

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:
 - Central Westmoreland
 - Latrobe
 - Uniontown
 - Kittanning
 - Mount Pleasant/Connellsville
 - 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:
 - Auto Insurance: The annual vehicle charge is \$600 per vehicle.
 - Property insurance: Annual charge based on building value reports from Porter & Curtis, LLC.
 - Liability insurance: Annual charge based on ordinary and extraordinary income for parishes and total instructional expenses for schools.
 - Parish and school auditing fee: Ranges from \$690 to \$1,140, based on parish size.
 - 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.