# **OAS Billing Notes September 2020**

The September billing statements are being e-mailed to locations on September 23, 2020. If you are receiving this e-mail, you should also be receiving the statement from [billing@archindy.org](mailto:billing@archindy.org) (delivered by Intacct, the accounting system for the Archdiocese). If you do not receive the e-mail containing the 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 [billing@archindy.org](mailto:billing@archindy.org). **Please make note of this new email address for all billing-related questions. Please use** [**adlf@archindy.org**](mailto:adlf@archindy.org) **for ADLF inquiries.**

**Assessments**

The Budget Guidelines are 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**

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2019 to 12/31/2019). This amount will remain fixed for the duration of the fiscal year.

**Property Insurance Premiums and Vehicle Insurance Premiums.** Properties are listed individually on the Billing Statement. Property insurance premiums are billed based on properties held as of July 1, 2020.This amount will remain fixed for the duration of the fiscal year. The property insurance rate is unchanged from the previous year but the property valuation was increased by 3%. Please contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org) concerning property questions.

**Vehicle Insurance Premiums.** Vehicles are listed individually on the Billing Statement. The rates have not changed from the prior year and are based on type and age of the vehicle. Please check your list to identify any corrections, deletions, or additions that need to be done. Report corrections by e-mail to [billing@archindy.org](mailto:billing@archindy.org)**.**

**Current Month Charges**

**Permanent Deacons.** The Archdiocese provides ongoing formation for permanent deacons. Parishes that have permanent deacons assigned to ministry contribute $1,900 per year to the Archdiocese per each deacon assigned to assist with the costs incurred for continuing education and the annual retreat (this is the total of the same costs for priests’ continuing education reimbursement of $1,300 per year and retreat reimbursement of $600 per year). If a permanent deacon serves in two or more parishes, the $1,900 contribution is split between those parishes.

**CYO.**  Football, Girls’ Basketball and High School Volleyball were billed to participants. Contact Kris Becher at CYO with questions: 317-632-9311 or [kbecher@cyoarchindy.org](mailto:kbecher@cyoarchindy.org).

**Youth Ministry.** Fees were assessed to parishes with “Into the Heart” participants.

Please contact Emily Mastronicola at [emastronicola@archindy.org](mailto:emastronicola@archindy.org) for any further details.

**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, 2020**. This amount will remain fixed for the duration of the fiscal year.

**SECA Reimbursement.** Clergy should have submitted their SECA reimbursement form before August 1, 2020 to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org). Any further requests should be submitted with an explanation for missing the deadline. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Further information can be found on page 21 of the Budget Guidelines. The SECA process will be handled the same as priest wages or 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.***

**School and Parish Individual Assessments**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the September statement are for August 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.

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in August, August 14th and August 28th. Priest wages, stipends, and billable lay wages for those pay dates are included on the September billing statement. If you have questions about these charges, please reach out to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. The description and fee are provided by the Criterion office. If you have specific questions about Criterion Advertising charges, please contact Ann Lewis in our Communications Office at [alewis@archindy.org](mailto:alewis@archindy.org) or 317-236-1585.

**Archdiocesan Purchasing Department (APD) Purchases.** Changes to APD purchases were documented in an e-mail that went out last month: <http://www.archindy.org/purchasing/files/apd%20reorg%20letter.pdf>

Purchases made directly by APD will still appear on the Archdiocese billing statement. If you have specific questions about APD charges, please contact Steve James, Archdiocesan Purchasing Manager, at [sjames@archindy.org](mailto:sjames@archindy.org) or 317-236-1451.

**Bill Pull**

We anticipate pulling funds due from locations’ accounts on the last business day of the month: **Wednesday September 30st**.

Please review your statement promptly and **report any issues by Monday, September 28th** which will allow us to process any required adjustments.

Please contact the Office of Accounting Services at [billing@archindy.org](mailto:billing@archindy.org) or 317-236-1410 if you have questions about this month’s Billing Statement.