

ARCH SUPPORT

Issue 131

September 2017

From The Desk Of The Chancellor...

Greetings from 3940 Poplar Level Road! The **NEW Archdiocese of Louisville Pastoral Center** is located on the property of Holy Family Parish. You will find the center accessible, visible, and efficient.

Back in July I ended my article by saying I was going back to packing my office as we prepared to move 65 years of files and 50 offices to the new Archdiocese of Louisville Pastoral Center. Well I did finishing packing, and so did all of the staff at the former Chancery and our colleagues from the Catholic Schools Office at the Flaget Center. As of Friday September 15, we were all in place at the new building. While the Center still needs a little more work before it is considered “finished,” we are open for business, and every day progress is made.

Anyone who has ever moved a household or an office knows there will be delays and unexpected challenges, and we certainly had our share. Here are a few vignettes of our experience and lessons from our move.

The Pepsi truck pulled up to the Chancery to remove the old vending machine. In doing so, the tall truck tore the telephone and internet wires off the building. The movers then had trouble getting the machine out of the building, having forgotten to take the cans out before moving it. Finally empty, the machine got stuck, wedged in one of the doorways.

We learned where the phrase “comedy of errors” comes from.

With less than a month to go before the planned move, it was discovered that the glass panels for the 3-story store-front were all cut 1” too short, requiring a re-order of the entire front wall of windows. We had to delay the move by four weeks.

They learned, measure twice cut once. We learned the adage, “patience is a virtue.”

The 65-year-old elevator at the former Chancery broke down twice during the move over the Labor Day weekend. Finding service and parts for an old elevator can be difficult, even without holiday weekend limitations. Hearing our plight, a team of staff from Catholic Charities arrived on the scene and moved several hundred boxes from the 3rd and 2nd



floors to the first floor, without the benefit of an elevator.

We learned some folks know how to be heroes and that “we have great colleagues.”

The only furniture significantly damaged in the move was, of course, the Archbishop’s desk, which sustained a large gash and had a four-inch edge broken off. While a replacement is on order, we tried to cover-up the damage.

We learned that “magic markers are called magic for a reason.”

As desks are emptied and closets are packed, it is amazing to discover how many paper clips, binders, folders, pencils, metal clasps, and other office supplies are collected over seven decades. We next learned that “office supplies apparently reproduce on their own.”

Installing a new phone system, new computers, new software, in new spaces, in an unfinished facility can test anyone’s ability to accept change.

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We learned it is good to have a “sense of humor.”

We moved over 700 boxes of books and files and office items. When so many people are involved, it is a good idea to mark the box indicating what is in it, whose it is, and what room it should go to. It seems like a good idea when packing a box to fit in as many items as you can. Wrong.

Of course we discovered boxes full of books are often too heavy to lift and fitting more items is not

always a good idea. We learned that “more is not always better.”

You get the picture. We have all had quite an adventure but we are happy to be in our new, beautiful space. We look forward to showing the building to you. It will serve the Archdiocese well for many years to come. On your first visit, leave some time to look around, and if you happen to find my missing box of files please let me know.

The Chancery staff gathered on Tuesday,
August 29th to bid farewell to
212 E. College Street



NEWS FROM THE FINANCE OFFICE

DLS ACH ELECTRONIC FUNDS TRANSFER REQUIREMENTS

To help protect the archdiocese and parish assets from Cyber Fraud, the following changes to DLS ACH electronic transfer requests will take effect immediately:

- Each parish business manager and/or bookkeeper will be assigned a DLS PIN number or passcode for the transfer of electronic funds. This PIN number should not be shared among staff. If you need an additional PIN number for your pastor or bookkeeper, please contact us. Please note, the distribution of PIN numbers will be strictly limited to personnel who regularly handle ACH transactions.
- For all non-recurring and any new recurring ACH transactions, you will be called by either Becky Wethington or Rebecca Walter to verify your ACH transfer request by verbally stating your PIN number.
- Requests will require a four-day advance to ensure all parties can review the ACH funds transfer information.
- If there are any bank accounts changes you will need to complete the Bank Account Change Form and enclose a copy of a void check or another bank document with the new account number stated. The Bank Account Change Form should be fax to number stated on the form.



- For all transfers made for capital expenditures greater than \$20,000, please provide the capital project approval letter from Archbishop Kurtz.
- Please never send your bank account information to us via e-mail, only send by fax, as the Archdiocese's e-mail system is not encrypted.

These changes will require additional time, but we need to implement these changes to safeguard your assets from potential banking fraud.

Thank you for your cooperation.

FINANCE AUDITORS NOTES

RESTRICTED VS. UNRESTRICTED FUNDS

Along with unrestricted contributions, most of our parishes and schools receive contributions with donor restrictions. In most cases, we include the restricted donation in a restricted fund (ex. Building Fund). The following link is to a helpful article titled “What are Restricted and Unrestricted Funds for a Nonprofit?”:

https://www.thebalance.com/restricted-unrestricted-nonprofit-funds-2502167?utm_source=emailshare&utm_medium=social&utm_campaign=shareurlbuttons

When we set up funds for restricted donations, we are, in a sense, creating a new “entity”. The restricted fund has its own chart of accounts, typically with a specified department number (ex. 61 is department number for St. Vincent DePaul parish orgs. All account numbers in the fund are structured “xxxx.61”). Each restricted fund has an individual balance sheet and income statement apart from the unrestricted fund. In each restricted fund, total assets must equal the total of liabilities and fund balance.

As part of monthly closing procedures:

- * Take time to check the balance sheet of each restricted fund to make sure total assets balance to total liabilities and fund balance.
- * Compare the YTD Net Increase/ (Decrease) Fund Balance on each restricted fund income statement to the respective Fund Balance Change in the current year; the amounts should equal.
- * If either of these conditions is out of balance on a restricted fund, run a general ledger report to determine where there is an error.
- * A good rule of thumb to follow is to make sure all restricted funds in any type of entry are in balance. (ex. Check issued from 0101.61 \$100.00 should be distributed for \$100.00 to a .61 account).

If you need help with balancing restricted funds, please contact Margaret Kopatz Kraus, Parish Liaison/ Internal Auditor, or Mary Beth Johnson, Internal Auditor, for assistance.

TAKE NOTE....FROM BRAD HARRUFF, CATHOLIC MUTUAL CLAIMS/RISK MANAGER

Fall is a great time to consider some of the following items:

The next safety meeting is set for November 5, 2017 at the Maloney Center. Hartford RE will be there to answer your questions on boiler and HVAC issues.

If you are considering adding an AED (automatic external defibrillator) they can be purchased locally or with a discounted price via the Catholic Mutual website.

As a member your login is ‘0122lou’

Password is ‘service’

Click on risk management, then additional links and finally “Phillips Lifeguard”. You will then be prompted to use the password ‘service’ again.

Fall is here and here are a few items for your “To Do” list before winter weather:

- Winterize all outbuildings not in use.
- Collect keys from persons who no longer need them from summer activities
- Make roof inspections and repairs before cold weather arrives

Contact us with questions or for assistance.



Hope allows us to see a tomorrow- Pope Francis

Welcome to the 50th Catholic Services Appeal! From its beginnings as the Archdiocesan Development Fund in 1968 to today's Catholic Services Appeal, the Appeal provides annual support for more than 100 ministries and services across the Archdiocese. This year we reflect not only on the past 50 years of ministry but also the next 50 years of bringing Christ to others throughout the 24 counties of the Archdiocese.



The goal for the 2017 Catholic Services Appeal is \$3,750,000. As employees of the Archdiocese, each of us, and those we serve, are positively impacted by the thousands of donors who give so generously to the Appeal. Please consider donating to this year's Catholic Services Appeal. Your gift, in any amount, is greatly appreciated and will mean so much to those we serve.

Did you know...

- * CSA provides funding for every Archdiocesan ministry and service, including schools
- * Seminary education costs for our future priests are supported by donations to CSA
- * Priest retirement costs are supported by donations to CSA
- * Every parish in the Archdiocese directly benefits from donations to CSA
- * The 2016 CSA campaign was our most successful ever, raising more than \$3,900,000 with nearly 15,000 households participating
- * Donors may spread their CSA gift pledges over as long as 9 months
- * Online giving is the fastest growing method of donating to CSA (www.ArchLou.org/CSA)
- * 100% of every dollar donated to CSA is used for ministries and services (general support costs are covered by Archdiocesan investment income)
- * Every gift to CSA is appreciated and helps bring Christ to others; *no gift is too small!*

For more information on the Catholic Services Appeal, visit www.ArchLou.org/CSA or contact Sarah Wunderlin at swunderlin@archlou.org

NAME CHANGE AND ADDRESS UPDATE

Please note the Chancery is now known as the Pastoral Center.

We will also be closing our PO Box.

All correspondence and mailings should now be sent to our new physical address:

Archdiocese of Louisville
Pastoral Center
3940 Poplar Level Road
Louisville, KY 40213-1463



401K ELIGIBILITY ENTRY PERIOD – OCTOBER 1ST

Below are the steps in identifying how to determine those eligible individuals to enter the plan effective on the 10/15/17 payroll. Now is the time to identify those eligible and give them the paperwork so both them and you have time to get their employer and employee contributions in Paycor before the 10/15/17 payroll.

1. Run Paycor Custom report titled 401K Eligibility to identify those eligible (> 720 annual hours and hired in July, August or September).
2. Provide those individuals with salary deferral form and beneficiary designation.
3. Employer automatically contributes 6% of salary.
4. Salary deferral allows the employee to contribute; even if they choose not to contribute, have them place a zero in Section B.
5. In Paycor, add 401K ER in deductions, 6% with effective date 10/1/17
6. If employee elects to contribute through salary deferral, in Paycor, add 401K contribution and enter % with effective date 10/1/17.
7. Salary Deferral Form goes in your employee file (do not send to Fifth Third).
8. Beneficiary Designation Form goes to Fifth Third after initial contribution sent (10/15/17). See mailing instructions on page 3.



REVISED I-9 FORM

Revised I-9 form effective for use on September 18, 2017. The form revision date is 07/17/2017. Go to <https://www.uscis.gov/i-09> (if unable to open in your web browser, try the link in Internet Explorer) or go to our website, www.archlou.org

2017 ARCH LOU 5K— REGISTER TODAY!



Archdiocese of Louisville 5K
Run! Walk! Stroll
October 7, 2017 – The Louisville Zoo

After a successful event last year the Arch Lou 5K is back for 2017. The Run! Walk! Stroll! will once again be held at The Louisville Zoo. This is a great chance for our employees from different parishes and schools to meet and mingle, as well as participate in our big health event of the year.

For more information and to register for this year's 5K, please visit: www.tristateracer.com/archlou5k2017

We hope to see you there!



meetings

Meetings – Take time and mark your calendar now with these dates!

OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 17, 2017
1:00 pm
Pastoral Center

Wednesday, October 18, 2017
10:00 am
Pastoral Center

Wednesday, October 18, 2017
1:00 pm
Pastoral Center

Thursday, October 19, 2017
10:00 am
Saint Joseph/Bardstown Parish Hall

Wednesday, October 25, 2017
10:00 am
Pastoral Center

Please note these October meeting dates are the **2018 Annual Benefit Meetings**. A representative from each group participating in the benefit program is required to attend one of these meetings.

Important Note: 2018 Benefit Meetings will last about 30 minutes. We will then take a 10 to 15 minutes break to allow groups to gather their materials.

We will then gather groups that participate in the Catholic Archdiocese Employees Retirement Plan to review Plan Changes, new administrative task and be available for questions. *These are required meetings.*



PARISH AND REGIONAL SCHOOLS ROUNDTABLE

Tuesday, November 14, 2017
11:30 am
Cathedral of the Assumption
Hosted by: Patti Birk

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Thursday, November 16, 2017
11:30 am
Archdiocese of Louisville Pastoral Center
Hosted by: Phyliss Wilkins

DECEMBER 2017 ARCH SUPPORT MEETINGS

Wednesday, December 6, 2017
10:00 am
Saint Joseph/Bardstown Parish Office

Thursday, December 7, 2017
10:00 am
Pastoral Center

Arch Support

NEW LOCATION 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 "Arch Support"
- Choose Specific Issue