# **OAS Billing Notes April 2019**

The April Billing Statements are being e-mailed to locations on April 17, 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 April 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 April Billing Statement includes the following items, among others:

**Current Monthly Charges**

**Partial Refund for CPI Seclusion and Restraint Refresher Course** - Charges were partially refunded for the CPI Seclusion and Restraint training held at St. Thomas Aquinas on February 20th that were billed in March. The fee was $30 per participant not $65. For additional information, please contact OAS (accountingservices@archindy.org).

**QPR Suicide Prevention Training** - Charges for QPR training were billed in April for the class held at St. Bartholomew on March 27th. For additional information, please contact OAS (accountingservices@archindy.org).

**SECA Reimbursement**

Clergy should submit their SECA reimbursement form before June 1, 2019 to centralpayment@archindy.org. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Further information can be found on page 17 and 18 of the Budget Guidelines. The SECA process will be handled the same as priest wages or stipends. The reimbursement will be paid through Paylocity and the parishes billed on the monthly assessment. Parishes should ***not*** reimburse clergy directly.

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the April statement are for March 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. **Please check your listed vehicles to identify any corrections, deletions, or additions that need to be done for the new fiscal year, which are due by May 31, 2019.**

**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 Budget Guidelines on the Archindy.org website (<http://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 (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 three pay dates in March; March 1st, March 15th, and March 29th. Priest wages, mass stipends, billable lay wages, and non-mass stipends for those pay dates are included on the April Billing Statement as well as any SECA repayments submitted.

**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.

We anticipate pulling funds due from locations’ accounts on the last business day of the month: Tuesday April 30th. Any adjustments to the April bill will be reflected on May 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.