



Parishes And Curia Together

Parish Support Newsletter

VOLUME 1, ISSUE 3

SEPTEMBER

2016

SEPTEMBER TO-DO LIST

- Update UNUM rate before running September pay-rolls.
- 3rd quarter 941—submit after last September pay-roll is processed
- Acquire W-9 from ALL non-incorporated vendors

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
- 1/25: 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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Fiscal Year End—Status

The deadline of August 16th for submitting the Status Animarum and QuickBooks files has passed. Kudos to all the parishes that submitted the files prior to the deadline. It is greatly appreciated. To those who submitted on August 16th, thank you for making the deadline. Part of the yearend process is analyzing submission data—basically the status of what has been submitted and what is outstanding. The inserted table tells the story. While we appreciate the 74.74% and 53.30% who submitted on time, we are very concerned with the 25.26% and 46.70% that were unable to make the deadline.

We expanded the meetings to 9 different dates and locations—reaching out more than prior years. The meetings were well received and yet the submission rate is low. **Any insight or thoughts you can share to help us help you in the future are greatly appreciated, How can we help?** The process continues as reminder emails were sent out on August 29th to parishes with ‘missing’ items.

8/16 Submissions	Status Animarum	QB File
Total Due	194	197
Total Received	145	137
Total Outstanding	49	60
% Received	74.74%	70%

Chart of Accounts Training

Parishes of the Archdiocese have been using QuickBooks accounting software since July 1999. The implementation included a standard Chart of Accounts and parishes were told that additional sub-accounts could be added to meet parish needs. Through the years, 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 pleased to roll-out a comprehensive Chart of Accounts in October. The new COA includes many required new accounts along with clear definitions for all accounts.

Nine training sessions are scheduled throughout October 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. You may also invite principals, school secretaries, organization treasurers and anyone responsible for ‘coding’ invoices/deposits. **It is MANDATORY that at least one staff member from each parish attend this training.** It is critical that, moving forward, parishes report financial data uniformly. 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. Please register by using the invitation sent with this newsletter or [click here](#) to access the invitation available on the web-site.

941 Update



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. We can no longer accept scanned images/pictures.

Updated instructions for the 941 and creating the PDF files are on the Parish Support web-site page. [Click here](#) to access the instructions.

As stated earlier, many parishes have followed these procedures for years and, for that, we are grateful.

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 22 parishes have converted and no longer worry about 941s.

“I realize that completing government forms can be confusing at best, stressful at worst. But we are required to follow Federal laws and statutes.” Sally

Affordable Care Act

With the start of a new fiscal and school year, it's time to review the custom fields in QuickBooks related to Affordable Care Act reporting. Often an employee's status changes (i.e., a full time teacher retires and becomes a substitute teacher or vice-versa) and updating the Marital Status, Employee Status and Title employee fields is overlooked. This results in sending inaccurate reports to the IRS. Please review the 3 employee fields and update, if needed.

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



Training/Learning Opportunities



If you haven't noticed, Parish Support is evolving. More and more we are focusing on improving communications and

training. We expanded meeting dates and locations to better meet parish needs. New information, requirements and time-saving procedures are focused on at the meetings. So even experienced parish employees can gather new information and learn new 'tricks'. We encourage attendance at all meetings—even if you're an 'old pro'.

In addition to responding to individual phone calls and emails, information, and instructions are available 24/7 on the web-site.

We realize that taking time away from the office can be difficult so we're looking at other meeting/training methods and are looking for your feedback on webinars.

Would you find attending a meeting while sitting at your desk beneficial? We are looking at hosting webinars for 'mini' meetings and training (approx. 30 minutes) The only requirements are your time, an online computer and a phone.

Advantages for parishes are:

- ◇ No travel time
- ◇ No time away from the office
- ◇ Meetings are recorded and can be 'revisited'
- ◇ No need for host parishes
- ◇ No special equipment needed

We are trying to determine the level of interest in this format. Please email donnabosch@archstl.org if you would participate in this type of meeting.

"Education is learning what you didn't even know you didn't know." -

Daniel J. Boostin

Shared Accounting Billing

We are pleased to announce that flat-rate billing went into effect on August 1st for parishes in Shared Accounting. This is a change from the 'per hour' billing that was previously used.

With flat rate billing parishes know what the service will cost through-out the year

and Pastors and business managers are pleased to know that their questions are answered without being 'charged' for the time. This results in better communication for everyone!

Just like Parish Support, Shared Accounting is evolving to serve and communicate better. Many new ser-

vices, procedures and reports are being created to help parishes understand the 'business side' of parish life.

If you have questions regarding the new billing format or want to learn more about how Shared Accounting can help your parish, please contact Jerry Amsler at 314.792.7111 or jerryamsler@archstl.org.

Q & A

Are back issues of PACT available online or do I have to keep a copy?

There are MANY documents/instructions available on the Archstl.org web-site. This includes all back copies of PACT.

The newsletter can be found under Our Ministries—Parish Support/ Shared Accounting— Parish Support— PACT Newsletter ([click here](#)).

Many other documents/ instructions are also available on the web-site which is available 24/7.



Please email all questions and suggestions for the newsletter to SallySerbus@archstl.org.

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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

We welcome St. Monica and Our Lady of Lourdes-Washington parishes to Lawson payroll. They joined the service on September 1st which brings the total number of parishes on Lawson to twenty-two! Contact Jerry Amsler to add your parish to the growing list of parishes enjoying the ease of Lawson payroll.

From the Curia—Human Resources



Disability Insurance

Good news from Human Resources! UNUM is lowering the rate for disability insurance. Effective October 1, 2016, the rate drops from .279% to .257%.

The premiums should be accrued in advance of the October bill. To facilitate the rate change, be sure to change the Disability Insurance payroll item to reflect the new .257% rate. **Change the rate before running your first September payroll.** We've added a reminder to the to-do list on page 1.

If you need assistance changing the rate in QuickBooks, just contact either Donna or Sally. We'll be happy to walk you through it.