# **OAS Billing Notes November 2020**

The November billing statements are being e-mailed to locations on Monday November 16, 2020. If you are receiving this e-mail, you should also receive 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 us.

**How to reach us:**

* Billing Inquiries: billing@archindy.org
* ADLF Inquiries and Withdrawal/Deposit Requests: adlf@archindy.org
* Payroll Inquiries: centralpayroll@archindy.org
* General Accounting Inquiries: accountingservices@archindy.org
* Phone: 317-236-1410

**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**

**Workers Compensation (WC) Insurance Premiums.** Workers compensation insurance premiums are billed based on the wages incurred for the previous calendar year (1/1/2019 to 12/31/2019). This amount will remain fixed for the duration of the fiscal year.

**Property Insurance Premiums and Vehicle Insurance Premiums.** Properties are listed individually on the Billing Statement. Property insurance premiums are billed based on properties held as of July 1, 2020.The property insurance rate is unchanged from the previous year, but the property valuation was increased by 3%. Please contact billing@archindy.org concerning property questions.

**Vehicle Insurance Premiums.** Vehicles are listed individually on the Billing Statement. The rates have not changed from the prior year and are based on type and age of the vehicle. Please check your list to identify any corrections, deletions, or additions that need to be done. Report corrections by e-mail to billing@archindy.org**.**

**Current Month Charges**

**CYO.** Basketball fees were billed to participants. Contact Kris Becher at CYO with questions: 317-632-9311 or kbecher@cyoarchindy.org.

**Annual Fees on November Billing Statement**

**Cognia Accreditation of Schools (formally known as AdvancED).** Under our state-wide accreditation model with the other four dioceses, all schools are accredited through Cognia. At the time the budget guidelines were published, the minimum cost per school was expected to be $1,200. After budgeting was finalized, Cognia provided the Archdiocese with a one-year discount of $300 per school. Therefore, **the fee charged to each school this fiscal year is $900.** As a reminder, schools also pay for their own four-year archdiocesan continuous improvement review visits for accreditation. You may contact Maureen Okerson in the Office of Catholic Schools for more information about Cognia fees: 317-236-1440 or mokerson@archindy.org.

**Student Accident Insurance.** Student accident insurance is billed annually in November at the rate of $12 per student (includes preschool, elementary, and high school children). The fee is based on beginning enrollment for the 2020-2021 school year. The insurance is supplemental to any insurance parents may have and can also be used to cover losses when parents have no insurance. Please reach out to Maureen Okerson for more information about the fees billed to your location: 317-236-1440 or mokerson@archindy.org.

**Catholic School Data Management for Required Reporting.** Schools utilizing Jupiter for school data management reporting are charged $4 per student annually in the month of November. Please contact Maureen Okerson for more information about fees assessed to your location: 317-236-1440 or mokerson@archindy.org.

**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, 2020**. This amount will remain fixed for the duration of the fiscal year.

**SECA Reimbursement.** Clergy should have submitted their SECA reimbursement form before October 1, 2020 to centralpayroll@archindy.org. Any further requests should be submitted with an explanation for missing the deadline. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Further information can be found on page 21 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**

**Lay Health Insurance Premiums.** The lay health insurance premiums billed on the November statement are for October 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.

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in October; October 9th and October 23rd. Priest wages, stipends, and billable lay wages for those pay dates are included on the November billing statement. If you have questions about these charges, please reach out to centralpayroll@archindy.org.

**Other Charges**

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. The description and fee are provided by the Criterion office. If you have specific questions about Criterion Advertising charges, please contact Ann Lewis in our Communications Office at alewis@archindy.org or 317-236-1585.

**Archdiocesan Purchasing Department (APD) Purchases.** Changes to APD purchases were communicated in an e-mail that went out earlier this fall: <http://www.archindy.org/purchasing/files/apd%20reorg%20letter.pdf>

Purchases made directly by APD will still appear on the Archdiocese 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**: Monday November 30th.**

Please review your statement promptly and **report any issues by Wednesday, November 18th** which will allow us to process any required adjustments.

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.