



Parishes And Curia Together

Parish Support Newsletter

VOLUME 1, ISSUE 1

JULY 2016

JULY TO-DO LIST

- Second quarter 941 is due to be mailed by July 31. Please submit for review ASAP
- Fiscal yearend is due Aug. 16th. Ask for help NOW if there are problems.

If you are in Shared Accounting you accountant handles this on your behalf.

TRAINING SCHEDULES

- Look for classes beginning this fall!

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Welcome to PACT

Welcome to PACT—the first edition of the new Parish Support Newsletter. We chose Parishes And Curia Together - PACT - as the name to indicate the bond that exists between both Parishes and Curia. Both are called to support and work together as one Church.

"It's about time!" you're saying as you read this, and you are absolutely right in more ways than one.

Many of you may remember "The Second Ring" newsletter which was published quarterly and mailed to each parish from September 1994 through Spring of 2003. You looked forward to the pertinent financial information that was included in each issue and many have asked for the return of the newsletter. So jump forward to 2016 and welcome PACT into your office via email.

PACT is a monthly (maybe more often) newsletter that will contain financial, sacramental, training/meeting schedules, best practices, PHOL & SK instructions, Q&A column, news from around the Curia plus any other topics you find helpful. It is also about time that we recognize that all secretaries, bookkeepers and business managers out there in the trenches need more than just quick fixes. That being said, we are working on some really exciting new approaches to training that will be coming down the pike. As they become available, details will appear in PACT.

While we have a lot to share, we know you do too. We welcome topics, questions, solutions and any comments you would like to see in this newsletter. Just send your suggestions to Sally Serbus at sallyserbus@archstl.org.

Be sure you don't miss any issue by verifying that PHOL contains your current email address.

Parishes Helping Parishes

Thank you to all who attended a Fiscal Year End Training session. We heard your concerns about meeting times, length, locations and availability and responded with nine 2-3 hours meetings throughout the Archdiocese. Thank you to St. Patrick-Wentzville, Our Lady of Lourdes-Washington, St. Ferdinand, St. Alban Roe, St. Joachim, Ste. Genevieve, St. Robert Bellarmine and Most Sacred Heart-Eureka for hosting the meetings. Without your generosity and support the meetings would not have been possible. It just goes to show that with everyone communicating and supporting each other we can truly beOne.





QuickBooks Year End

June 30th brought another fiscal year to a close which means it's time to review and submit your QuickBooks file for the annual review.

It is important that **you** review your file before submitting. To facilitate your review please use the Parish Financial Review Checklist that was included in your meeting handouts. For those who were unable to attend one of the 9

meetings [click here](#) for the checklist.

The following items **MUST** be completed to start the review;

- ◆ All bank, SLAF and investment fund accounts must be reconciled
- ◆ Both the Balance Sheet and P&L must collapse to 2-digit header accounts
- ◆ All income/expense

transactions must be tied to a class

- ◆ A budget has been entered for the parish and school, if applicable.

After completing the review checklist, send an email to parish_support@archstl.org. Please include the parish number, name and 'year end review' in the subject. If you know of a problem please note it in your email.

"Lord, I have no idea what's going to happen in this new year but all I pray is that you will guide me and help me!"
Andrew Guzaldo

Starting a New Year

Do you remember the last time the Archdiocese lowered your annual assessment? Well, we don't either but beginning July 1, 2016, that is exactly what is happening..

Effective July 1, 2016, parishes may enter all credit card transaction fees to a contra-income account, thus lowering the parish's assessed income.

Only credit card fees directly associated to transactions should be posted to the new account. All standard monthly credit card charges should continue to post to the proper expense account.

Remember that this new procedure takes effect on July 1st. You can't change FY16 transactions.

In order to record the fees correctly, two new contra-income accounts must be added to the Chart of Accounts.. One account is a new header account and the second is a new sub-account. [Click here](#) for detailed instructions on creating the new header and sub-account.

Servant Keeper Training



On April 21, 2015 we were pleased to present the first-ever Servant Keeper Training. Over 175 secretaries and business managers attended representing 110 parishes. It was a full day of learning and sharing information and procedures. Attendees left the training armed with newly gained knowledge and contacts.

If you were unable to attend, [click here](#) for a copy of the meeting handout.. In the handout you will find the instructions on creating the new Type of Household field needed to complete the Status Animarum.

PHOL Reminders



We've been receiving lots of emails and calls regarding sacraments entered in PHOL by the wrong parish. This subject was revisited during the annual meetings but warrants another review here.

In PHOL the parish entering a sacrament is the Record Keeper and therefore OWNS that sacramental

record. This means that only that parish can edit and/or print a certificate for that sacrament. Problems arise when a parish is entering a sacrament, other than a Baptism, and also enters the Baptism (only because it isn't in PHOL) which did not occur at that same parish. Basic rule is that Baptisms occurring at a parish within the Archdiocese can only be entered by the parish where the baptism occurred.

Please revisit the document "Guidelines on When to Enter Sacraments in Parish Help Online."

A copy of the document is on the web-site and can be accessed by [clicking here](#).

If you find that a sacrament has been entered by a parish other than the sacramental parish, please contact the parish Record Keeper and ask that they delete the sacrament that was entered erroneously.

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

Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. This year the due date is August 16th.

Please note the new information regarding Type of Household that is required in this year's report.

To complete the Status Animarum you will need 5 numbers from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household
5. Total number of households

Get Statistical Report Instructions for Servant Keeper by [clicking here](#).

[Click here](#) for detailed directions to complete the Status Animarum.

Q & A

This section is reserved for your questions. There is no 'question of the month' for this first issue so we thought this would be appropriate:

Q: What email address should I use when submitting my 941 and year end review?

A: The yearend review and all 941s should be submitted to parish_support@archstl.org. Using this address enables us to respond directly in a timely manner. Please use our personal addresses for specific questions. Remember that your Shared Accountant will

handle this for you if the parish is in Shared Accounting Services.



Please email all questions and suggestions for the newsletter to

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 help.

We are here to help.

[Visit Parish Support Web Page](#)



Lawson Update

Join us in welcoming Ascension-Chesterfield, Assumption-Mattese and St. Francis of Assisi-Oakville to Lawson Payroll. As of July 1st, they joined the current 14 parishes on Lawson payroll and said good-bye to payroll hassles.

You too can kiss payroll problems good-bye for only \$1.25 per check. Contact Jerry Amsler (314.792.7111 or JerryAmsler@archstl.org) for more info.

From the Curia

This section is where you will find news from various Curia offices and agencies. This month we are focusing on the presentation given by Internal Audit at the year end meetings.

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.

If your pastor would like to see the video that accompanied this presentation contact Mike Duffy at 317.792.7133.



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

be+ONE
A bold vision for Catholic St. Louis