# OAS Billing Notes June 2020

The June Billing Statements are being e-mailed to locations on June 23, 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:

**Paycheck Protection Program (PPP) Credits.** Priest wages, priest stipends, and certain billed lay wages were included in the calculation for the Archdiocese Paycheck Protection Program loan as these payroll expenses are a part of the Archdiocese bi-weekly payroll. May 22nd was the first pay date included in the period for use of PPP funds. Therefore, credits for priest wages, priest stipends, and billed lay wages are included on the June statement. Locations will see a charge and an offsetting credit for the same amount. Please reach out to Carey Kendall with any questions: ckendall@archindy.org

**UCA17 Capital Campaign Guarantees.** Parishes participating in annual UCA17 capital campaign guarantees will see a charge for the appropriate amount on the June statement. Please direct all questions about these charges to Cindy Riley in Stewardship & Development: criley@archindy.org.

**Seminarian Room and Board.** The Vocations Office issued bill credits to parishes that are hosting seminarians and providing room and/or board in May. If your location did not receive a credit in May; a credit appears on the June statement. Questions about seminarian room and board credits can be directed to Fr. Eric Augenstein: eaugenstein@archindy.org.

**SECA Reimbursement.** Clergy should have submitted their SECA reimbursement form before June 1, 2020 to centralpayroll@archindy.org. Any further requests should be made by July 15th. 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**

**CCI Counseling Fees. *Counseling fees ended in May; there are no counseling feels on the June statement.*** Schools receiving counseling support from Catholic Charities Indianapolis (CCI) were billed August 2019 through May 2020. If you have questions about these charges, please reach out to Julie Laughlin (jlaughlin@archindy.org).

**Insurance Premiums**

**Summer Health Insurance 2019.** A fiscal year to date audit of lay health insurance was completed which included analyzing employer lay health charges for employees who are not paid over the summer months. Insured employees who are not paid over the summer months participate in the “summer coupon” program where the employee pays premiums directly to the Archdiocese. Our audit found that the employer portion of June and August premiums were billed to locations, but we had not yet billed locations for July employer coverage. Participating locations will see a charge on the June 2020 statement for July 2019 health coverage noting the last name of the participating employee. For example: “2019 Summer Health Insurance – Smith, Jones”. You may reach out the Carey Kendall with any questions about July 2019 employer health coverage charges: ckendall@archindy.org.

**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, 2019.This amount will remain fixed for the duration of the fiscal year. **Vehicles are listed individually on the Statement. Property lists were mailed to locations in June. Please check your list 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 May 8th and May 22nd. Priest wages, stipends, and billable lay wages 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, 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.**

Palms purchased from the APD are billed on this statement. 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: **Tuesday, June 30th**. Please review your statement promptly and report any issues by **Thursday,** **June 25th,** 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.