

## RED SHEET ITEMS

### QUICK REFERENCE ANSWERS TO STANDARD AND NON-STANDARD SITUATIONS

**Auto Claims Hotline** – If your parish or school owns a vehicle, it is insured by Church Mutual (Catholic Mutual is our agent). We must now report all accidents/incidents directly to the auto claims hotline at 1-800-554-2642, option 2. If you have questions please contact Kim Haire (270) 683-1545, ext. 323.

**CMG Connect** – Is the new Catholic Mutual website for all your Safety, Training and Best Practices videos and documents. Information can be accessed through the [www.catholicmutual.org](http://www.catholicmutual.org) website or directly through [www.cmgconnect.org](http://www.cmgconnect.org) . Contact Kim Haire with any questions.

**Donations of Shares of Stock to the Parish or School** can be transferred and sold through the Diocesan brokerage account at Hilliard-Lyons. Please contact Kim Haire for more information. We will need to know who is contributing and who is to receive the donation and the securities being transferred.

**IRS Mileage Rate** for 2017 is 53.5 cents/mile. Available at [www.irs.gov/tax-professionals/standard-mileage-rates/](http://www.irs.gov/tax-professionals/standard-mileage-rates/)

**Parish Financial Forms and Diocesan Policies** are located on the Diocese of Owensboro website [www.owensborodiocese.org](http://www.owensborodiocese.org).

**Requests for Approval of New Drivers** – need to be submitted at least 1 week prior to the event the driver will be needed (Elaine Thomas (270) 683-1545, ext. 325).

**Special Events Insurance Forms** – need to be sent to the Diocese with a check at least 15 days prior to the event (Elaine Thomas).

**Workers' Compensation Payroll Audit Forms** – All employees' wages must be included on this form. In addition, wages paid to contractors who routinely work for the parish/school (housekeepers, groundskeepers, etc.) must also be included UNLESS they carry their own workers' comp insurance coverage. In which case, they must provide a certificate of coverage to the parish. Please attach a copy of this certificate to the WC audit form when submitting to the Diocese.

## REMINDERS

**Retirement Reports** are due to the Office of Administration (Elaine Thomas) by the 10<sup>th</sup> of each month.

**Writing checks to the Diocese,** please: 1) note on the check what it is for; 2) make sure all checks are signed; 3) write note # or account # on the check; 4) write separate checks for Deposit and Loan fund payments (do not include with assessment/insurance/collections payments); and 5) send loan payments early enough in the month to be received and posted by the end of the month (mailing by the 23<sup>rd</sup> of the month is a good guideline).