OAS Billing Notes February 2024

February billing statements are being e-mailed to locations Thursday, February 15th, 2024. If you are receiving this e-mail, you should also receive the statement from [billing@archindy.org](mailto:billing@archindy.org) (delivered by Intacct, the accounting system for the Archdiocese).

If you do not receive the email, please check your spam or junk folder. You can ensure delivery by adding [billing@archindy.org](mailto:billing@archindy.org) to your safe sender list: Select **Home** > **Junk** > **Junk E-mail Options.**If you don't see **Junk**Outlook junk button icon , select the ellipses (**...**) on the right of the ribbon and choose **Junk**, select the **Safe Senders** tab, to revise your list, select an address or domain name (archindy.org and/or [billing@archindy.org](mailto:billing@archindy.org)) then Select **Apply** > **OK**.

**Personnel notes:**

Patty Gotway, Billing Specialist retired at the end of August. The billing process and statements will be handled by Peter Baldan, Staff Accountant, [pbaldan@archindy.org](mailto:pbaldan@archindy.org).

Our colleague, Mike Witka, Director of Risk Management and Parish Financial Services unexpectedly passed away on December 25th. Please keep Mike and his family in your prayers. The property and vehicle insurance work will be taken over by Erich Bangert, [ebangert@archindy.org](mailto:ebangert@archindy.org).

**New Property and Vehicle billings:** In the February statement, the property insurance will be listed in single property lines with the rebate incorporated in the single amount. Please review your vehicle and property insurance listings for changes to insure proper coverage. *You are responsible for additions, corrections, and deletions!*  Contact Erich Bangert at [ebangert@archindy.org](mailto:ebangert@archindy.org) (cc [billing@archindy.org](mailto:billing@archindy.org)) to request changes.

**Current Month Charges- School and Parish Individual Assessments**

**Catholic Charities School Counseling**. Billing for non-EANS Catholic Charities School Counseling for January appears on the February statement. Counseling fees will be billed one month in arrears this fiscal year beginning in September and ending in June. Please reach out to Catholic Charities School Counseling program directors with billing questions: Sharmila John ([sjohn@archindy.org](mailto:sjohn@archindy.org)) or Patrice Uminski ([puminski@archindy.org](mailto:puminski@archindy.org)).

**Office of Catechesis**. Skills Series event fees were billed to participating parishes. Please contact Keri Carroll, 317-236-1550, [kcarroll@archindy.org](mailto:kcarroll@archindy.org) for further information.

**SECA Reimbursement.** The SECA process will be handled the same as priest wages and stipends. The reimbursement will be paid through Paylocity to priests and parishes will be billed on the monthly assessment. ***Parishes should not reimburse clergy directly.*** Clergy should submit SECA reimbursements for calendar year 2023 to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org). The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Please encourage clergy at your location to submit their SECA promptly!

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in January. Priest wages, stipends, SECA, and billable lay wages paid on January 12th and 26th are included on the February billing statement. If you have questions about these charges, please reach out to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

**New Fixed Stipend Billing**

The new fixed stipend payments to participating clergy have been billed. The $300 stipend is paid on the last pay date of the month and billed the next month. If you have questions about these charges, please reach out to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

**Bill Pull**

The Archdiocese will pull the total due from locations on Thursday, February 29th. Please contact the Office of Accounting Services at [billing@archindy.org](mailto:billing@archindy.org) or 317-236-1410 if you have questions about this month’s billing statement.

**How to reach us:**

* Billing Inquiries: [billing@archindy.org](mailto:billing@archindy.org)
* ADLF Inquiries and Withdrawal/Deposit Requests: [adlf@archindy.org](mailto:adlf@archindy.org)
* Payroll Inquiries: [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)
* General Accounting Inquiries: [OAS@archindy.org](mailto:OAS@archindy.org)
* Accounts Payable: [AP@archindy.org](mailto:AP@archindy.org)
* Phone: 317-236-1410

**Assessments**

The [Archdiocese of Indianapolis Budget Guidelines](https://www.archindy.org/finance/parish/guidelines.html) 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. These assessments are all billed evenly over the 12 months of the fiscal year.

* **Cathedraticum Assessment**
* **Lay Retirement Assessment**
* **Deanery Assessments**
* **Clergy Healthcare Assessment**
* **Indy Education Assessment**

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2022 to 12/31/2022) at the time that the current year’s budget was developed. This amount will remain fixed for the duration of the fiscal year.

**Property Insurance Premiums.** Properties are listed individually on the billing statement. Property insurance premiums are billed based on the valuations as of August 1, 2023. Please contact [billing@archindy.org](mailto:billing@archindy.org) with updates or questions.

**Vehicle Insurance Premiums.** Vehicles are listed individually on the billing statement. Please check your billing statement to ensure vehicles insured remain current. Report updates by e-mail to [billing@archindy.org](mailto:billing@archindy.org)**.**

**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 2023**. This amount will remain fixed for the duration of the fiscal year.

**Lay Health Insurance Premiums.** The lay health insurance premiums for medical and dental insurance billed on the February statement is for January coverage. This is at the FY 23-24 rates. The February billing is at the new insurance rates. Please send all questions about lay health insurance premiums billed to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

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 have 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 <https://www.archindy.org/finance/payroll.html> if you are unable to open the attachments in this Flocknote e-mail.

**Other Charges**

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. The description and fee are provided by the Criterion office. Please direct questions about Criterion Advertising charges to Ann Lewis in the Communications Office at [alewis@archindy.org](mailto:alewis@archindy.org) or 317-236-1585.