



# Parishes And Curia Together

## Parish Support Newsletter

VOLUME 1, ISSUE 5

NOVEMBER / DECEMBER 2016

### NOV/DEC. TO-DO LIST

- Start working on ACA list—due Dec. 16th.
- Acquire W-9 from ALL non-incorporated vendors
- Submit October Mass counts to John Schwob. If Oct. number are not available please count the 1st 3 weekends in November.
- View End of Calendar Year End Procedures video

### TRAINING SCHEDULE

- Calendar Year End training video available on Nov. 28th.
- 12/1, 12/6 & 12/7—Conference Call to discuss Calendar Year-end procedures

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## Nov-Dec Newsletter

It's a very busy, busy time of year for everyone. Did you miss the November newsletter? So did I! With the nine Chart of Account roadshows, trying to complete fiscal yearend reports, third quarter 941s and keeping up with phone calls and emails, the month of October just flew by. Rather than doing both a November and December newsletter back-to-back, we're publishing a November/December issue. Hopefully you'll appreciate reading just one newsletter instead of two at this time of year.

We also want to take this opportunity to wish everyone a blessed, joyful and peaceful Christmas. PACT will return in January 2017!

## Chart of Account News

Thank you to everyone for attending the COA meetings. They were well received and everyone agreed that an updated, defined COA is long overdue. We received wonderful questions and feedback and have addressed all concerns with the finished chart.

The top three questions concerned Special Collections, field trip, and Cash Exchange. In an effort to standardize reporting, it was decided to add a new account (244950—Other Non-Profit Collections) for non-Archdiocesan Special Collections. The decisions regarding Cash Exchange and field trips stand as presented in the meetings. An email was sent out on 11/23 that included all questions raised during the meetings along with the answers.

Both a summary of revisions and the completed COA are on the website. You can also access the documents by clicking on the following links: [Chart of Accounts](#) and [Chart of Account Revisions](#).

## Calendar Yearend Training



We're trying something new and different for the annual Calendar Yearend Training/Meetings. It's a very busy time of year for everyone and finding time to attend a meeting, even a nearby 'road show', can be challenging. So instead of asking you to attend a meeting, we have recorded a 15 minute step-by-step video showing QB processes for W-2s, W-3s, 1099s and 1096s forms.

The 2016 Calendar Yearend Information/Processing Instructions vid-

eo and print version are available on the Parish Support web-page or by [clicking here for video](#) and [here for printed version](#). You may view the video at your convenience as often as you like. As a follow-up to viewing the video, we are offering three conference calls to answer any questions you may have. The conference calls will be held on Thursday, Dec. 1st, at 9am; Tuesday, Dec. 6th, at 1pm; and Wednesday, Dec. 7th, at 10am. Please email Karen Mueller at [karenmueller@archstl.org](mailto:karenmueller@archstl.org) to reserve your spot in a conference call.

## 4th Quarter 941/SchB and W-3

Can you believe that another year has flown by? It's time to complete the 2016 4th quarter 941/SchB, W-2 and W-3. Please remember to submit a PDF copy of the W-3 along with the 4th quarter 941 and 2016 Payroll Summary (formatted to include quarterly totals for the entire year).

The 941/SchB cannot be reviewed or approved without the W-3. Please attach QB created PDF copies of the 941/SchB, Payroll Summary and W-3 to **one email**. It is quite difficult working with multiple documents in multiple emails and we truly appreciate receiving all needed files in the same email. Send your email to Parish\_Support@archstl.org for review. Our goal is to review and respond within 24 hours of receipt.

Remember the Federal deadline is January 31, 2017.

## FLSA Overtime Exemption Rule

Effective December 1, 2016 a new federal rule refining and expanding overtime pay was to take effect. On Tuesday, U.S. District Judge Amos Mazzant III issued a preliminary injunction blocking the new salary cutoff nationwide. (an article link is included below) As a result, all preparation for movement to get the Archdiocese of Saint Louis in compliance with the law has been put on hold. Decisions related to a federal challenge to the ruling may impact future responses on our part.

So at this time, any implementation plan, compensation or status change to accommodate the new law will not be required. One thing I need to mention. During the due diligence of getting us organizationally compliant, we discovered employees classified as exempt who may be better classified as hourly or non-exempt. While we have addressed a number of these, should you have someone you believe to be misclassified or someone who you question whether or not their job description and duties qualify them for the exempt classification, it is our recommendation you re-view their status and put in place a plan for proper classification.

If you have questions or concerns on the ruling, feel free to contact Tom Buckley, Susan Moss or Kevin Loos. If you would like to evaluate an employee classification, Susan or Kevin can help with that review.



## QB Employee Custom Fields

The calendar yearend brings with it the annual reporting for the Affordable Care Act. Please re-view your QB employee files and verify that the required custom fields are complete. The fields are located on the Additional Info tab in the Employee Information window. The fields include; Marital Status, Employee Status and Title. Remember that the Social Security Number, Date of Birth and Date of Hire fields must also be completed.

# LogMeIn

As you already know Parish Support is easy to reach by phone or email to assist you with any issues including QuickBooks, Servant Keeper & Parish Helper Online problems.

But did you know that we have a tool called LogMeIn? This allows us to log into your computer while you are working, thereby

giving us the ability to search and locate the problem and ultimately assist you in solving the problem. LogMeIn also provides a one-on-one hands-on learning tool.

It's as simple as calling us, opening a new browser window and typing [www.logmein123](http://www.logmein123) in the address line. We

give you the 6 digit security code and we're off and running.

LogMeIn allows us to serve you better—and that's why we're here.



*'Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.'*  
William Arthur Ward

## On-Line Giving Vendors

Many parishes asked about on-line giving vendors during our COA roadshows. The list of Electronic Offer-tory Recommended Suppli-

ers is available on the Office of Stewardship's web page. The List includes the names and contact information

for the four recom-mended vendors. [Click here](#) for easy access to the list.

## W-9s and 1099s



### Heads-up!

During the year end review process, we found that many, many parishes do not have a Tax ID or 'Eligible for 1099' entered on non-

incorporated vendors. We can only assume that there is no W-9 on file for those vendors and there should be.

Best Practice dictates that the parish obtain a W-9 BEFORE any payment is made to non-incorporated vendors regardless of the amount paid. No one can predict how much a vendor will be paid throughout the year.

Start obtaining those W-9s now so you have the information in January when 1099s are due.

# Annual Catholic Appeal



Just a reminder that your updated parish list for the 2017 Annual Catholic Appeal is due to the ACA Office by **Friday, December 16, 2016**. 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 4. The instruc-

tions are also available on both the Stewardship webpage and Parish Support/Servant Keeper webpage. For immediate access to the instructions just [click here](#).

We've received questions regarding the Family ID field which needs to be included in your list. This is a field created by Servant Keeper whenever a new family is entered. You cannot see the field except

on reports through Groups Keeper. Simply select the Family ID field as your first column on the report.

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.

*"The life of a man consists not in seeing visions and in dreaming dreams, but in active charity and in willing service."*  
Henry Wadsworth Longfellow

## Fiscal Year-end Update

The year-end process continues. To all the parishes that are 100% completed with fiscal year end, we **THANK YOU**.

There are a handful of parishes that have not completed the QB yearend review. Please understand that until ALL reviews are completed, we cannot start comparative reports for pastors nor can we calculate Estimated Consolidated Bill-

ing numbers for budgeting purposes.

We also have a handful of parishes that have not completed and sent in the Status Animarum. Please check the status of the Status Animarum and Sacramental Registers in PHOL under the Procedures menu— End of Year Checklist. It is not uncommon that mailed in registers are sent to the wrong address

or lost in the mail and never received. If the End of Year Checklist indicates that the registers and verification form have not been received, please resubmit by mailing the forms to:

Archdiocese of St. Louis  
Parish Support  
8300 Morganford Road  
St. Louis, MO 63123

Let's work together and put FY16 to bed!

## Minimum Wage Update

Effective January 1, 2017, the Minimum Wage is going up to \$7.70/hr. from the current \$7.65/hr.

If you currently run payroll through QuickBooks, you need to update all employees that

are paid minimum wage to the new rate. We suggest you update the files immediately after your last December payroll run.

The Payroll Department will make the

adjustment for all parishes on Lawson payroll. There is no need to notify payroll of the affected employees.



## 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 serve.

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

## Lawson Payroll Update

This month we welcome another four parishes to Lawson payroll: St. Anne, St. Gertrude, Immaculate Conception-Union and All Souls. They joined the service on November 1st while St. Bridget-Pacific; Holy Spirit; and Mary, Mother of the Church come on board December 1st ending the year with 33 parishes enjoying the ease of Lawson payroll! While January is fully booked, contact Jerry Amsler to convert Spring of 2017.

## From the Curia—Central Purchasing

### Let Central Purchasing talk trash to you!

Central Purchasing recently bid out the waste hauling service for all of the Archdiocesan owned agencies, schools and ministries. We have selected Republic Services, the second largest waste hauler in the U.S. as our vendor. By combining the purchasing power of all of these organizations, we were able to secure pricing that has saved some of our customers as much as 45-50% over their current pricing. In addition, future increases are capped at a minimum amount.

We are pleased to now offer this same pricing to all of the parishes of the Archdiocese. If you are a current Republic customer,

you are eligible for a cost reduction before your current contract ends. If you are not a Republic customer, Central Purchasing will be happy to provide you with our negotiated pricing to see if switching would be beneficial to you. Please e-mail [centralpurchasing@archstl.org](mailto:centralpurchasing@archstl.org) with your container size, i.e. 2, 4, 6 or 8 yard, and the frequency of pick-up, i.e. 1,2,3, etc. days per week. We have several customers who are finding it beneficial to buy out their old contracts to enjoy the savings. We look forward to helping you save.

Mark Weaver, Director

Central Purchasing



**beONE**  
A bold vision for Catholic St. Louis