**OAS Billing & Assessment Notes**

**September 25, 2018**

Beginning in July, all statements are produced from the Archdiocese Intacct accounting system.  All email recipients of this Flocknote message should also receive a September Parish Billing Statement from [accountingservices@archindy.org](mailto:accountingservices@archindy.org).  If you do not receive the e-mail containing the actual statement, please check your spam filter and junk folder. If you do not receive the statement, please reach out to us at [accountingservices@archindy.org](mailto:accountingservices@archindy.org).   
   
For Archdiocese Purchasing Department (APD) items charged, other than what appears on the billing statement, the Office of Accounting Services doesn’t have any further specific details about the order or charge.  If you have specific questions about APD charges, please contact Steve James directly: [sjames@archindy.org](mailto:sjames@archindy.org).    
  
Please refer to the [Budget Guidelines](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.archindy.org%2Ffinance%2Fparish%2Fguidelines.html&data=02%7C01%7C%7C6b0fb35e231c46903c5408d5f324fb3e%7Ca54192d98f824167ba15f0159a5c6254%7C0%7C0%7C636682262503262848&sdata=Ty6QdK7pXDQOGLZIpThg%2F8FmnDf92aikTuQtEDaS04U%3D&reserved=0) for information about updated assessment information for this fiscal year and make note of the following items on the September statement:

**Health Insurance August 2018** – the lay health charges appearing on the September statement are for August coverage.  You may obtain a listing of August participants through Paylocity by running the Deduction Listing Report for August pay dates.  Please use the*updated* **Employee Listing for Lay Health Assessments** instructions to run this report.  You may contact [Carey Kendall](mailto:ckendall@archindy.org?subject=Paylocity%20Deduction%20Listing) for with any questions about lay health insurance charges.

**Priest Wages, Billable Lay Wages, & Stipends** – there were three pay dates in August. Priest wages, billable lay wages, and stipends for August 3rd, 17th, and 31st appear on the September statement.

**Permanent Deacons** - ongoing formation of permanent deacons is provided by the Archdiocese.   Parishes that have permanent deacons assigned to ministry in those parishes contribute $1,900 per year to the Archdiocese for each deacon assigned to assist with the costs incurred for continuing education and the annual retreat. The $1,900 per permanent deacon contribution is billed in one installment to parishes and schools in September.  
  
Please contact [accountingservices@archindy.org](mailto:accountingservices@archindy.org) if you have questions about the September statement.