

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 8, August 2022

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Calendar Dates to Note:

- 8/01/2022 QuickBooks Financial Reviews begin
- 8/15//2022 Monday, Curia Closed Feast of the Assumption. SLAF transactions received after 1pm on 8/11 will be processed on Tuesday, 8/16.

To Do List

- Prepare QuickBooks for Balance Review which begin August 1st
- Internal Questionnaire is optional

Training with Parish Support:

Parish Support offers classes for Parish Helper Online and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish Support Training Class offerings, dates, and registration](#)

Status Animarum Update



So far 159 (84.13%) parishes have submitted their 2022 Status Animarum. Also, 31 (17%) parishes have informed us their financials are ready for review. Thank you for getting all of this work done early. We appreciate all of your hard work and time. The submissions are unprecedented numbers for the timeframe. The Status Animarum due date is **July 31st**. If you need assistance with the Servant Keeper groups, please contact Parish Support. For those who have not yet submitted, we remind you to take the time to carefully check all sacraments entered in Parish Helper OnLine against your registers. Look for misspelled names, duplicate entries, missing information or incorrect dates. If you discover any errors on your Baptism, Confirmation or Marriage registers after you have submitted the Status Animarum and printed your registers, please contact Parish Support to have your report reset so you may correct the errors and resubmit. **Letters will be sent to the pastors for non-submittal of the Status Animarum in early August.**

QuickBooks Yearend Closings and User Permissions



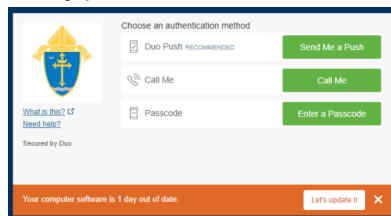
The QuickBooks yearend closing procedure includes updating the closing password once the annual review is completed. This ensures that no changes are made to the file after final reports are pulled and the file closed.

In addition to updating the closing password this year, User permissions will be modified to prevent further additions or changes to the Chart of Accounts and Class Lists. Currently there are over 47,000 accounts and over 2,000 classes used across the one-hundred and ninety-one QuickBooks files. It takes many hours to compile standard consolidated reports for comparative purposes with the current COA and Class lists. Fully automating this reporting process with memorized reports is not possible as parishes can unexpectedly change their COA and Class lists at any time.

Securing the COA and Class lists does not prohibit future additions or changes. It simply means the additions/changes are vetted and discussed before implementation.

DUO/ Chrome Update

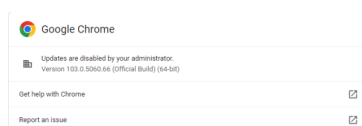
When logging in to Citrix with Duo you may receive the message below letting you know that your Chrome software is out of date. If you receive this message, you may proceed with the software update. The instructions to update Chrome are pasted below.



To update Google Chrome:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click Help About Google Chrome.
4. Click Update Google Chrome.
- Important: If you can't find this button, you're on the latest version. Your network administrator might choose whether you can update Chrome, in which case you won't see an option to update Chrome.
5. Click Relaunch.

The browser saves your opened tabs and windows and reopens them automatically when it restarts. If you'd prefer not to restart right away, click **Not now**. The next time you restart your browser, the update will be applied. Your ability to update Chrome may be disabled by your network administrator in which case you will see the message below.



Payroll Direct Deposit

Laura Stobbs announced at the Yearend Meetings that payroll direct deposit changes must occur **in person** only, due to the increase of scams with direct deposit changes. The Archdiocese has received several updates to direct deposit accounts that were emailed that looked legit, but turned out to be scams. Employees must make changes to their direct deposits and for all changes for banking information, address changes, etc. in person to their HR contact in the parish or agency. Please do not accept a change via email even from a parish email account from employees. The scammers are finding ways to copy the forms to make requested changes look legit. The parish **HR contact** should submit the changes to HR through your **secure PARPR account** only. Do not forward, copy, or share this email address with anyone.

QuickBooks Training Classes

Parish Support is increasing our training class line up and have now added QBBasics. QuickBooks Basics classes are occurring at the Cardinal Rigali Center. Please click here for the link or above in the training section.



[Click here for QB Class dates and registration](#)

Health Insurance Verification Instructions

Health Insurance Verification Instructions are in the Payroll Reports folder which is accessed through Citrix. The Word document is titled "1.Parish Health Insurance Verification Instructions and is the first document in the file. This document contains detailed step by step instructions enabling parishes to verify health insurance benefits are processed correctly in payroll and QuickBooks.

Accessing Directories via Louie—the Intranet

With the advent of the new Citrix and Duo 2-factor authentication, Louie is no longer available on the Citrix desktop. To access Louie, enter in the web address <https://in.archstl.org/intranet/> into your browser. Once accessed, you can add it to you favorites. In order to login, enter your user name and password. This is the same username and password you use to log in to Citrix. Louie allows you access to Archdiocesan calendars, important documents and directories. Selecting the "Directory" tab gives you access to the Parishes, Priests, Administration, Affiliated Ministries, Agencies, Deacons, The Rigali Center, Men Religious, and Women Religious directories. You can view, print, download, save, bookmark, or add to your favorites any or all directories. Keep in mind these directories are living documents, meaning they are frequently updated so printing may not be your best option to stay up-to-date.

Flocknote Note

To ensure that emails sent from Parish Support and Archdiocesan Departments using the Flocknote platform land in your inbox and do not go into spam, please add mail@flocknote.com to your email address book or safe senders list.





ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

Please share the following announcement with your parishioners:

Based on the results of the Discipleship Maker Index (DMI) that was offered in the spring of this year, seeing an increase in young adult involvement is the top priority of the archdiocese. In response, the All Things New Team, the Office of Young Adult Ministry and the Young Adult Ministry Subcommittee have created a survey to gather feedback from young adults. All young adults whether single, discerning, married, priest or religious, with or without children, ages 18-39 are encouraged to fill out the survey. Here they may anonymously share their beliefs and interests, their needs, their experience in parishes, and their hopes for the future of the church in St. Louis. Responses are due by September 12th with a report being published in October. To learn more visit the All Things New Website: allthingsnew.archstl.o...

PARPR Email Reminder

The PARPR email should be used for payroll information only, HR and Payroll ask that this mailbox be check at least weekly if not daily. This email address should **NEVER** be forwarded or given out to anyone. If you forward this email, you are putting your employees information at risk and this is a huge security risk to the system. Please use this email to only send information to Human Resources for payroll.

Priest Accountable Plan

Each priest is eligible to receive reimbursements up to \$2800.00 each year for business related expenses under the Priests' Accountable Plan which must meet strict requirements defined by the Internal Revenue Service (IRS). The Accountable Plan is based on a calendar year basis. A parish with a new priest should contact the previous parish the priest was assigned, for the reimbursed expenses.

The Continuing Education benefits is \$1000.00 per year for priest. This fund is based on the fiscal year.



Internal Audit Risk Alert

Within the last few months several parishes have reported being the victim of check tampering. The Internal Audit department has issued a Risk Alert that identifies some preventative measures you can take to stop fraudsters from tampering with your checks. We encourage you to read the linked information below and ensure your office is taking the steps necessary to protect its assets.

<https://www.archstl.org/internal-audit/alerts-tips/check-tampering>

If you have any questions, contact us at InternalAudit@archstl.org or 314-792-7241.



Title Money

Please notify principals. Mike Duffy and Tom Buckley, General Counsel, have informed us that parishes and/or schools should never receive Title Money directly. Any payments should be paid directly by the school district to the individuals or vendors. Accepting these funds opens us up to more Government requirements and possibly a challenge that we have to educate any and all children who come to our door, regardless if we have the ability to do "because we received Federal Funds".

Ensuring Parish Viability (EPV) Endowment

The EPV grant process has begun for grants awarded in calendar year 2023. Endowment grant applications are due September 30, 2022. As a reminder, all projects submitted for a grant must meet the terms of the August 18, 2021 moratorium on capital projects that are needed “to repair or maintain current infrastructure in good working (and safe) order.” To determine whether your project can be completed, please contact Tom Dubois in the Office of Building and Real Estate at 314.792.7004 in advance of sending in your application. Receiving an EPV grant for a project does not constitute final approval of the project.

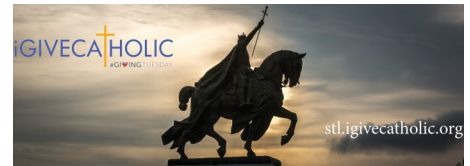
To ensure that you have sufficient time to complete the application, please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 by August 12, 2022 to request an application.




#iGiveCatholic – November 29, 2022

The Archdiocese of St. Louis will once again be participating in the #iGiveCatholic Giving Day on Tuesday, November 29, 2022, and we invite all parishes, schools, and ministries to join us. This will be a great chance to raise funds to help with special projects or for non-restricted purposes.

- Registration opens on August 15 and runs through November 2.
- You can find more information in the [#iGiveCatholic information packet](#).
- Additional resources are also available on our microsite - archstl.org/igivecatholic.
- [Click here to join our email list](#) or contact us at igivecatholic@archstl.org.



We hope that every parish, school, and ministry will consider joining us in this effort. Should you have any questions, you can reach us at igivecatholic@archstl.org.



PARISH SUPPORT
archstl.org/parish-accounting-services/parish-support

Parish Support serves 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.

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