



# Parishes And Curia Together

## Parish Support Newsletter

VOLUME 3, ISSUE 11

November 2018

### November To-Do List

- Complete QB Financial Yearend

### Schedules: Updates, Training & Meetings

- [QB updates](#)—no access to files

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## All Souls Day Remembrances

A reminder that funds received for All Souls Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and are not the Intention for Masses on that day. The funds are considered gifts to the parish and should be entered in Servant Keeper.



Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to Section 5.8 of the Manual which addresses this issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question at hand.

## Searching the New Web-site

We receive many calls and emails from individuals not being able to locate a document on the new web-site. All previously posted Parish Support documents are still on the web-site on the Parish Support page.

The easiest way to locate anything is to simply search for it. The new search

tool works just like a Google search. To find the Parish Support page, simply enter "Parish Support" on the search field or to find instructions on calculating Christmas bonuses, simply enter the word "bonus" in the search field.

The new search tool makes finding things quick and easy.

## Status Animarum & Yearend Financials

We continue to work on completing yearend financial reviews and TRULY appreciate your patience. Letters from the Vicars have been mailed to Pastors detailing missing items pertaining to yearend closings. While work continues on the QB/Financial reviews, the Status Animarum is reaching it's final days. The Status Animarum function in Parish Helper OnLine (PHOL) will be finalized and closed on Friday, November 9th. You may still (and should) enter sacraments but you will no longer be able to submit the record. If you have yet to submit your Animarum, please do so BEFORE November 9th.

## Gifts from IRA Accounts



Parishes are beginning to receive donations from donors that are distributed from an individual's IRA (Individual Retirement Account). These donations are handled like any other donation and should not be run through SLAF (these are checks not stock donations).

The checks are usually the annual RMD (Required Minimum Distribution) from the IRA account and

come directly from the entity (bank, broker, etc.) managing the IRA. At times, a check is written from the individual stating it came from their IRA. In either case, it is handled exactly the same as a normal donation.

Deposit the check as usual and post it to the appropriate Gifts account (either restricted or non-restricted). The donation is also posted in Servant Keeper.

*"Life is 10% what happens to you and 90% how you react to it."*  
- Charles R. Swindoll

## Bogus/Phishing Emails

We continue to receive reports of parishes receiving bogus email. If we were to send out a 'blast' warning with every incident, your email boxes would be flooded. Suffice it to say, that you should stay alert when opening and responding to emails. If you do not recognize the from address or if the from address is a variation of a trusted address, chances are that the sender is phishing for information, gift cards, etc.

Parish Support recently received an email from parishoffice120@sbcglobal.net. At first glance, the address resembled the standard 'parish120@archstl.org' secure address. Thanks to IT and the malware and virus protection on the systems here, the email was placed in quarantine where it was reviewed and discarded.

If your server(s) and workstation(s) are not protected from malware and viruses, it should be. Our IT department can make recommendations if your local IT person has questions. Please call the IT Help Desk at 314.792.7592 if you need assistance.

Hackers are always looking for ways to get information and/or funds.

## Parish Directory/Yearbook

Historically, parish secretaries have downloaded and printed the Parish (aka Yearbook) and Priest Directories. These documents are no longer available on the archstl.org internet web-site. They now reside on the Archdiocesan **intranet** or Louie website.

Anyone with Citrix access many log in to Louie (in.archstl.org) using their Citrix user name and pass-

word. Click on the word Directory at the top of page and the list of available directories appears.

Given the fact that these directories may be updated at any time, you may want to routinely access them online rather than printing out a copy once a year. This practice not only saves paper but insures up-to-date searchable information 24/7.

## Text Alerts & Rigali Center

Progress continues on including parishes in the text alert program in place at the Cardinal Rigali Center. Alerts include (but are not limited to) phone system problems, Citrix/QB problems, and building access.

To receive these texts, include a cell phone number that is capable of receiving text messages with your contact information in PHOL.





## ETTB Grants

This year the Catholic Education Office has changed the formula used to determine how much each parish/school receives for the Educational Teacher Tuition Grant. The grants are now based on a ‘per student’ calculation.

The result is that some parishes/schools are receiving a grant that is **more** than the actual tuition cost at that location. These fund SHOULD NOT be returned to the Catholic Education Office or refunded to the teacher(s). Simply post the full income amount as usual to 461110 Grant-Elem Teacher Tuition Benefit and include the Memo “received more than cost of tuition”. The tuition credits post as usual to 441210 Elem Teacher Tuition Benefit allowance account. In this situation, the 461110 grant income WILL NOT balance with the 441210 allowance and that’s OK. The school keeps the excess and may use it as needed for any purpose.

“Attitude is a little thing that makes a big difference.”  
- Winston Churchill

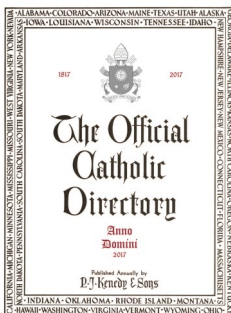
## PSR Payroll

Planning ahead: Currently, many parishes pay PSR catechists twice a year—once in December and again in May. Now is the time for bookkeepers/business managers to verify that they have all required employee information on all catechists. That information is needed to pay the catechists whether payroll is run through Lawson or QuickBooks.

Parishes on Lawson payroll will need to complete and submit a PAF (Personal Action Form) for all new hires and any changes to existing employees. Those on QB payroll will also need to add new hires and edit existing files.

Postponing these updates will make running that payroll difficult, stressful and may result in a catechist not being paid.

## 2019 Catholic Directory



P.J. Kennedy and Sons, publisher of The Official Catholic Directory, sent out emails to all parishes requesting that the parish listing information be reviewed and edited if necessary for the 2019 Directory. This is the second year parishes are asked to edit and update information electronically.

Please remember that the listing in the Catholic Directory verifies your tax ex-

empt status. It is this listing that must accompany the 501(c)3 letter given to vendors.

If you did not receive an email, check your spam folder or contact *The Official Catholic Directory* for assistance toll-free at 844-592-4197 option 3 or [ocded-its@nrpdirect.com](mailto:ocded-its@nrpdirect.com) or [www.ocdedits.com](http://www.ocdedits.com).

## From the Curia— Annual Catholic Appeal

Just a reminder that your updated parish list for the 2019 Annual Catholic Appeal is due to the ACA Office by **Friday, December 14, 2018**. An up-to-date parish list helps ensure that your parishioners have a good experience with the Appeal.

Instructions for preparing your list are detailed in the prep packet that was mailed to the attention of your Pastor/Administrator on November 2. The instructions are also available on the [ACA web page](#). For immediate access to the instructions just [click here](#).

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.



## News from SLAF

Given that the last rate increase occurred in July and the prime rate is 5.25%, the SLAF Board of Trustees may vote to increase lending rates in December or January 2019. Review your financial statements for any potential impact. Election statements will be due February 28, 2019. Begin scheduling meetings with the appropriate committees now in order to meet the deadline. Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 with any questions.

## UltiPro (HRIS) & Lawson Payroll

We continue working on the conversion from Lawson and QB payroll systems to UltiPro. As part of the conversion process, the decision has been made that we can no longer accept conversions to Lawson payroll. We are still able to work with those parishes that have contacted us requesting to be converted but no new conversion requests can be accepted.

Parishes running payroll through QB will be notified of conversion details in the near future.

### Parish Support Contact Information

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Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist.

We are here to help.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here to Visit Parish Support Web Page](#)