# OAS Billing Notes November 2018

The November Billing Statements are being e-mailed to locations on November 15, 2018. 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). We believe we have resolved the technology issue that interrupted the delivery of the October billing statement. If you do not receive the e-mail containing the November 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 e-mail containing the Billing Statement looks as follows:



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

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the November statement are for October 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 for October pay dates 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 October; October 12th and October 26th. Priest wages, mass stipends, billable lay wages, and non-mass stipends for those pay dates are included on the November Billing Statement.

**Other 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 occurring in October, we have included as much detail about the purchase as we can on the November 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.

**Education Charges –** Locations with schools are billed in November for AdvancEd, Jupiter, and Student Accident Insurance.

QPR and PLC skills training are also being billed in November to participating schools. Please contact the Office of Catholic Schools for more information about these charges.

We anticipate doing the bill pull on the last business day of the month: Friday, November 30th.

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.