OAS Billing Notes December 2024

December billing statements will be e-mailed to locations Wednesday, December 11th, 2024. 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 this 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**.

**Payroll Personnel Change:** Please note that Tanya Steele is the newest addition to the Office of Accounting Services. She is serving as the payroll manager. If you would like to welcome Tanya to the Archdiocese, or if you need to get in touch with her, you may reach her at [tsteele@archindy.org](mailto:tsteele@archindy.org).

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

**Catholic Charities Indianapolis School Counseling.** Billing for Catholic Charities Indianapolis School Counseling for November will appear on the December 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: Sharmilia John ([sjohn@archindy.org](mailto:sjohn@archindy.org)) or Patrice Uminski ([puminski@archindy.org](mailto:puminski@archindy.org)).

**School Training Fees.** For schools with attendees, fees were charged for Effective Grading Practices. Please contact Maureen Okerson in the Office of Catholic Schools if you have questions: 317-236-1440 or [mokerson@archindy.org](mailto:mokerson@archindy.org)

**Office of Catechesis**. The Advent Day of Reflection will be billed to the participating parishes. Please contact the Office of Catechesis, for more information: [kcarroll@archindy.org](mailto:kcarroll@archindy.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](mailto: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 three pay dates in November. Priest wages, stipends, SECA, and billable lay wages paid on November 1st, 15th, and 29th are included on the December 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 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](mailto:centralpayroll@archindy.org).

**Bill Pull**

The Archdiocese will pull the total due from locations on Tuesday, December 31st. 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: [OAS@archindy.org](mailto:OAS@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 (1/1/2023 to 12/31/2023) 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 2024**. 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 December statement is for November coverage. This is at the FY24-25 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.