

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 9, September 2022

Inside This Issue

- Year End • Flocknote Fund It • QuickBooks Yearend • Internal Audit • Sales Tax • Trust Donations • Latin American Apostolate • Central Purchasing • Sacred Worship • Consecrated Life

Calendar Dates to Note:

- 09/05/2022 Monday, Curia Closed Labor Day

To Do List

- Reply within 7 days to Balance Review
- Keep parish sacramental records up-to-date
- Communicate the 2022 Fall Wellness Event Schedule to Employees

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](#)

Annual Yearend Update



Wow, thank you for your hard work. We have a 100% submission of the Status Animarum with the majority of those arriving by the deadline of July 31st. This is awesome. We have 41% of the financial QuickBooks reviews emailed and 30% are completed. This is compared to 17% at this time last year. This is excellent. Thank you for helping us reach the earlier deadlines this year.

Flocknote Fund-it



Flocknote recently announced their new e-giving platform titled Fund-it. Flocknote Fund-it is neither vetted nor recommended for e-giving. Parishes are asked to only use recommended e-giving vendors. The full list is at <https://www.archstl.org/about-stewardship/generosity/electronic-offertory-recommended-suppliers>.

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.

Internal Audit Risk Alerts and Raffles

Online raffles have become a popular fundraising opportunity. If your office hosts online raffles, have you considered the legal implications? The Internal Audit department, in coordination with the Archdiocesan Legal Counsel, has issued a risk alert to help parishes ensure that their online raffles are conducted in accordance with legal requirements.

[Read the Risk Alert Here](#)

Mail Theft is still an issue for many parishes, please [click here](#) or scan the image below for more information.

 **WARNING**

MAIL THEFT CASES AT PARISHES CONTINUE TO RISE!

Have you read the Internal Audit Risk Alert related to mail fraud?



← Scan me to read the Risk Alert

<https://www.archstl.org/internal-audit/alerts-tips/mail-theft>

Have you reached out for help BEFORE mail is stolen?

Internal Audit can help you prevent losses! Contact us today.
InternalAudit@archstl.org
314.792.7241



MO Sales Tax Notification

In January, parishes accepting credit card and ACH donations and payment received a 1099K from their processing vendors. The State of Missouri is sending out notices based on these 1099Ks asking parishes to either set up or submit sales tax that was collected on the credit card/ACH 'sales'. Complete the form by checking the last option; NOT Required to file. Compose a letter on parish stationery stating that the parish is exempt from collecting sales tax, no merchandise was sold, and monies received were donations. Return the completed form including the letter and all three 501(c)3 documents. Contact Parish Support if you do not have the 2021 501(c)3 documents.

Trust Donations

When inputting trust donations into QuickBooks, please make sure to memo all trust donations with the trust name regardless of the amount.



Latin American Apostolate Reminder

The Latin American Apostolate has been closed now for well over a year. Please make sure to remove the collection from your e-giving platform. The Latin American Apostolate is no longer a special collection for the Archdiocese of St. Louis.

From Central Purchasing

Effective October 1, janitorial paper supplies including hand towels, toilet tissue, kitchen paper towels, etc. will be increasing by up to 25%, depending on the product. Our contracts have been able to stave off increases until now, but new contracts become effective on this date.

Expect natural gas costs to increase significantly this year. Due to the war in the Ukraine and other factors, natural gas costs are at a level that hasn't been seen since 2008. Heating costs for the coming year will be much higher than previous years.



Office of Sacred Worship

It is that time of year again. Following are the links to the Liturgy Training Publications Order Form (LTP) and letter in word and pdf: <https://www.archstl.org/sacred-worship/publications-resources>. This is your chance to order the Workbook for Lectors, Liturgical Calendar posters, Sourcebooks, and others. This year I was able to coordinate with the Publisher LTP to have all of the materials shipped directly to each parish. Please read the linked letter with more details. ***It is important to include the FULL parish address and point of contact*** for the books to be accurately mailed. With this added bonus we are able to offer the books at a 15% discount to all of the parishes. If it all goes well this year, hopefully in the future we can offer a greater discount. All orders are ***due Friday, October 7***. Please let me know if you have any questions. Amy Buerhle: **314.792.7231** or amybuehrle@archstl.org



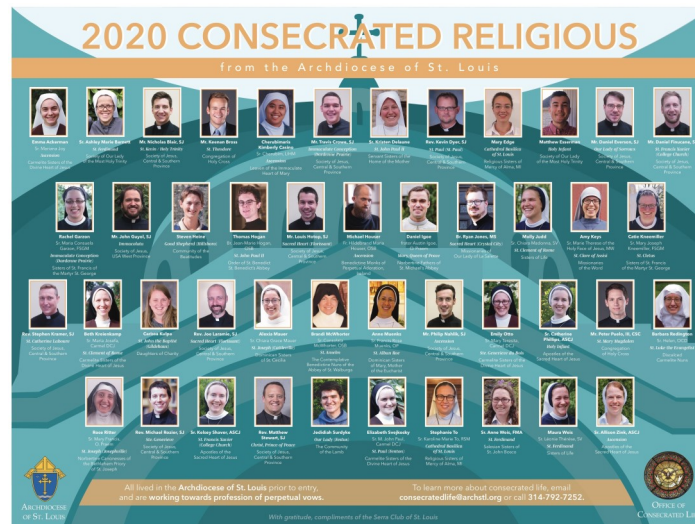
Consecrated Life


This fall we will be publishing our biennial Religious Life poster of men and women in basic formation (i.e. not in perpetual vows) who lived in the Archdiocese of St. Louis prior to entering a religious community.

If you know of any men or women from your parish or school who are not on the **2020 poster** pictured below, who are in basic formation with a religious congregation located either inside or outside our archdiocese, please email consecratedlife@archstl.org by **September 7, 2022**. We will invite their community to include them on the 2022 poster.

We are confident that having these posters displayed all around the archdiocese helps to encourage other young men and women to consider a vocation to consecrated life by seeing that other people just like them have responded to God's call and have dedicated their lives to a life of holiness and service to others.

Your prayers for those discerning a religious vocation are greatly appreciated!





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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