# **OAS Billing Notes May 2019**

The May Billing Statements are being e-mailed to locations on May 22, 2019. If you are receiving this e-mail, you should also be receiving the statement from accountingservices@archindy.org (delivered by Intacct, the accounting system for the Archdiocese). If you do not receive the e-mail containing the May 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.

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

**Current Monthly Charges**

**NEW: Criterion Advertising**

Beginning in May, Criterion advertisement fees will be included on 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 details about these charges: cclark@archindy.org.

**Palms Purchases from Archdiocesan Purchasing Department (APD)**

Charges for Palms purchased through APD appear on the May monthly statement. If you have specific questions about APD charges, please contact Steve James, Archdiocesan Purchasing Manager, at sjames@archindy.org or 317-236-1451.

**SECA Reimbursement**

Each location is responsible for the reimbursement of SECA (Self Employment Compensation Act) to the priest, for the part of salary, room and board for which it is responsible. After the clergy has filed his taxes for the previous calendar year, he should submit his SECA Reimbursement Form to centralpayroll@archindy.org on or before June 1, 2019 for the 2018 tax year. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Please refer to the [Budget Guidelines](http://www.archindy.org/finance/parish/guidelines.html) for more details.

**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, 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. Report corrections by email to** **accountingservices@archindy.org****. Changes 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>) 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 12th and April 26th. Priest wages, stipends, billable lay wages, and SECA 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.

**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 or 317-236-1451.

We anticipate pulling funds due from locations’ accounts on the last business day of the month: Friday May 31st. Any adjustments to the May bill will be reflected on June statements.

Please contact the Office of Accounting Services at accountingservices@archindy.org or 317-236-1410 if you have questions about this month’s Billing Statement.