# **OAS Billing Notes June 2019 Final Billing for this Fiscal Year!**

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

**Current Monthly Charges**

**NEW: Criterion Advertising**

Criterion advertisement fees will be now included on the monthly assessment. The description and fee are provided by the Criterion office; please reach out to Cindy Clark in the Criterion office if you need more details about these charges: cclark@archindy.org.

**Office of Catechesis**

End of Year Spring Celebration. $10 per attendee.

**School Counseling fees ended in May**

**SECA Reimbursement**

Each location is responsible for the reimbursement of SECA (Self Employment Compensation Act) to the priest, for the part of salary, room and board for which it is responsible. After the clergy has filed his taxes for the previous calendar year, he should submit his SECA Reimbursement Form to centralpayroll@archindy.org on or before June 1, 2019 for the 2018 tax year. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Please refer to the [Budget Guidelines](http://www.archindy.org/finance/parish/guidelines.html) for more details.

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the June statement are for May 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. Report corrections by email to** **accountingservices@archindy.org****. Changes are due by July 1, 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>) and 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 two pay dates in May 10th and May 24th. Priest wages, stipends, billable lay wages, and SECA for those pay dates are included on the June Billing Statement. If you have questions about these charges, please reach out to centralpayroll@archindy.org.

**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: Friday June 28th. Please review your bill promptly and report any issues immediately. This will allow us to process any required adjustments prior to year-end and the bill pull on June 28th.

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.