



# Parishes And Curia Together

Parish Support Newsletter

VOLUME 1, ISSUE 4

OCTOBER 2016

## OCTOBER TO-DO LIST

- Attend COA training
- 3rd quarter 941—is due for review
- Acquire W-9 from ALL non-incorporated vendors
- Mass counts for Oct. 8-9, 15-16 and 22-23

## COA TRAINING SCHEDULES

- 10/5:CRC 9-12
- 10/6:OLL- Washington 9-12
- 10/12:Ste Genevieve-9-12
- 10/18:CRC 1-4
- 10/20:St. Peters-St. Charles -9-12
- 10/25:St. Paul-Fenton-9-12
- 10/26:CRC 9-12
- 10/27:Ascension 1-4
- 11/3:St. Paul, St. Paul 1-4

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## Chart of Account—Training

Parishes of the Archdiocese have been using QuickBooks accounting software since July 1999. The implementation included a standard Chart of Accounts that parishes have ‘customized’ through the years. Additionally, the Archdiocese requested additional accounts be added and, for the most part, parishes were happy to comply. The Chart of Accounts consisted of a list of account numbers and names. There was never a comprehensive COA which included account definitions. Fast forward 17 years—We are rolling-out a comprehensive Chart of Accounts in this month. The new COA includes many required new accounts along with clear definitions for all accounts.

It is critical that, moving forward, parishes report financial data uniformly. To that end, nine training sessions are scheduled throughout October and one in November at seven locations across the Archdiocese. Anyone working with QB and/or Shared Accounting services is invited to attend a COA training session. This includes bookkeepers, accountants and business managers. Finance committee members, principals, school secretaries, organization treasurers and anyone dealing with financial statements and/or responsible for ‘coding’ invoices/deposits are also invited. The schedule includes nine dates spanning five weeks at seven different locations, thereby providing ample opportunities to fit everyone’s schedule. Times and locations appear on the left in the yellow side-bar. Reminder emails will be sent to those already registered. Parishes not registered will receive a phone call asking which session they plan to attend or just [click here](#) to access the invitation which is also available on the web-site.

## 941 Update



It’s 941 time again! Avoid the rush and submit as soon as your September 30th payroll is run.

In an effort to serve parishes better and more efficiently, we are expanding the items reviewed on the quarterly 941 and Schedule B.

In the past we focused only on Part 1 -lines 1-13, Part 2—line 14 and Schedule B (if submitted). Beginning with the 2016 3rd Quarter 941 (ending September) we are expanding our review to include Parts 3, 4 and 5; and Schedule B for ALL parishes.

For many parishes this changes nothing, but for some it means that the form will not be approved if Parts 3-5 and Schedule B are not completed. The only exception is no signature is required in Part 5, but the name,

title and phone lines must be completed.

We are also requesting that ALL 941s, Schedule B and Payroll Summaries be submitted as a PDF. Let us know if you need help creating the PDF files in QB.

Updated instructions for the 941 and creating the PDF files are on the Parish Support web-site page. [Click here](#) to access the instructions. The instructions standardize the submission and review process and, by doing so, we are striving for a 24 hour turn-around for approvals.

As a reminder for parishes that converted to Lawson payroll during the 3rd quarter, please remember to complete Part 3 -line 15 on your final 941. Currently 26 parishes have converted and no longer worry about 941s.

*“A tree is known  
by its fruit, a man  
by his deeds. A  
good deed is never  
lost; he who sows  
courtesy reaps  
friendship, and he  
who plants  
kindness gathers  
love.” Saint Basil*

# Federal Form 990T

Parishes are beginning to receive notices pertaining to an overpayment on the June 30, 2015 Form 990T from the Federal Government. This notice is sent to parishes who qualify for a rebate from the government based on information pertaining to the Affordable Care Act.

The Payroll Office of the Archdiocese submitted a Form 990T on

behalf of the parishes. The result of this submission is some parishes became eligible for a rebate.

We’re finding that some parishes are receiving overpayment notices while others have received checks for the overpayment. If you receive a notice, just file it for your records and wait for the check. If you’ve received a check, feel

free to deposit it and post the income to 463200-Grants from Government with the memo “2015 990T rebate”.



## Beyond Sunday Distributions

Friendly reminder----Beyond Sunday Parish semi-annual distributions were made at the end of September to your SLAF accounts for those who are in Block 1 & Block 2. These should be coded to account 461250—Grants from Beyond Sunday-Local.

## W-9 Vendors



### Heads-up!

During the year end review process, we are finding 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.

# Employee, Volunteer or Vendor?



**Question: How do you determine if a worker is an employee or an independent contractor?** The determination can be complex and depends on the facts and circumstances of each case. The determination is based on whether the person for whom the services are performed has the right to control how the worker performs the services. It is not based merely on how the worker is paid, how often the worker is paid, or whether the work is part-time or full-time.

There are three basic categories of factors that are relevant to determining a worker's classification:

- Behavioral control (whether there is a right to direct or control how the worker does the work),
- Financial control (whether there is a right to direct or control the business part of the work), and
- Relationship of the parties (how the business and worker perceive the relationship).

In general, all substitute teachers, PSR catechists, and playground monitors are considered employees and, therefore, must be paid through payroll.

If you have questions or need help determining the status of an individual please contact Human Resources or Parish Support.

*“The only way to make sense out of change is to plunge into it, move with it, and join the dance.”*

**Alan Watts**

## Year-end Update

The year-end process continues. We appreciate all the communication we're receiving.

We are well past the August 16th deadline and are preparing the Vicar's list of delinquent parishes. This list includes parishes that have not submitted any one of the following items: Status Animarum; Baptism, Confirmation, and Marriage registers; Verification/Reminders form; QB file; and

Parish Internal Control Questionnaire.

To avoid having your pastor receive a letter from the Vicar stating that year-end items have not been submitted, we recommend checking the status of all items 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 the signed forms. The forms should be mailed to:

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

Let's work together to get everything submitted so there is no Vicar's list!

## Q & A—PHOL

**I'm finding duplicate records in PHOL. What should I do?**

It depends! There are two situations which result in duplicate records. The situation will determine how to handle the duplicate records.

1—If your parish is the record keeper on both records, you should determine which record should be deleted and just delete it. Make sure the remaining record contains all needed information.

2—If the record keeper is different on the duplicates, send an email to Sally. Be sure to include all Sacramental ID numbers and names. We can then merge the two (or more) records into one.



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 - Parish Support Manager

Phone: 314.792.7716

Email: [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org)

Donna Bosch - Parish Support Representative

Phone: 314.792.7109

Email: [DonnaBosch@archstl.org](mailto:DonnaBosch@archstl.org)

Jerry Amsler—Director

Parish Support/Shared Accounting

Phone: 314.792.7111

[JerryAmsler@archstl.org](mailto:JerryAmsler@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](#)

## Lawson Payroll Update

This month we welcome four parishes to Lawson payroll: St. Francis of Assisi—Portage des Sioux, St. Joseph—Imperial, St. Joseph—Manchester, and St. Wenceslaus. They joined the service on October 1st bringing the total number of parishes on Lawson to twenty-six! Contact Jerry Amsler to add your parish to the growing list of parishes enjoying the ease of Lawson payroll.

## From the Curia—Archives

### Fees for Certificates

As you may know, we here at the Office of Archive and Records hold the sacramental registers for over 110 different parishes and institutions that have closed over the course of the history of the Archdiocese. These are the lifeblood of the Catholic communities as they document their voyage through the Church as the people of God. Indeed, they are living documents as former parishioners continue to their journey and need notations for their previous sacraments or certificates showing what they have received. In 2015-16 alone we produced 605 sacramental certificates from these registers and many more notations in them.

The costs of storing, preserving, and servicing these 1300 precious registers are quite high. In the past we have asked for a \$10 fee to help offset those expenses. However, we know parishes already do much to support our work. Additionally, we want to ensure that parishes requesting certificates get them as quickly and efficiently as possible.

Therefore, effective immediately, we are no longer asking for the \$10 fee for sacramental certificates requests that come directly from Archdiocese of St. Louis parish staff.

### Sacramental Records Handbook

Got a tough question about an entry for a sacramental register and you're not sure where to turn? Help is at your fingertips!

The Archdiocese of St. Louis Sacramental Records Handbook is just the resource for these types of questions. The handbook answers both the "why" and the "how" for entering sacraments into the registers and proper care for the books.

Where do you find it? Easy: the handbook is located under the "help" tab of Parish Helper. The handbook is there as a PDF file – simply open the file – use it, save it, print it. Whatever works easiest for you.

We look forward to assisting you with sacramental certificate needs and answering your questions regarding the recording of sacraments and the care of sacramental registers. Feel free to contact the archives staff at 314-792-7020 or [archives@archstl.org](mailto:archives@archstl.org) with any questions.

Eric Fair

Director of Archives