# **OAS Billing Notes March 2019**

The March Billing Statements are being e-mailed to locations on March 12, 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 March Billing Statement, please check your spam filter and junk folder. If you still cannot locate the Billing Statement, please reach out to us at [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

The March Billing Statement includes the following items, among others:

**Insurance Premiums**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the March statement are for February 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, 2018.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, which are due by May 31, 2019.**

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2017 to 12/31/2017). This amount will remain fixed for the duration of the fiscal year.

**Assessments**

The Budget Guidelines on the Archindy.org website (<http://www.archindy.org/finance/parish/guidelines.html>) 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 February; February 1th and February 15th. Priest wages, mass stipends, billable lay wages, and non-mass stipends for those pay dates are included on the March Billing Statement.

**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, 2018. This amount will remain fixed for the duration of the fiscal year.

**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.

**Monthly Charges**

**2018-19 Office of Catholic Schools Administrators’ Professional Development Seminar** – The fee for Administrators Development Seminar held March 5th at CYO Camp Rancho Framasa are billed in March. For additional information about your charge, please contact OAS ([accountingservices@archindy.org](mailto:accountingservices@archindy.org)).

**CPI Seclusion and Restraint Refresher Course** - Charges for CPI Seclusion and Restraint training for the event held at St. Thomas Aquinas on February 20th are billed in March. For additional information about your charge, please contact OAS ([accountingservices@archindy.org](mailto:accountingservices@archindy.org)).

**Parish Catechetical Business Meeting** – Charges for this meeting held at St. Paul Bloomington on February 20th are billed in March. For additional information about your charge, please contact OAS ([accountingservices@archindy.org](mailto:accountingservices@archindy.org)).

**QPR Suicide Prevention Training** - Charges for QPR training billed in March for the event held at St. Roch on February 23rd. For additional information about your charge, please contact OAS ([accountingservices@archindy.org](mailto:accountingservices@archindy.org)).

**Archdiocese Printing and Mailing Services** – Fees for those making use of the Arch mailing services for taxes and other items are billed on this statement. For additional information about your charge, please contact OAS ([accountingservices@archindy.org](mailto:accountingservices@archindy.org)).

We anticipate pulling funds due from locations’ accounts on the last business day of the month: Friday, March 29th. Any adjustments to the March bill will be reflected on April statements.

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.

 