

## OAS Billing Notes September 2019

The September Billing Statements are being e-mailed to locations on September 24, 2019. If you are receiving this e-mail, you should also be receiving the statement from [accountingservices@archindy.org](mailto:accountingservices@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 [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

The Billing Statement includes the following items, among others:

### **CYO Athletics/Enrichment Fees**

On July 1, 2019, CYO and CYO Camp joined the Archdiocese in using Intacct as their cloud-based accounting system. As a part of that transition, beginning in September 2019, charges for CYO will now be included on the monthly Archdiocese billing statement rather than being separately billed and paid for. Later this fall, charges for CYO Camp will be included on the monthly Archdiocese billing statement.

Now that CYO charges are included on the monthly Archdiocese billing statement, the parish business manager(s) assigned as the primary and secondary Intacct contacts will be the only one(s) to receive this information.

Your bill will include a line item for every sports team registration you have as well as the # of registrations (if multiple). For example, registering two third and fourth grade fall kickball teams at St. Malachy would read:

34 Fall Kickball (2) \$1,180

Parish business managers will no longer have to issue a separate payment for the cost of the sports team registrations. They will, however, need to be in communication with those responsible with registering teams to ensure that the amounts charged are accurate. The amount(s) shown on the monthly billing statement will be withdrawn from the parish bank account via the monthly bill pull on the last business day of the month. Please DO NOT send a separate payment for these charges.

Please direct all questions on CYO charges to Kris Becher at CYO ([kbecher@cyoarchindy.org](mailto:kbecher@cyoarchindy.org)). Adjustments will be processed in the following month via a credit on the next month's billing statement.

### **Permanent Deacon Professional Development Fee**

Parishes that have permanent deacons assigned to ministry contribute \$1900 per year to assist with the costs for continuing education and the annual retreat. Parishes sharing a deacon will have the fee split between them. The annual fee has been billed this month.

## **CCI Counseling Fees**

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](mailto:jlaughlin@archindy.org)).

## **Insurance Premiums**

**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.

**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 [accountingservices@archindy.org](mailto:accountingservices@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 three pay dates in August; August 2nd, August 16th and August 30th. Priest wages, stipends, 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).

## **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 Cindy Clark in the Criterion office if you need more information about these charges: [cclark@archindy.org](mailto:cclark@archindy.org).

**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](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: **Monday September 30th**. Please review your statement promptly and report any issues immediately which will allow us to process any required adjustments in a timely manner.

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