



# Parishes And Curia Together

Parish Support Newsletter

VOLUME 1, ISSUE 2

AUGUST 2016

## AUGUST TO-DO LIST

- Status Animarum is due Aug. 16th.
  - Fiscal yearend financials are due Aug. 16th.
- Ask for help NOW if there are problems.
- EPV grant application request deadline Aug. 5th

## TRAINING SCHEDULES

Servant Keeper, Budgeting and Chart of Account classes are planned for this fall. Please make time in your busy schedule to attend these classes.

Once again we are looking for parishes to volunteer facilities for these classes. We need a meeting room that accommodates a minimum of 25 (with tables), has Internet access and a projector with either a VGA or HDMI connection for a laptop.

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## FISCAL YEAR END

August is a busy time in parish offices. Added to the usual phone calls, visitors and bulletin deadlines, each parish must submit their QuickBooks file for year end review and complete the Status Animarum. The good news is that, if your parish is in the Shared Accounting program, the QuickBooks financial year end is handled by your Shared Accountant. The bad news is that, if you are not in Shared Accounting, you are responsible for reviewing and submitting your file for annual review. If the financial review is your responsibility, please complete the Checklist for Parish Fiscal Year End Review. [Click here](#) for that list. Please review your file based on the list and make corrections as needed BEFORE you submit the file for review. Also remember that your file must contain a parish (and school, if applicable) budget before the review can begin. Let us know your file is ready for review by sending an email to [parish\\_support@archstl.org](mailto:parish_support@archstl.org). **Be sure to include your parish name and three digit parish number in the subject line.**

Keeping up with entering sacraments in PHOL throughout the year greatly reduces the time needed to complete the Status Animarum. The change this year are the two new required Type of Household counts: Catholic and Mixed. Remember that you need to create the Type of Household field on the Family Profile. The type is determined on the religion of the spouses. It is a Catholic household if both spouses are Catholic. It is a Mixed household if only one spouse is Catholic.

## EPV Grant Process Begins

The Ensuring Parish Viability Endowment (EPV) grant process has begun. Pastors received a letter from Archbishop Carlson informing of the types of grants available and the application process.

The deadline for requesting an application is August 5, 2016 while the application deadline in September 16, 2016.

Please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 with questions.





## NEW ACCOUNTS FOR BEYOND SUNDAY

The Beyond Sunday Campaign is well underway. Both parishes and school are receiving funds from this wonderful campaign.

Funds received from the Beyond Sunday Campaign fall into four (4) categories:

1. Parish 40%
2. Scholarships
3. STREAM
4. Transformational

Create the following five (5) new accounts in QuickBooks to record this income correctly.

1. **461250-Grants from Beyond Sunday-Local**—Subaccount of 461 Grant Revenue from Archdiocese—to record the 40% of funds for parish needs
2. **463260-Grants from Beyond Sunday-Scholarships**—Subaccount of 463 Grants from Other Sources—to record scholarship revenue
3. **463270-Grants from Beyond Sunday-STREAM**—Subaccount of 463 Grants from Other Sources to record funds received for academic capacity enhancements
4. **463280-Grants from Beyond Sunday-Transformational**—Subaccount of 463 Grants from Other Sources—to record funds received for transformational innovations
5. **441240-Beyond Sunday Allowance—Scholarship** Subaccount of 441200 Tuition Grants & Allowances— Grants/ scholarships awarded to families

*“There is no such thing as a stupid question except the question that is never asked.”*

*Sally*

## PHOL Reminder

We all know that PHOL requires a search for an individual before entering a new sacrament. Please pay attention to birth date, parents' names and other available information when selecting an individual. We received a report that a marriage was entered on an individual born in 2010. There were two individual with the exact same name—one born in 2010 and the second born in 1989. Obviously the wrong record was selected when the marriage was recorded.

Please take your time and ask for help if you have questions.

## Windows 10 Update

We've been receiving quite a few calls from parishes updating their hardware and asking about upgrading to Windows 10.

At this time we are **NOT recommending** an update to Windows 10. Both Servant Keeper and Citrix have problems with Windows 10.

Windows 7 is the preferred version. It has remained stable for both Servant Keeper and Citrix.



# Going Paperless: Part 1



Looking for ways to save time and money? Who isn't?

Many parishes have embraced direct deposit payroll. While that saves time in check preparation and signing, a paycheck stub is still being printed and distributed to employees costing the parish time, paper cost, and possibly even postage.

Intuit offers a free service through QuickBooks called ViewMyPaycheck.

ViewMyPaycheck gives employees 24/7 online access to their own paycheck information. The parish no longer needs to print and mail pay stubs every payday or replace lost or damaged pay stubs. Employees can simply sign in to their ViewMyPaycheck account and see all current or prior pay stubs.

Many parishes have used ViewMyPaycheck for years with no problems. When refinancing a mortgage or applying for a loan, employees can download copies of their last three paystubs without depending on the parish bookkeeper.

[Click here](#) for detailed information on Intuit's web-site or contact Parish Support to discuss how to implement this free service.

*The end of the fiscal year is a busy time for parish staff. Don't face problems alone. Call/email Parish Support. We're here to assist.—Sally*

# Going Paperless: Part 2

You just read about ViewMyPaycheck in the above article, 'Going paperless: Part 1'. How would you like to not only decrease your paper costs but also relieve work-related stress? If so, you need to strongly consider moving the parish payroll to Lawson. Join the 20 parishes already converted and the 25 in the que.

The advantages of Lawson payroll are numerous:

1. Less stress
2. Less paper
3. Your vacation time is not dictated by payroll
4. No worries about tax payments...and on and on....

St. James the Greater, Blessed Teresa and St. Dominic all joined Lawson payroll parishes on August 1st and said good-bye to payroll stress and mountains of paper.

Contact Jerry Amsler at 314.792.7111 or [JerryAmsler@archstl.org](mailto:JerryAmsler@archstl.org) for more info.

## Q & A

**Should Sacramento ID numbers from PHOL be entered in the Baptismal and other sacrament ledgers?**

Great question! This is a question that has never been asked before or

even thought of when PHOL was being developed.

After checking with Eric Fair, Director of Archives, we found that the answer is **no**. Sacramental ID numbers from PHOL should not be entered in any sacra-

ment ledger.

Why not you ask? The ID number is not part of the official/legal record and only exists because of the database.



Please email all questions and suggestions for the newsletter to [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org).

## Parish Support Contact Information

Blessed John Center  
8300 Morganford Road  
St. Louis, MO 63123

Fax: 314.792.7149

Sally Serbus - Manager  
Phone: 314.792.7716  
Email: SallySerbus@archstl.org

Donna Bosch - Representative  
Phone: 314.792.7109  
Email: DonnaBosch@archstl.org

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 help.

We are here to serve.

[Visit Parish Support /Shared Accounting Web Page](#)

# From the Curia—Internal Audit

If you missed the presentation by Mike Duffy, Mark Lawrence, and Lawanda Barnes, you missed a one-of-a-kind presentation. Mike's office focused on prudent offertory procedures and how parishes can never be too careful when handling the Sunday offertory gifts.

Instructions for the procedure using tamper proof bags are on the web-site. [Click here](#) to access both the procedure and the related log.

If your pastor would like to see the video that accompanied this presentation contact Mike Duffy at 314.792.7133.



Sunday Offertory—Let's be good stewards of these gifts