

ARCH SUPPORT

Issue 151

November 2021

From The Desk Of The Chancellor...

As I write this column, we just ended daylight savings time for 2021 and added an hour to Sunday. What did you do with your “extra” hour? Did you sleep, exercise, pray, watch TV, or do nothing? Did you stay up later or get up earlier?

We all have 168 hours each week giving us 8,760 hours year. The popular song from *RENT* reminds us that we have 525,600 minutes in a year. Time is something we often want to control, and it is strange how even a one-hour shift can affect us. Of course, we cannot control time, but we often can change how we use it. Lots of us could use more exercise, benefit from more sleep, or spend more time with a friend or loved one we are missing. I suggest you look for just one hour in an upcoming week and spend it as you most need. It could be the beginning of a new habit.

Speaking of habits, here are a few reminders of timely opportunities our colleagues can take advantage of:

Financial Education – Back in the summer, we announced a program with Fifth Third Bank through which our employees, free of cost, could view dozens of short videos on topics such as retirement planning, making major purchases, estate planning, investing, and more. There are 50 videos. The most popular seems to be “Financial Wellness.” When you next communicate with your local staff, remind them of this free link and available resources at <https://53ma.everfi-next.net/welcome>.

401K – January is a great time of year to remind employees to review their 401K statement and consider getting advice on investments or perhaps increasing contributions. Even a small savings each month over many years can lead to great results as you plan for retirement.

Go 365 – As we announced at the benefit meetings, the participation of many staff in the Humana Go 365 program collectively saved \$ 800,000 in premiums for 2022. Remind colleagues in January to complete their health assessment for the New Year to start earning points, making money, lowering our rates, and staying healthy. Yvonne Husman in the Personnel Office is our resident expert, so give her a call if you need assistance, and she will link you to the appropriate staff at Humana.

Catholic Services Appeal – Thanks to all who have contributed to the Catholic Services Appeal this year. This appeal is a vital source of funding that supports hundreds of ministry programs serving thousands of people. Every parish, parishioner, and employee benefits from CSA. It is never too late to make a pledge or to encourage others to do so.

Time often moves more quickly that we like. Just think, it is only six weeks until Christmas, six months to Derby, and only four months until we give back the hour we just gained when daylight saving returns on March 13th.

We are now moving into the season of holidays: Thanksgiving, Christmas, and New Year's Day. This time of year with so many holiday events can be both fun and stressful, spiritual and material, unifying and dividing. Of course, keeping focused on the meaning of these celebrations is the best way to enjoy this time. I offer these reflection questions for your consideration as we move towards the weeks ahead.

Thanksgiving: For what are you most grateful? Who needs to hear of your appreciation? How can you be a person who lives a life of gratitude?



Christmas: What has the gift of the Incarnation, the birth of Jesus, meant for you? Who could use a gift you have to offer, though maybe not on your list? How can you bring light to darkness or tidings of joy to someone in particular?

New Year's Day: What new beginning can January 1st bring for you? Who could be a part of your 2022 resolution? How can you let go of 2021 and welcome the new year?



I wish each of you a blessed holiday season. The past two years have brought more struggles than often occur, and I pray that we all hear the voice of the angels to the shepherds in the Gospel of St. Luke, "Do not be afraid; for behold, I proclaim to you good news of great joy that will be for all the people."

God bless you and your loved ones and let us pray for one another.

Take Note...From Brad Harruff CATHOLIC MUTUAL CLAIMS/RISK MANAGER

Today we will do some quick hitters:

- Risk inspection reports you receive still need to be initialed and returned even if there are no recommendations.
- Boiler season is here so now is a good time to have your mechanical service give them a final check prior to start up.
- Special event applications must be supplied to our local office as well as the Omaha office or they will be suspended until it can be corrected. Please be sure you are using the most recent application that includes the “pandemic/epidemic” exclusion. Please contact our office if you need the most recent form.
- Bleachers, that’s right...it’s now in fashion for criminals to steal your outdoor bleacher seats and walkways if they are aluminum. Please look at your security and examine if changes are needed such as cameras, outdoor lighting, and posting of surveillance signs.
- Finally, if you need a certificate of insurance and there is a usage agreement/contract with all event details, that needs to be submitted with your request.
- If you are updating your lighting to LED/High efficiency, know that LG&E and KU Energy provide rebates to help defer the material cost. You can call 1-800-356-5467 or sign onto your account for details. Be sure you have your account number handy before the call for an application.

Let’s have another great year!



Construction And Renovation Projects

Even with the Covid-times we find ourselves, this past Spring, Summer and Fall of 2021 have been a very busy time for the Archdiocese Office of Facilities Management. Many parishes have been involved in some facet of reviving the facilities on their campuses. This has created numerous requests for capital expenditures, renovations and new construction projects.

With this increase in activity, a review of the Renovations and New Construction Policy, is in good order. As well, there are some new changes to the policy that went in to affect back in August 2020. The full Renovations and New Construction Policy can be found on pages 75 thru 79 of the August 2020 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 "Services", slide down and click on "Agencies and Facilities"; scroll down and click on Finance Office; scroll down and click on Financial Policies and Procedures Manual; then scroll down and click on [Download the full Financial Policies and Procedures Manual](#). This will open the full "August 2020 Financial Policies and Procedures Manual".

FAQ:

Q. What dollar amount requires me to get approval from the Archbishop?

A. Any project in excess of \$20,000,

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 in your pastor's request letter:

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 Counsel, Finance Counsel 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 x122

Finance Office News – From Robert Cecil

It is hard to believe we are almost halfway done with the fiscal year. This is especially difficult because as I write this I am still consolidating and reviewing all the parish and school end of year reporting and upcoming budgets. The process itself is slow due to the numbers involved. If I don't say this enough, I want to say again to all of you I am very thankful for your efforts submitting information timely and organized as requested.



As I review and consolidate financials there are of course general trends that begin to show themselves. First is that collections have improved this year compared to last. However, for many they are cumulatively down from pre pandemic levels. Total Income is negatively impacted for many due to decreases in fundraising. Overall, the trends are great progress compared to the unknown of just two years ago.

The biggest increase as many of you may imagine is cash. This is the result of many factors from everyone's discipline to watch spending during unsure times, continued generosity of our parishioners and student families and newly received funds of income related to the CARES act. All of these have allowed us to continue with our mission and keep people employed during unsure times.

I believe this is a good time to review how we report, understand, and manage cash. For many of us this is an account on the balance sheet spread between many cash accounts related to unrestricted and restricted funds. This tells us our balances and their intended purposes. What this does not explain is how much cash do we need to keep on hand to pay vendors and payroll. How much is excess that we should consider putting to another use. There are many ways we may put the cash to use from increasing our deposit and loan savings, investing in the Catholic Foundation of Louisville, paying down debt for those who have loans, address postponed capital improvements that may reduce the cost of future repairs to expanding or enhancing our offerings and our programs. This list may go on and on depending on need.

Regardless of how you may use excess cash it's important to understand your operating cash needs. The first step is to begin tracking your daily inflows and outflows of cash. As you begin to measure and understand this more closely it will help you establish a range of on hand cash needed. Once established you can measure what is excess. If you are interested in learning more, reach out to the finance office. We can discuss with you the process and help your set up and use the reporting tools.

Thanks,

Robert

2021 Holiday Schedule

As a reminder of the Official Holidays for the remainder of the 2021 Calendar Year:

Thursday, November 25	Thanksgiving Day
Friday, November 26	Day after Thanksgiving
Friday, December 24	Christmas Eve
*Monday, December 27	Christmas Day Holiday
**Friday, December 31	New Year's Eve (day after Christmas Holiday)
*Monday, January 3	New Year's Day 2022 Holiday



** Christmas Day and New Year's Day fall on Saturdays, the holiday was moved to the following Monday.*

*** The holiday for the day after Christmas was moved to Friday, December 31 to allow for two - 4 day weekends.*

**2022 Holiday Schedule**

Listed below are the Official Holidays for the 2022 Calendar Year. Please mark your calendars accordingly:

Monday, January 3	New Year's Day 2022 (observed)
Monday, January 17	Martin Luther King, Jr. Day
Friday, April 15	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day after Thanksgiving
*Friday, December 23	Christmas Eve (observed)
**Monday, December 26	Christmas Day Holiday (observed)
***Friday, December 30	Day after Christmas Holiday
**Monday, January 2	New Year's Day 2023 Holiday (observed)

** Christmas Eve falls on Saturday this year – the holiday was moved to the Friday before.*

*** Christmas Day and New Year's Day fall on Sundays – the holiday was moved to the Mondays after.*

**** The day after Christmas holiday was moved to the Friday before New Year's Eve to allow for two – 4 day weekends.*

401k Contribution Limits for 2022

IRS announces 2022 401k contribution limits will increase from 2021.

Elective Salary Deferral limits are:

Maximum 401k Elective Salary Deferral	\$20,500
Catch-Up Contribution (age 50 or over)	\$6,500

Please make sure your employees are aware. Paycheck Contribution Election forms can be found on the Empower Plan Service Center under Participants and Employee forms. plan.empower-retirement.com

RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2021 PAYROLL

In order for your final 2021 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on December 30th in order to have a December 31st cash effective date. Any contributions processed on December 31st will have a cash effective date in January 2022.

2022 PAYROLL CALENDAR

The 2022 payroll calendar is enclosed. For those groups that taxes are filed under The Roman Catholic Bishop of Louisville, you must follow this calendar. This is required to meet the IRS and DOL regulations on timekeeping, payroll and tax filings. Please distribute to your employees so they will know timesheet due dates.

2021 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2021 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2021 and requests must be received by AIM (attention: Michele Cull) by March 31, 2022. After December 31, remaining 2021 claims must be made by a paper claim form. 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. Please refer to your 2022 Archdiocese of Louisville Summary Plan Description for more information on the Special Amendment (page 8) for 2020 – 2022 unused rollover dollars.



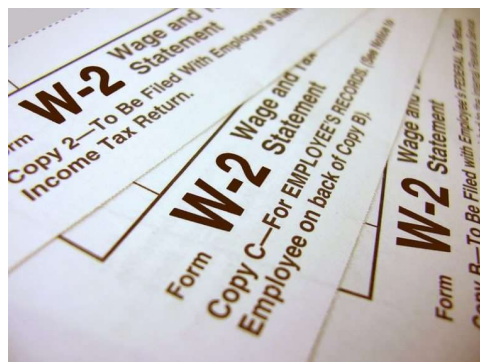
Paycor Year-End Reminders...Getting Ready for W-2s



This is the time to verify employee information in Paycor for year end. The items you want to check are:

- **YEAR-TO-DATE DEDUCTIONS:** Make sure each employee has had the correct amount deducted year-to-date for each of their deductions. Be sure to also verify the year-to-date Employer portion of medical (ER) that is reported on the W-2 & ACA forms. This is particularly important for school year employees who are not paid over the summer. If an adjustment is needed it can be made when you process your next payroll. If you need assistance, please contact Andrea Colpo.
- **EMPLOYEE NAME AND ADDRESS:** Ask your employees to verify the name and address on their pay stub. Make any name changes under Employee/Personal Information, address changes under Employee/Contact Information.
- **SOCIAL SECURITY NUMBER AND DATE OF BIRTH:** Verify that all dates of birth are correct. Make any corrections under Employee/Personal Information.
- **EMPLOYEE RETIREMENT PLAN ELIGIBILITY:** Verify that the Retirement Plan box under Company/Status/Ownership Information is checked for each employee who is eligible for 401k.
- **REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2021!**

The final payroll should be submitted by 3:00pm on Wednesday, December 29, 2021 – do not make any additional pay-runs after this as Paycor will be preparing the data for year-end close. Our payroll books are closed at this point and they begin reconciling tax reports and pulling data for the W2s and ACA Reporting. If you have any questions please feel free to contact Andrea Colpo in the Personnel Office.





Wellness Updates
November 2021

Healthy Thanksgiving Eating

Did you know that Thanksgiving is the number one day of the year that Americans have the highest food intake, more than both Christmas and Super Bowl Sunday?

Healthy Thanksgiving Food Ideas

Fill up on these items first:

- Lean meats
- Steamed vegetables
- Fresh fruit
- Plain potatoes or rice



Easy Recipe Swaps:

- Fruit puree instead of oil
- Applesauce instead of sugar
- Cocoa powder or Cacao nibs instead of chocolate chips
- Use low sodium chicken broth in mashed potatoes to add flavor without added butter
- Greek yogurt instead of sour cream
- Use unsalted sliced almonds instead of fried onion rings as a topping

Fill up your plate the right way!

On average, Americans gain about 2 pounds during the holiday season, and while this isn't dramatic, research shows that it tends to stick around and accumulate over the years. But have no fear! Stick to a couple of easy strategies and you can avoid that holiday weight gain. Start off your day by eating breakfast. This helps to not overindulge later because you are too hungry. Choose high fiber food options, which keep the stomach full and the body satisfied longer. Use a smaller plate and follow the plate method. Eat slowly and mindfully! Savor every delicious bite!

Don't forget about Exercise!

- There are fun and easy ways to stay active over the Thanksgiving weekend!
- Run or walk in a local 5k/10k
- Play a game of flag football or tag with the family
- Go shopping over the weekend to get in your daily steps
- Take a walk with the family
- Help with the household cleanup

Stay Mindful! Maintain don't gain over the Thanksgiving Holiday!



The Archdiocese of Louisville placed 1st in the NATIONAL WINNERS of the 100+ member team category!! We did it! We walked an average of 9,216 steps a day to Feed America and now 30,000 meals (worth \$3,000) will be donated in the Roman Catholic Bishop of Louisville's name!!!! That is SO awesome and SO appreciated!! Well done!



2022 Benefit Reminders

- ✓ 2022 Benefit Enrollment Forms are due in to the Pastoral Center Personnel Office no later than Friday, December 3, 2021.
- ✓ 2022 Annual Life & LTD Census emailed to Yvonne Husman at yhusman@archlou.org no later than Friday, December 3, 2021.
- ✓ January 2022 STD worksheet and payment due to R. H. Clarkson Financial Services no later than December 10, 2021.

2022 Humana Benefit Dates

**Open Enrollment – November 1, 2021 – November 30, 2021
(Humana website closed November 12-14 for maintenance)**

Friday, December 17, 2021

January 2022 Humana Invoices released to all groups
Verify with the 2022 Benefit Enrollment Forms
Changes or corrections must be reported to Yvonne Husman
no later than Wednesday, January 5, 2022

Friday, December 24, 2021

New ID cards will be mailed to participants making changes to their medical, dental or vision coverage

All 2022 benefits effective January 1, 2022

Arch Support Meetings

December 2021 Arch Support Meetings

Wednesday, December 15th – 10:00am – Pastoral Center

Wednesday, December 15th – 1:30pm – Pastoral Center

Thursday, December 16th – 10:00am – Bardstown – Saint Joseph Parish Hall

Please note December's meetings are planned for in-person attendance.

We will have representatives from Fifth Third and Empower to discuss new benefits to our retirement plan.

YIKES...WEATHER/SNOW DAYS

We want to remind you of the information regarding office and school closings due to poor weather conditions. 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.



WE ARE ROLLING OUT THE RED CARPET TO WELCOME.....

KAYLA BOYD, REPORTER – THE RECORD

LAUREN COLLINS, SECRETARY – MULTICULTURAL MINISTRY OFFICE

AARON FRAZITA, ASSOCIATE DIRECTOR – YOUTH & YOUNG ADULT OFFICE

SHANTIA GULLY, CATHOLIC ENRICHMENT CENTER DIRECTOR, MULTICULTURAL MINISTRY OFFICE

MADELINE KINCAID, SECRETARY – FAITH FORMATION OFFICE

LAURA MAKIN, CAMPUS MINISTER – CAMPUS MINISTRY

JENNIFER NAVA MARTINEZ, SECRETARY – HISPANIC MINISTRY OFFICE

STEPHANIE SANCHEZ, SECRETARY – DIACONATE & FAMILY MINISTRIES OFFICE



2021 PARISH MAILING DATES

December 10th

2022 PARISH MAILING DATES

January 7
January 21
February 4
February 18
March 4
March 18
April 8
April 22
May 6
May 20
June 3
June 17



July 8
July 22
August 5
August 19
September 9
September 23
October 7
October 21
November 4
November 18
December 9

ARCH SUPPORT ON THE WEB

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