# **OAS Billing Notes August 2019**

The August Billing Statements are being e-mailed to locations on August 27, 2019. If you are receiving this e-mail, you should also be receiving the statement from accountingservices@archindy.org (delivered by Intacct, the accounting system for the Archdiocese). If you do not receive the e-mail containing the Billing Statement, please check your spam filter and junk folder. If you still cannot locate the Billing Statement, please reach out to the Office of Accounting Services (OAS) at accountingservices@archindy.org.

The Billing Statement includes the following items, among others:

**CCI Counseling Fees**

Schools receiving counseling support from Catholic Charities Indianapolis (CCI) will be billed beginning in August 2019 through May 2020. If you have questions about these charges, please reach out to Julie Laughlin (jlaughlin@archindy.org).

**Office of Worship & Evangelization**

Parishes who had attendees at the August 3rd RCIA workshop were billed. If you have questions about these charges, please reach out to Rose Ruiz (rruiz@archindy.org).

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the August statement are for July coverage for both medical and dental insurance. To understand how your location’s charge was calculated, refer to the *“Instructions - Employee Listing for Lay Health Insurance Employer Charges”* and *“Lay Health Insurance Calculation and Reconciliation to Billing Statement”* files (separate attachments). These files contain instructions for running the Paylocity Deduction Listing Report and recalculating the employer lay health insurance premiums. These files are also included on the website at <http://www.archindy.org/finance/parish/newsletter.html> if you are unable to open the attachments in this Flocknote e-mail.

**Property Insurance Premiums and Vehicle Insurance Premiums.** Property insurance premiums are billed based on properties held as of July 1, 2019.As of July 1, 2019, the property insurance rate decreased from $3.95 to $3.80 per $1,000 of property value.

When setting up our billing schedules for the FY19-20 property insurance billing, an error in the building values in the property file resulted in property insurance premiums billed in July that were higher than what many of you expected based on our budget guidelines. We have corrected this on the August billing statement. See below for additional information.

**What will the correction look like on the August bill?**

In all cases, the amount billed in July was higher than it should have been. On your August statement, you will see a credit for the amount charged in July along with a correct July charge. The net of these two should be favorable to your location. Of course, you will also see the August charge for property insurance premiums, which should be the same amount as the corrected July figure. Example: Parish A is charged $100 for property insurance in July when they should have been charged $90. On the August statement, Parish A will see 3 lines related to property insurance: (1) a credit for $100 for July property, (2) a charge for $90 for July property, and (3) a charge for $90 for August property.

**My corrected property insurance premium is still higher than what I budgeted. Why?**

Property insurance premiums are billed at $3.80 per $1,000 replacement cost of property. In our budget guidelines, we say “Our third-party vendor has indicated that property values for most locations are expected to increase slightly (up to 2%). These revised property values will not be available until late spring. Locations should plan accordingly and be prepared to cover the deductible in the event of a claim. The property insurance rate for 2019-20 will be $3.80 per $1,000 of replacement cost property, down approximately 4% from the 2018-19 rate of $3.90 per $1,000 of replacement cost of property.” The property values received from our third-party vendor are higher than prior year’s values by anywhere from 4-5%, depending on geographical location, which is higher than the “up to 2%” we expected back in February 2019. The property values are based on replacement costs for the property. Unfortunately, construction labor and materials costs are steadily on the rise, driving the increase in the replacement costs at a higher rate than what we’ve experienced in the past and what we anticipated back in February.

**Who should I contact with questions about property insurance premiums?**

Please contact accountingservices@archindy.org if you have any questions or would like to see the detailed property listing for your location. We will work with Mike Witka and our third party vendor to answer any property questions you have.

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2018 to 12/31/2018). This amount will remain fixed for the duration of the fiscal year.

**Assessments**

The Budget Guidelines are on the Archindy.org website (<http://www.archindy.org/finance/parish/guidelines.html>) and contain information about budgeted Billing and Assessments, as well as a calendar of when various charges will be billed throughout the course of the fiscal year. Each location’s assessments (other than deanery assessments) are included in Appendix C – Assessment Workbook (embedded Excel file within the Word document Budget Guidelines). These assessments are all billed evenly over the 12 months of the fiscal year.

**Cathedraticum Assessment Latino Outreach Assessment**

**Lay Retirement Assessment Deanery Assessments**

**Clergy Healthcare Assessment Indy Education Assessment**

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in July, July 5th and July 19th. Priest wages, stipends, billable lay wages for those pay dates are included on the August Billing Statement. The pay increase for this fiscal year went into effect on July 19th; so you will likely see July 19th wages that are higher than July 5th wages. If you have questions about these charges, please reach out to centralpayroll@archindy.org.

**Other Recurring Charges**

**Criterion Subscriptions.** All parishes are billed at an annual rate of $16 per household ($1.33 per household per month) for subscription to the Criterion newspaper, **based on the number of households as of May 31, 2019**. This amount will remain fixed for the duration of the fiscal year.

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. Please do not pay Criterion Advertising fees separately via cash or check; the amount owed for advertising will be pulled with the monthly assessment. The description and fee are provided by the Criterion office. Please reach out to Cindy Clark in the Criterion office if you need more information about these charges: cclark@archindy.org.

**Archdiocesan Purchasing Department (APD) Purchases.** For APD purchases we have included as much detail about the purchase as we can on the billing statement. If you have specific questions about APD charges, please contact Steve James, Archdiocesan Purchasing Manager, at sjames@archindy.org or 317-236-1451.

**Bill Pull**

We anticipate pulling funds due from locations’ accounts on the last business day of the month: **Friday August 30th**. Please review your statement promptly and report any issues immediately which will allow us to process any required adjustments in a timely manner.

Please contact the Office of Accounting Services at accountingservices@archindy.org or 317-236-1410 if you have questions about this month’s Billing Statement.