CONSOLIDATED BILLING ASSESSMENT DESCRIPTIONS

REPETITIVE BILLING CHARGES

ACCENT
- The Catholic Accent is our main evangelization tool.
- Parishioner subscriptions should be encouraged.
- Billed to parishes annually based on number of households receiving the Accent (80% minimum). Cost per household = $12.75 per year.
- Normally revised in January to reflect current parish census information using the October counts.

CATHOLIC EDUCATION ASSESSMENT
- Provides funding for elementary and high school tuition assistance.
- Based on ordinary and extraordinary income from previous year’s annual report.
- Uses geographic access to a school as basis for annual calculation.
  - Parishes within the geographic area of a diocesan high school – 13.8% assessment
  - Parishes outside the geographic area of a diocesan high school – 10.5% assessment
  - Parishes without reasonable access to a Catholic elementary or high school – 3% assessment
- Normally revised in January, once all annual reports have been submitted and reviewed.

DIOCESAN ASSESSMENT
- Subsidizes many pastoral and administrative functions at the diocesan level.
  - Evangelization and Faith Formation
  - Pastoral Ministry Development
  - Tribunal Office
  - Vocations
  - Information Technology
  - Payroll processing/Finance Office
  - Human Resources/Chancellor’s Office
  - Facilities Office
  - Catholic Charities
- Economies of scale are realized because of the centralization of the support listed above.
- 8% of ordinary and extraordinary income from previous year’s annual report.
- Normally revised in January, once all annual reports have been submitted and reviewed.
HOSPITAL MINISTRY
- Covers salary, benefits, auto and ministerial supplies for hospital chaplains in the following area hospitals:
  o Central Westmoreland
  o Latrobe
  o Uniontown
  o Kittanning
  o Mount Pleasant/Connellsville
  o Fayette County nursing homes
- Based on actual costs for hospital ministries from previous year.
- Allocated using the number of individuals per parish from census data.
- Calculation is not updated mid-year. Will remain the same all year and any over/underbilling will be corrected with the following year’s billing.

INDIANA HOSPITAL MINISTRY
- Covers salary, benefits, auto and ministerial supplies for hospital chaplains in the Indiana area hospitals.
- Based on actual costs for hospital ministries from previous year in Indiana County.
- Allocated using the number of individuals per parish from census data in Indiana County.
- Calculation is not updated mid-year. Will remain the same all year and any over/underbilling will be corrected with the following year’s billing.

IODG
- Self-insurance fund of the Diocese of Greensburg covers the following:
  o Auto Insurance: The annual vehicle charge is $600 per vehicle.
  o Property insurance: Annual charge based on building value reports from Porter & Curtis, LLC.
  o Liability insurance: Annual charge based on ordinary and extraordinary income for parishes and total instructional expenses for schools.
  o Parish and school auditing fee: Ranges from $690 to $1,140, based on parish size.
  o Worker’s compensation: Annual charge based on actual premium charged by outside insurance coverage provider
- Our actual costs are allocated based on the ratio between parish/school building values to total diocesan building values, as well as, parish/school income to total diocesan income.
- Normally revised in July and again mid-year when property updates are received as well as all annual reports.

PARISH ACCOUNTING
- Charge for optional in-house accounting services.
- Cost based on size of parish.
- Annual cemetery charges are $100.

**POWERSCHOOL**
- Covers PowerSchool Student Management System software and support.
- Fee is based on actual costs allocated to schools based on enrollment.
- Billed using an estimate in July then corrected mid-year when the official count is taken.
CONSOLIDATED BILLING, PAYROLL COLLECTIONS and CATHOLIC INSTITUTE SUGGESTIONS

CONSOLIDATED BILLINGS
A. Label payments with consolidated billing account numbers.
B. Indicate reason if amount paid is more/less than what was billed.
C. Due date – upon receipt.

PAYROLL
A. Label payment with payroll date and billing account number.
B. Indicate reason if amount paid if more/less than what was billed.
C. Middle of month payroll due upon receipt.
D. End of month payroll due upon receipt.

COLLECTIONS
A. Send in collection payments on separate checks from consolidated or payroll billing and as timely as possible, please.
B. May list more than one collection per check, as long as it is not for the Mission Office. Mission Office collections include: Propagation of Faith, Mission Sunday, Bishops Relief, Mission Co-op, Easter Europe, Home Missions, Latin American, Holy Childhood and Rice Bowl Collections.
C. If paying for more than one collection per check, please include name of collection and amount of each collection.
D. Indicate location number on the check.

CATHOLIC INSTITUTE
A. Label loan payments with loan account numbers.
B. Label deposit payments with deposit account numbers and reserve number if parish/cemetery/school has more than one.
C. Make checks payable to the “Catholic Institute”.
D. If check is for more than one account, please list each account and amount
E. Withdrawal request and Loan Proceeds request (see attached forms) may take up to a week for processing.
F. Expenditure requests may take up to two weeks for processing. Please refer to Diocesan Construction and Renovation Policy for proper instruction.
GENERAL COMMENTS
A. Before sending in any check to the Finance Office, please check the following:
   1. Is the check signed?
   2. Do written amounts and number amounts equal?
   3. Is the check made payable to the Diocese of Greensburg (Catholic Institute)?
   4. Are payments clearly labeled?
   5. Is the account number marked on the check?
B. If making payments for two parishes please send separate checks and clearly label which parish the payment is intended for. Do not assume that I will know what you are paying.
C. Please review your consolidated billing statement on a monthly basis for the following items:
   1. Proper recording of your payments.
   2. Any unusual charges.
   3. Unexplained prior balances
D. Call me (Jennifer Musiak) with any questions you have 724-552-2513.