# OAS Billing Notes April 2020

The April Billing Statements are being e-mailed to locations on April 21, 2020.

If you are receiving this e-mail, you should also be receiving the statement from 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. **Please make note of this new email address for all billing-related questions.**

The Billing Statement includes the following items, among others:

**SECA Reimbursement.** Clergy should submit their SECA reimbursement form before June 1, 2020 to centralpayroll@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 to priests and parishes will be billed on the monthly assessment. ***Parishes should not reimburse clergy directly.***

**School and Parish Individual Assessments**

**Sexual Identity Workshop.** A workshop was held on October 20th, 2019. A fee of $30 was billed per attendee. You may reach out to Maureen Okerson in the Office of Catholic Schools if you have questions: 317-236-1440 or mokerson@archindy.org.

**Youth Ministry.** The Spring Business meeting was held March 10th in Shelbyville. A fee of $30 was billed per attendee. Please contact Emily Mastronicola in the Office of Youth Ministry with questions: 317-592-4006 or emastronicola@archindy.org.

**CYO.** Wrestling fees were billed to participants. Contact Kris Becher at CYO with questions: 317-632-9311 or kbecher@cyoarchindy.org.

**NCYC.** Parishes should receive a letter from Youth Ministry reviewing the final billing for the NCYC held in November 2019. Any additional amounts due or credits are explained in the letter. The final amount is on the April assessment. You may contact Mary Kate Shanahan with questions: 317-236-1477, mshanahan@archindy.org.

**CCI Counseling Fees.** Billing for services continues since school social workers/school counselors are working from home, to the best of their ability, as are teachers. Their time worked is tracked each day which will provide a record at year end of total time worked. If you have any questions, please contact Sharmila John at sjohn@archindy.org or Patrice Uminski at puminski@archindy.org for clarification.

Schools receiving counseling support from Catholic Charities Indianapolis (CCI) are billed August 2019 through May 2020. If you have questions about these charges, please reach out to Julie Laughlin (jlaughlin@archindy.org).

**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, 2019.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 or request a detailed listing by email to** **billing@archindy.org****.**

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2018 to 12/31/2018). This amount will remain fixed for the duration of the fiscal year.

**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**

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in March: March 13th and the 27th. Priest wages, stipends, and billable lay wages for those pay dates are included on the April 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, 2019**. This amount will remain fixed for the duration of the fiscal year.

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. Please do not pay Criterion Advertising fees separately via cash or check; the amount owed for advertising will be pulled with the monthly assessment. The description and fee are provided by the Criterion office. Please reach out to Ann Lewis

Executive Assistant to the Director of Communications, alewis@archindy.org, 317.236.1585 in the Criterion office if you need more information about these charges.

**Archdiocesan Purchasing Department (APD) Purchases.** Thisis only a partial billing for the month. We plan to bill the balance in May. 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.

**Bill Pull**

We anticipate pulling funds due from locations’ accounts on the last business day of the month: **Thursday, April 30th**. Please review your statement promptly and report any issues by **Monday,** **April 27th,** which will allow us to process any required adjustments in a timely manner. 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.