OAS Billing Notes October 2023

October billing statements are being e-mailed to locations Thursday, October 19th, 2023. If you are receiving this e-mail, you should also receive the statement from 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 to your safe sender list: Select **Home** > **Junk** > **Junk E-mail Options.**If you don't see **Junk** , 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) 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.

**New Property and Vehicle billings:** In the October 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 Mike Witka at mwitka@archindy.org (cc 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 September appears on the October 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: Sharmilia John (sjohn@archindy.org) or Patrice Uminski (puminski@archindy.org).

**CYO.** Cross Country, Girls Volleyball, and additional Football fees were billed to participants. Contact Kris Becher at CYO with questions: 317-632-9311 or kbecher@cyoarchindy.org

**School Training Fees:** Schools who had attendees were charged CPI training fees. Please contact Maureen Okerson in the Office of Catholic Schools if you have questions: 317-236-1440 or mokerson@archindy.org.

**Office of Catechesis**. The Skill Series on Oct 4th is billed to the participating parishes. Please contact the Office of Catechesis, for more information: 317-236-1550

**Office of Youth Ministry.** The Youth Ministry Fall Business Meeting on 10/26/23 is billed to the participating parishes. Please contact the Office of Youth Ministry, for more information: 317-456-7076

**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 2022 to 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 September. Priest wages, stipends, SECA, and billable lay wages paid on September 8th and 22nd are included on the October billing statement. If you have questions about these charges, please reach out to 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.

**Bill Pull**

The Archdiocese will pull the total due from locations on Tuesday, October 31st. Please contact the Office of Accounting Services at 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
* ADLF Inquiries and Withdrawal/Deposit Requests: adlf@archindy.org
* Payroll Inquiries: centralpayroll@archindy.org
* General Accounting Inquiries: OAS@archindy.org
* Accounts Payable: 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 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**.**

**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 October statement is for September coverage. This is at the FY 22-23 rates. The October billing is at the new insurance rates. Please send all questions about lay health insurance premiums billed to 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 <http://www.archindy.org/finance/parish/newsletter.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 or 317-236-1585.