# OAS Billing Notes May 2020

The May Billing Statements are being e-mailed to locations on May 18, 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.**

The Billing Statement includes the following items, among others:

**Seminarian Room and Board.** The Vocations Office issued bill credits to parishes that are hosting seminarians and providing room and/or board. Questions about seminarian room and board credits can be directed to Fr. Eric Augenstein: [eaugenstein@archindy.org](mailto:eaugenstein@archindy.org).

**SECA Reimbursement.** Clergy should submit their SECA reimbursement form to Central Payroll ([centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)) before June 1, 2020. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Additional information can be found on page 17 and 18 of the Budget Guidelines. SECA reimbursements are processed by Central Payroll, paid directly to priests, and billed to the priest’s assigned parish for calendar year 2019. ***Parishes should not reimburse clergy directly.***

**School and Parish Individual Assessments**

**CCI Counseling Fees.** Counseling services are being administered remotely and therefore billing for these services continues. Counselor’s 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](mailto:sjohn@archindy.org) or Patrice Uminski at [puminski@archindy.org](mailto: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](mailto:jlaughlin@archindy.org)).

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the May statement are for April 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 so adjustments can be processed for the new fiscal year. Report corrections or request a detailed listing by emailing** [**billing@archindy.org**](mailto: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 April: April 10th and the 24th. Priest wages, stipends, and billable lay wages for those pay dates are included on the May 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 Ann Lewis

Executive Assistant to the Director of Communications, [alewis@archindy.org](mailto: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 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](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: **Thursday, May 29th**. Please review your statement promptly and report any issues by **Monday,** **May 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](mailto:billing@archindy.org) or 317-236-1410 if you have questions about this month’s billing statement.