

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). You 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.

Property Claims Reporting - If you have damage to your parish facilities please complete a Catholic Mutual claim form (located on Diocesan website under Diocesan Forms) then scan and send the form to Reportclaim@catholicmutual.org or fax to: 402-551-2943. Bill Blincoe is your Diocesan contact on claims (bill.blincoe@astoral.org or 270-683-1545, ext. 378).

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 website or directly through 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 2021 is 56.0 cents/mile. Available at 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.

Approval of New Drivers – Must complete training (watch video) on CMG Connect website www.cmgconnect.org . Contact Elaine Thomas (270) 683-1545, ext. 325 with any questions.

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.

Retirement Reports are due to the Office of Administration (Elaine Thomas) by the 10th 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 15th of the month is a good guideline). Please follow these guidelines even if processing checks through online banking.

All **Diocesan Policies and Forms** are now available on our website at www.owensborodiocese.org/diocesan-policies. Policies for Administration, Clergy, Parish, etc. are all located here.

Bequests received by Parish – Along with the check for 10% of the bequest (prepaid assessment) please send the Diocese a copy of the paperwork received from the executor/attorney.

Priest mileage logs should be turned in by the priest to you monthly and recorded on a summary worksheet. An estimate for December's mileage must be used and the summary worksheet totaling the 12 months of mileage should be emailed or mailed to Kim Haire by December 6th each year.