# New Fiscal Year Guidelines now available

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| Budget Guidelines for FY 2024-2025 have now been posted to the Archdiocese website.  This link below will take you directly to the website. These guidelines have been prepared based on the most accurate information as known currently.   If any updates are proved necessary, we will be sure to inform all business managers. [Archdiocese of Indianapolis Budget Guidelines](https://www.archindy.org/finance/parish/guidelines.html) https://www.archindy.org/finance/parish/guidelines.html |

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OAS Billing Notes May 2024

May billing statements are being e-mailed to locations Thursday, May 23rd, 2024. 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 email, please check your spam, or junk folder. You can ensure delivery by adding billing@archindy.org to your safe sender list: Select **Home** > **Junk** > **Junk E-mail Options.**If you don't see **Junk** , select the ellipses (**...**) on the right of the ribbon and choose **Junk**, select the **Safe Senders** tab, to revise your list, select an address or domain name (archindy.org and/or billing@archindy.org) then Select **Apply** > **OK**.

**Budget Preparations.**  As we start preparations for the new fiscal year, please review your vehicle and property insurance listings for changes. Each property and vehicle are listed separately on the statement. Contact Erich Bangert at ebangert@archindy.org (cc billing@archindy.org) to request changes.

**New Property and Vehicle billings:** In the May statement, the property insurance will be listed in single property lines with the rebate incorporated in the single amount. Please review your vehicle and property insurance listings for changes to insure proper coverage. *You are responsible for additions, corrections, and deletions!*  Contact Erich Bangert at ebangert@archindy.org (cc billing@archindy.org) to request changes.

**Current Month Charges- School and Parish Individual Assessments**

**Catholic Charities School Counseling**. Billing for non-EANS Catholic Charities School Counseling for April appears on the May statement. Counseling fees will be billed one month in arrears this fiscal year beginning in September and ending in June. Please reach out to Catholic Charities School Counseling program directors with billing questions: Sharmila John (sjohn@archindy.org) or Patrice Uminski (puminski@archindy.org).

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

**SECA Reimbursement.** The SECA process will be managed the same as priest wages and 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.*** Clergy should submit SECA reimbursements for calendar year 2023 to centralpayroll@archindy.org. The form can be found at <http://www.archindy.org/finance/parish/forms.html>. Please encourage clergy at your location to submit their SECA promptly!

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in April. Priest wages, stipends, SECA, and billable lay wages paid on April 5th and 19th are included on the May billing statement. If you have questions about these charges, please reach out to centralpayroll@archindy.org.

**New Fixed Stipend Billing**

The new fixed stipend payments to participating clergy have been billed. The $300 stipend is paid on the last pay date of the month and billed the next month. If you have questions about these charges, please reach out to centralpayroll@archindy.org.

**Bill Pull**

The Archdiocese will pull the total due from locations on Friday, May 31st. Please contact the Office of Accounting Services at billing@archindy.org or 317-236-1561 if you have questions about this month’s billing statement.

**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: OAS@archindy.org
* Accounts Payable: AP@archindy.org
* Phone: 317-236-1410

**Assessments**

The [Archdiocese of Indianapolis Budget Guidelines](https://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. These assessments are all billed evenly over the 12 months of the fiscal year.

* **Cathedraticum 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 (1/1/2022 to 12/31/2022) at the time that the current year’s budget was developed. This amount will remain fixed for the duration of the fiscal year.

**Property Insurance Premiums.** Properties are listed individually on the billing statement. Property insurance premiums are billed based on the valuations as of August 1, 2023. Please contact billing@archindy.org with updates or questions.

**Vehicle Insurance Premiums.** Vehicles are listed individually on the billing statement. Please check your billing statement to ensure vehicles insured remain current. Report updates by e-mail to billing@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 2023**. This amount will remain fixed for the duration of the fiscal year.

**Lay Health Insurance Premiums.** The lay health insurance premiums for medical and dental insurance billed on the May statement is for April coverage. This is at the FY 23-24 rates. The May billing is at the new insurance rates. Please send all questions about lay health insurance premiums billed to centralpayroll@archindy.org.

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 have 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 <https://www.archindy.org/finance/payroll.html> if you are unable to open the attachments in this Flocknote e-mail.

**Other Charges**

**Criterion Advertising.** Criterion advertising fees are included on the monthly statement. The description and fee are provided by the Criterion office. Please direct questions about Criterion Advertising charges to Ann Lewis in the Communications Office at alewis@archindy.org or 317-236-1585.