# **OAS Billing Notes February 2019**

The February Billing Statements are being e-mailed to locations on February 19, 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 February Billing Statement, please check your spam filter and junk folder. If you still cannot locate the Billing Statement, please reach out to us at accountingservices@archindy.org.

The February Billing Statement includes the following items, among others:

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the February statement are for January 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 and vehicle insurance premiums are billed based on properties and vehicles held as of July 1, 2018.This amount will remain fixed for the duration of the fiscal year.

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2017 to 12/31/2017). This amount will remain fixed for the duration of the fiscal year.

**Assessments**

The [Parish and School Budget Guidelines](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.archindy.org%2Ffinance%2Fparish%2Fguidelines.html&data=02%7C01%7C%7C6b0fb35e231c46903c5408d5f324fb3e%7Ca54192d98f824167ba15f0159a5c6254%7C0%7C0%7C636682262503262848&sdata=Ty6QdK7pXDQOGLZIpThg%2F8FmnDf92aikTuQtEDaS04U%3D&reserved=0) on the archindy.org/finance website 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.**

**Lay Retirement Assessment.**

**Clergy Healthcare Assessment**

**Indy Education Assessment**

**Latino Outreach Assessment**

**Deanery Assessments**

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in January; January 4th and January 18th. Priest wages, mass stipends, billable lay wages, and non-mass stipends for those pay dates are included on the February Billing Statement.

**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, 2018. This amount will remain fixed for the duration of the fiscal year.

**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.

**CPI Seclusion and Restraint Training** - Charges for CPI Seclusion and Restraint training for the event held at Nativity on January 24th are billed in February. For additional information about your charge, please contact OAS (accountingservices@archindy.org).

**PCL Skills Series (Cultivating Your Catechist)** – Charges for PCL Skills Series class held at Holy Trinity (Edinburgh) on February 5th are billed in February. For additional information about your charge, please contact OAS (accountingservices@archindy.org).

We anticipate pulling funds due from locations’ accounts on the last business day of the month: Thursday, February 28th. Any adjustments to the February bill will be reflected on March statements.

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.