OAS Billing Notes September 2025

September billing statements are being e-mailed to locations Thursday, September 18th, 2025. If you are receiving this e-mail, you should also receive 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 email, please check your spam, or junk folder. You can ensure delivery by adding [billing@archindy.org](mailto:billing@archindy.org) to your safe sender list: Select **Home** > **Junk** > **Junk E-mail Options.**If you don't see **Junk**Outlook junk button icon , 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](mailto:billing@archindy.org)) then Select **Apply** > **OK**.

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

**CYO.** Football, Girls Volleyball, and High School Volleyball fees will be billed to participants. The only exception is the billing for the Football JV games, which will be postponed for the October billing cycle. Contact Emily Brown at [ebrown@cyoarchindy.org](mailto:ebrown@cyoarchindy.org) for questions.

**Parish Leadership.** Formation Day and New Parish Leader Orientation registration fees will be billed to participating parishes. Please contact the Office of Parish Leadership for questions: [kcarroll@archindy.org](mailto:kcarroll@archindy.org)

**Permanent Deacons.** Ongoing formation of permanent deacons is provided by the Archdiocese. Parishes that have permanent deacons assigned to ministry in those parishes contribute $2,300 per year to the Archdiocese for each deacon. If a permanent deacon serves in two or more parishes, the $2,300 contribution is split between those parishes. For more information, please contact the Director of Deacons, Deacon David Bartolowits: [dbartolowits@archindy.org](mailto:dbartolowits@archindy.org) or 317-236-1493.

**Catholic Charities Indianapolis School Counseling.** Billing for Catholic Charities Indianapolis School Counseling for August appears on the September 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 Indianapolis School Counseling program directors with billing questions: Sharmila John ([sjohn@archindy.org](mailto:sjohn@archindy.org)) or Patrice Uminski ([puminski@archindy.org](mailto:puminski@archindy.org)).

**Wages and Compensation**

**Wages and Stipends.** There were two pay dates in August. Priest wages, stipends, SECA, and billable lay wages that were paid on August 8th and 22nd are included on the September billing statement. If you have questions about these charges, please reach out to [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

**Fixed Stipend Billing**

The fixed stipend payments to participating clergy will be 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](mailto:centralpayroll@archindy.org).

**Bill Pull**

The Archdiocese will pull the total due from locations on Tuesday, September 30th. Please contact the Office of Accounting Services at [billing@archindy.org](mailto: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](mailto:billing@archindy.org)
* ADLF Inquiries and Withdrawal/Deposit Requests: [adlf@archindy.org](mailto:adlf@archindy.org)
* Payroll Inquiries: [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)
* General Accounting Inquiries: [accountingservices@archindy.org](mailto:accountingservices@archindy.org)
* Accounts Payable: [AP@archindy.org](mailto: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 (1/1/2024 to 12/31/2024) 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. Please check your billing statement to ensure properties insured remain current. Please contact Erich Bangert at [ebangert@archindy.org](mailto:ebangert@archindy.org) (cc [billing@archindy.org](mailto: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. Please contact Erich Bangert at [ebangert@archindy.org](mailto:ebangert@archindy.org) (cc [billing@archindy.org](mailto:billing@archindy.org)) with updates or questions.

**Recurring Charges**

**Criterion Subscriptions.** All parishes are billed at an annual rate of $18 per household ($1.50 per household per month) for subscription to the Criterion newspaper, **based on the number of households as of May 2025**. 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 that will be billed on the September statement are for August coverage. This is at the FY25-26 rates. Please send all questions about lay health insurance premiums billed to [centralpayroll@archindy.org](mailto: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](mailto:alewis@archindy.org) or 317-236-1585.