



Financial Focus

THIS IS YOUR NEWSLETTER - SHARE IT within your offices!! Its also on the web and is being emailed to all bookkeepers!

Fiscal Officer's Corner  by: [Joseph E. Ingraham](#)

We recently had a case where an organization had to cancel an event because the planned cook became ill shortly before the event and they were unable to find a replacement, so had to cancel the event. Because we did not receive a notice at least 72 hours before the event we were unable to contact the insurance carrier to cancel the insurance coverage and so could not refund the fee paid for the coverage. While there were some "hard feelings" about our not refunding for a cancellation that was not due to the negligence or ill will of the organization, we had already paid the money to the insurance company, and so couldn't refund the money. While we sympathize with groups that need to cancel events, if we don't receive notice at least 72 hours in advance we will be unable to refund the insurance premium.

Speaking of Special Events Coverage, we have also had people send in applications the Monday after the event or the Friday before. We can never provide coverage after the fact and unless we receive notice well before the event we just cannot relay it to Catholic Mutual in sufficient time for them to send the application to the insurance company. While we can provide coverage in less than the 15 day mentioned on the form, if we do not receive the application early in the week before the event it will be difficult to get the coverage.

Catholic Mutual has indicated that they want all forms to come through the diocesan Finance Office, so please mail or fax the forms to our location.

Another question that was raised recently related to how often someone could take leave under the Family Medical Leave Act (FMLA). Individuals are allowed to take up to 12 weeks leave for defined medical emergencies for themselves or a family member. The leave is unpaid, but is not in addition to any paid leave, like sick leave or vacation. The 12 weeks are taken within a 12 month period, with the employer defining the twelve month period. The fairest method to use in defining the 12 months is probably to start from the first day they went out under FMLA.

If a calendar year is used than someone could be out from October through December and than start a new period of 12 weeks effective January 1. As long as you are consistent, any reasonable approach will be acceptable.

I recently received a document from Catholic Mutual advising me that they would be unable to provide automobile liability coverage for a particular driver. As you may know, Catholic Mutual runs Motor Vehicle Reports (MVR's) on all regular drivers of parish, school or other organization vehicles. While privacy concerns forbid them from disclosing exactly what problems a driver may have had, the following indications on a MVR will require them to refuse insurance coverage to an individual driver: a. Driving under the influence of alcohol or drugs, b. Hit and run, c. Failure to report an accident, d. Negligent homicide arising out of the use of a motor vehicle, e. Operating a vehicle during a period of suspension or revocation, f. Using a motor vehicle for the commission of a felony, g. Operating a motor vehicle without owner's authority (grand theft). h. Permitting unlicensed person to drive. i. Reckless driving. j. Speed contest. k. Any combination of accidents and moving violations which total three (3). l. Drivers license expired/revoked/suspended. m. No record of a drivers license found (more information may be needed). n. International drivers license (sole license situation). If you are hiring someone who you expect to be able to drive it is a good idea to make sure they understand that the job will be contingent on their having a clean MVR record.

In This Issue:

- Fiscal Officer's Corner 1
- Special Events Coverage
- Family Medical Leave Act
- Vehicle Insurance
- Notes from Accounting Review Officer
- Bookkeeper Training Course 1
- Bookkeeper Email list 2
- Fairs and Festivals
- Gaming Activities
- Income Taxes for Priests
- Benefits Briefs 2
- 401(K) Webinar
- 'old' plan terminations and notification
- Health Insurance memo and chart
- Accounting Reminders 2
- Savings Statements
- Mausoleum interest
- Loan schedules
- From the Mailbox 2
- Secure emails
- [MX]Lock procedures** 3
- Health Memo and Chart** 5

CONTROL TIP

- ♦ Cash withdrawals or use of cash collected is not allowed.
- ♦ All funds received for any purpose must be counted by more than one person and must be deposited as soon as possible.
- ♦ Checks should never be made payable to 'Cash' but to the person receiving the funds.

 **NOTES FROM THE ACCOUNTING REVIEW OFFICER**

♦ **ATTENTION BOOKKEEPERS:** Mr. Jeffrey Williams will be hosting a Bookkeeper Training course for new book-
(Continued on page 2)

** Contact Finance Office for details

(Continued from page 1)

keepers and those using PDS software on February 25 at the CLC. If you are interested but have not registered, please email me at kbenoit@diobr.org.

- ♦ We have a bookkeepers email list that is used to communicate with bookkeepers in our diocese. If you have not received the January *Financial Focus* for example or emails from Nancy Dupuy regarding retirement issues, please send your name, email address, phone number, and organization you work for to Celeste at cthibodeaux@diobr.org so you can be added to the list.
- ♦ Spring means Fair/Festival time for a many units. Please make sure to review Catholic Mutual's *Guidelines for Parish Festivals*. It is located on page 58 of the Parish Risk Management manual on our website at www.diobr.org. One thing to note is that they now require a certificate of insurance documenting general liability coverage in the amount of \$2,000,000 - up from the previously required amount of \$1,000,000. In addition be reminded that Catholic Mutual must review all contracts that contain hold harmless, indemnity, or similar insurance wording. Please review these guidelines in detail and make sure the fair/festival president/chair/coordinator has a copy. There's also valuable information regarding safety, security, parking, medical services, alcohol, money, safety coordinators, and claim procedures.
- ♦ If gaming activities will be conducted as part of the fair/festival (raffles, bingo, pull-tabs, etc.) paperwork must be completed and certificates obtained from the Department of Revenue's Office of Charitable Gaming. In some instances, an exemption can be applied for but even that requires completion of paperwork. Go to www.ocg.louisiana.gov or call 225-925-1835 or toll-free 1-800-562-9235 for more information.
- ♦ We have received the latest copy of "Income Taxes for Priests." If you need to review this document, please contact the diocesan Finance Office. Copies can also be purchased on-line at www.nfpc.org. It is a very handy guide for completing a priest's tax return.

ACCOUNTING REMINDERS—

- ↳ Check savings balances per statements sent last month and let us know of any differences when compared to your records.
- ↳ Make sure to move mausoleum trust interest earnings in July and January to the mausoleum operations savings accounts!
- ↳ New annual loan amortization schedules were also sent out last month. Please track your payments according to this schedule and post payments between principal and interest as noted on the schedules.



BENEFITS BRIEFS

From the Benefits Office, by Nancy Dupuy:

- 401K plan
- Transamerica will be hosting a Webinar for all employees participating in the 401K plan on March 24. The sessions will be offered at 7:15 am and 5:00 & 7:00 p.m. The topic will be "Investments Made Simple." Brochures will be sent to each bookkeeper at each location regarding the Webinar. This brochure should be delivered to each employee as soon as it is received. Please pass this date out to each employee so they can mark their calendar. More info will follow as we get closer to the date.
- "Old" Retirement Plan
- Please remember to submit the Request for Retirement Benefits form to the diocesan Finance Office when you have an employee terminate their employment. The form is available on the Diocese's website www.diobr.org

From the Health Insurance Office, by Debbie Fuselier:

- Please refer to the attached memo to Bookkeepers from the Health Insurance department along with the 2010 Benefits chart for health insurance rates.

Send your news, questions, or comments to Karen Benoit, Accounting Review Officer, Diocese of Baton Rouge (fax 225-336-8789) or email kbenoit@diobr.org.

From the



Mailbox

? How do we send secure information to the diocese?

- The Diocese uses [MX]Lock for encrypted transmissions. If someone from the Diocese sends you an encrypted message with [MX]Lock Secure Email in the subject line, it is a safe email. You will be required to create an account in our [MX]Lock system in order to retrieve the email messages and respective attachments.
- You *must* send any confidential information to the Diocese through this system as well. Contact the person to whom you are sending the information and ask them to send you a message through the secure email process. Retrieve the message, login to your account and then reply back to it, including any attachments that must remain secure. Nancy Dupuy sent this information via email to bookkeepers in January and instructions are also attached to this issue.
- Please make sure to use this process when sending any data that includes social security numbers, bank information, general ledgers, etc. Do not simply forward through the general email. This will reduce the risk of confidential data getting into the wrong hands! Help us help you stay safe with crucial data!!