the topic of TIME MANAGEMENT and stores have a dozen different books on the subject. Actually time management is a misnomer. We can't really manage time and all of us have the exact same amount of time each day. What we really have to manage is our work, our responsibilities, and our commitments.

Making Lists: The most basic principle of time or work management is to focus on priorities. Make a list of the tasks you need to work on for a given period of time, such as one day. But don't stop there. Give each item on the list a letter code A, B, or C. A means it *absolutely* has to be done today; B means it would *be good* if this got done today; C means it is important but this *can wait* until after the other work is done. Then begin by working on the A list first. You will likely be tempted to work on less important tasks that you might enjoy

more but stay focused on the A's then the B's for greatest productivity.

Schedule Blocks of Time: Using time wisely often begins by determining how much time any given task will take and then scheduling your work into blocks of time. For example, if you have 8 hours to work in a day, break up the day into 1 or 2 hour blocks of time and assign a task to a period of time.

Protect Prime Time: None of us can work at the same pace all day. Most people have one or two prime time periods each day when we feel most energized and are likely the most productive. If you are a morning person do your most difficult tasks then. If you get started more slowly then maybe mid/late morning is your best time. Whenever it is, try to protect that time from more trivial tasks or less important meetings.

Handle Paper Less Often: It is amazing how often we handle the same piece of paper or piece of mail. Do you have piles of papers around you at the office and a pile of half opened mail at home on the kitchen counter? Whenever possible organize paper work or mail in three stacks: a) to be worked on; b) to be saved or filed; c) to be given to someone else. Most of the time whatever is not in one of those three piles can be thrown away. So don't keep those papers, toss them out.

Swiss Cheese: A simple little trick to try when tackling a project, particularly a complex one, is to use the Swiss Cheese method. In other words, poke holes in it. Don't try to do all of the work at one time but make some progress by getting small parts completed piece by piece.

5 Minute Rule: Sometimes the hardest part of any project is just getting started. Try giving yourself a small period of time, perhaps five minutes, and just get a project started. If you have to write a tough letter, write the first two or three sentences and then put it aside and come back to it later. If you have to make four or five phone calls, make one of them and then a second later on. If you need to read a book or report, read just the first chapter. The sense of accomplishment from small starts can motivate you to work better and complete the project.

Get An Accomplice: If you are a procrastinator ask a supportive colleague or friend to lend a hand and help you stay on time. Ask them to

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check on your progress and remind you about deadlines or time limits. Do the same for them.

Reward Yourself: Do you want that coffee break or want to go out to lunch today? Tell yourself you can't have what you want until you get a certain task completed. When you have a reward waiting, even a simple break, it can be a motivating goal.

Avoid Perfection: I know this sounds strange to some folks but not every project, letter, or program you work on will be perfect, or even needs to be. Of course I am not suggesting doing poor or minimal work but treating everything you do as

a critical project, requiring perfection, will only cause you stress and stop you from completing anything. As you prioritize your list of tasks, consider not only the time required but the quality work needs. Always do your best but do so within the realistic time and human resources you have available.

Ok, this article is done, I can check it off my list, and my reward – I get to go home.

Oh and give yourself an extra 5 minute break today after you finish reading this newsletter.



CONSTRUCTION AND RENOVATION PROJECTS

The summer of 2010 has been a very busy one for the Archdiocese Office of Facilities Management. With the success of the **Building A Future of Hope** campaign, most parishes have been involved in some facet of reviving the facilities on their campuses. This has created numerous requests for capital expenditures.

With this increase in activity, a review of the Renovations and New Construction Policy would be in good order. As well, there are some new changes to the policy that went in to effect back in July 2008. The full Renovations and New Construction Policy can be found on pages 55 thru 58 of the July 2008 Financial Policies and Procedures Manual. You can access the full manual online at the Archdiocese of Louisville Web-page, www.archlou.org. It is located under the drop-down box titled **“THE ARCHDIOCESE,”** go to and click on **“Policies,”** it will take you to the Financial Policies and Procedures Manual page. Then click on **“July 2008 Financial Policies and Procedures Manual.”**



FAQs

- Q.** What dollar amount requires me to get approval from the Archbishop?
- A.** Any project in excess of one month's normal income or \$10,000, whichever is less.
- Ex:** If your income in a normal month is \$6,000; than your threshold for approval is \$6,000. Conversely, if your income in a normal month is \$16,000; than your threshold is \$10,000.
- Q.** What types of projects require me to get approval from the Archbishop?
- A.** New Construction, Renovations, Demolition, Changes to the Interior and/or Exterior, Extraordinary Repairs (even if covered by insurance), Purchase of Property and/or Furnishings.
- Q.** What information do I need to provide to the Archbishop when I submit a request for approval?
- A.** There are four (4) pieces of information that need to be included with your request:
1. A brief description of the project;
 2. The total cost of the project (Include copies of all bids received, minimum of three (3) required)
 3. The source of funding for the project;
 4. A copy of the Parish Council, Finance Council and/or School Board minutes showing review and approval of the project.

The one thing that slows the approval process the most is an incomplete packet of information on the project. This sometime causes multiple inquires seeking additional information.

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

FOOD SERVICE NEWS

Mark Your Calendar

September	National Food Safety Education Month
	National Chicken Month
	National Potato Month
	National Whole Grain Month
September 26	Family Health and Fitness Day
September 29	World School Milk Day
October	National Book Month
	National Dental Hygiene Month
October 11	Columbus Day
October 11-15	National School Lunch Week
November 14-20	American Education Week
November 21-27	National Family Week
November 29-December 24	Advent

Reimbursement rates for 2010/2011 are as follows:

Information . . .	Free	Lunch	Free	Breakfast
	Reduced	\$2.72	Reduced	\$1.48
	Full Paid	\$2.32	Full Paid	\$1.18
		\$0.26		\$0.26

The following schools have excess inventory:

- DeSalesTomato Paste.....Becky Smalley, 502-368-6519
- St. AlbertPeanut Butter..... Sharon Grider 502-425-6739
- St. MichaelDiced Tomatoes, Peanut Butter, Tomato Paste..... Dana Hart, 502-809-1303
- St. Raphael Salsa, Peanut Butter..... Stacy Linton, 502-456-1541
- John Paul AcademyPeanut Butter, Applesauce, Carrots, Mixed Fruit, Peaches, Peas, Salsa Mary Schneider, 502-451-8279
- St. Stephen MartyrSalsa, Mixed Fruit..... Donna Schall, 502-635-6895
- St. Joseph Carrots, Peas, Tomato PasteSue Ann Rogers, 502-348-0067
- St. Aloysius Pewee ValleyPeanut Butter, Tomato Paste.....JoAnn Schweitzer, 502-241-8452
- Holy Spirit..... Salsa, Tomato Paste.....Lisa Hulsman, 502-893-7700
- St. BernardPeanut Butter, Tomato Paste, Diced Tomatoes.....Cheryl Westenhofer, 502-239-5178
- St. NicholasPeanut Butter, Tomato Paste..... Gwen Wheatley, 502-368-8506

If you want any of these items, please contact the manager.



There are seventeen online courses available to take on the NSFMI website. You can earn CEU's and they are free to take. Just go to www.nsfmi.org, click on the tab at the top that says online courses and you will see the choices.

Also on the SNA website there are two new webinars coming up, they also are good for CEU's and are also free. In addition there are eight new courses available on the School Nutrition University link, those however are not free.

2010/2011 Tentative Cafeteria Manager Meeting Schedule

September 21, 2010	Tuesday, Chancery, 2:30 P.M.
September 22, 2010	Wednesday, Rural, St. James E-town, 2:30 P.M.
November 16, 2010	Tuesday, Chancery, 2:30 P.M.
November 17, 2010	Wednesday, Rural, Bethlehem High, 2:30 P.M.
January 18, 2011	Tuesday, Chancery, 2:30 P.M.
January 19, 2011	Wednesday, Rural, St. Joseph Bardstown, 2:30 P.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.
July 26, 2011	Tuesday, Chancery, 1:00 P.M.
July 27, 2011	Wednesday, Rural, St. Joseph Bardstown, 10:30 A.M.

(manager meeting dates subject to change)

TURKEY OR CHICKEN ALA KING

Serving Size 3/4 Cup
Quantity (Yield) 50

In honor of National Chicken Month

Ingredients

- 2 quarts Milk
- 1/4 cup Onion Powder
- 2-1/4 cups All-purpose Flour
- 3/4 cup + 1 tablespoon Margarine
- 1-1/2 teaspoon Black or White Pepper
- 1 quart 2-1/2 Canned Peas, drained
- 1 gallon Chicken or Turkey Stock
- 1/2 cup Pimentos, chopped
- 1-1/2 teaspoon Poultry Seasoning
- 3-1/4 pound Diced Chicken or Diced Turkey

Instructions

1. Melt margarine, add flour, and stir until smooth.
2. Add stock, milk, poultry seasoning, pepper, and add onion powder, stir until well blended.
3. Bring to boil. Reduce heat to medium. Cook uncovered, stirring frequently until thickened. 12-15 minutes
4. Add turkey or chicken, peas and pimentos. Cook over medium heat for 3-5 minutes or until heated throughout.
5. Pour into serving pans.
6. Portion with 6 oz. ladle (3/4 cup) over noodles, or rice or a biscuit.

National School Lunch Program Honor Roll

St. Augustine	93%	St. Joseph	75%
St. Catherine	86%	St. Nicholas	74%
St. Donimic	85%	St. Paul	74%
DeSales	83%	St. Athanasius	73%
Holy Family	80%	St. Stephen Martyr	73%
St. Edward	78%	Holy Spirit	72%
Notre Dame	77%	St. Andrew	71%

KEEP UP THE GOOD WORK!!

NEW COA NUMBER

In order to further clarify the two sets of "Transfer" COA numbers (5101-5105 & 5132), a new "Total" Number has been added. In the current COA, there is a total number for the 5101-5105 numbers (5129, Total Transfers to/from Other Funds) but there is no total for the 5132 numbers. The next Total number is 5139 for Total Transfers. To update your Chart of Accounts:

1. Go into your COA and pull up account number 5139, "Total Transfers." Change the (3) to a (4), making the number 5149.
2. Then add a new COA number, 5139. Account Name, "Total EOM Restricted Fund Transfers." The Account Type is, "Total for Expense Accounts." The Total Level should be (2), with (1) Blank Line After.
3. Be sure to run a "Verify COA" afterwards.

By changing the "Total Transfers" number to 5149, you have room to add the new "Total EOM Restricted Fund Transfers" number 5139. You will now have a total for the 5101-5105 numbers (5129), a total for the 5132 numbers (5139) and a total for both groups (5149).

DO YOU NEED TO UPGRADE TO PDS LEDGERS VERSION 6?

Version 6 is considered an **upgrade**, not an update. This is why the program reports that no new updates are available. If you need to **upgrade** to Version 6, you need to do the following:

- 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 the PDS invoice
- PDS will route you to the appropriate department, and they will "take over" your computer and install the upgrade for you

Hope this is helpful and now enjoy all the enhancements Version 6 has to offer!

**CATHOLIC ARCHDIOCESE EMPLOYEES RETIREMENT PLAN
FIFTH THIRD BANK CONTACTS**

Plan Sponsor Support	866-827-2211
Client Service Manager	Chris Varatta
Direct Dial:	800-393-1352 x 226
Fax:	513-534-8177
Email:	Christopher.varatta@53.com
Participant Call Center	866-258-4777
or online at:	www.retire.53.com



The Chancery Personnel Office will continue to work with Trinity Potter as our Client Consultant.

POLITICAL CAMPAIGN ACTIVITY –
The Fall Election Campaigns are off and running strong . . . Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise tax.

IMPORTANT REMINDER FROM THE FINANCE OFFICE

When reconciling the parish or school bank account, pay attention to that balance. If you have a surplus of funds from a building campaign, prepaid tuition and other fees or other sources of income, send it in to the Finance Office to be deposited in a savings account in the Deposit and Loan Fund. Interest rates are lower than we like so it is most important that you maximize interest earnings on those excess dollars.

Finance Department Rolls Out the Red Carpet...



to welcome Mary Beth Johnson! Mary Beth joins us from Holy Trinity parish where she served as the Business Manager for 12 ½ years. Her experience and knowledge in the parish will serve her well as the new Audit Administrator for the Archdiocese of Louisville. In addition she is also responsible for the Chancery bank reconciliation, stock donations, and handling the accounting for Catholic Bicentennial Initiatives Fund Inc. Join us as we welcome Mary Beth!

2010 ARCH SUPPORT MEETINGS

OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 26, 2010

1:00 pm

Chancery Office

Wednesday, October 27, 2010

10:00 am

Chancery Office

Wednesday, October 27, 2010

1:00 pm

Chancery Office

Thursday, October 28, 2010

10:00 am

St. Joseph Parish Office – Bardstown

For those that may be on vacation or not able to attend on one of the above dates:

Tuesday, November 2, 2010

10:00 am

Chancery Office

Please note the October meeting dates for the 2011 Benefits Meetings and a representative from each group is required to attend one of these meetings. Mark your calendar now for these important dates!

DECEMBER 2010

Tuesday, December 7, 2010

10:00 am

St. Joseph Parish Office – Bardstown

Thursday, December 9, 2010

10:00 am

Chancery Office

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 the “The Archdiocese”



Click on “Publications”



Click on **ARCH SUPPORT**

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE SCHEDULE FOR 2010/2011 SCHOOL YEAR

Wednesday, November 17, 2010

11:30 am

Hosted by: Judy Heare – DeSales High School

RSVP and agenda items to: Judy.Heare@desaleshs.com

Wednesday, January 19, 2011

11:30 am

Hosted by: Kathy Sutton – Presentation Academy

RSVP and agenda items to: ksutton@presentationacademy.org

Wednesday, March 16, 2011

11:30 am

Hosted by: Larry Bergamini – St. X

RSVP and agenda items to: lbergamini@saintx.com

Wednesday, June 15, 2011

11:30 am

Hosted by: Linda Harris – Assumption High School

RSVP and agenda items to: Linda.harris@ahsrockets.org

AUGUST ARCH SUPPORT PRESENTATION

If you missed the August Arch Support Meeting, you missed a very informative and helpful presentation on Life, LTD and STD insurances by Jennifer Vonderhaar, National Account Manager with UNUM. A copy of the presentation will be provided in the annual administrator benefit enrollment packets. If you need to be registered for UNUM on-line services or need a password reset, please contact Jennifer Vonderhaar at jvonderhaar@unum.com

RETIREMENT PLAN

A reminder to keep all employees’ personal information current and up to date in Paycor including termination dates. The accuracy of this information has an impact on the file pulled for the retirement plan.

Be sure you have identified employees that will be eligible for entry into the retirement plan on October 1, 2010 and that you have provided them with all the appropriate information. At the beginning of each quarter, participants may also elect to increase or change their employee contribution.