



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 4

April 2017

April To-Do List

- 1st Quarter 941 due for review and submission
- Continue working on COA
- Continue working budget process for 2017-2018
- Review/print updated Financial Management and Control Manual for Parishes

Training Schedule

Budgeting 101

- 4/18 – St. Alban Roe, 9-noon
- 4/19 – Ste. Genevieve, 9-noon
- 4/25 – CRC May Conference Room, 9-noon
- 4/26 – Holy Name of Jesus 1-4

Inside This Issue

PILS	2
Telephone Vendors	2
Chart of Accounts	3
Financial Manual	3
Hints & Shortcuts	3
Human Resources	4
Lawson Update	4
Contact Info	4

It's That Time Again!

Your 1st Quarter 941 (January - March payrolls) is due on May 1st (April 30th is a Sunday) for all parishes NOT on Lawson Payroll. Please remember to email the 941 and Payroll Summary PDF files to parish_support@archstl.org for review and approval. [Click here](#) to access instructions on creating the required PDF



Planning Ahead—Fiscal Yearend

Can you believe that Fiscal Year 2017 is rapidly coming to a close? We realize that the year-end process can be stressful and we're always looking for ways to help. Many parishes use our Yearend Checklist each month. By doing so, closing the year is just a matter of completing June and submitting the file. [Click here](#) for the current checklist.

Many parishes with schools have asked to have all assessments divided between parish and school. We're happy to do this but in order to accomplish this task, we must have all parish files submitted, reviewed, corrected and closed by September 30th. To that end, we are increasing our staff, contacting parishes weekly during the closing process and notifying pastors of review results. Please realize that all parish files must be closed before reports and Consolidated Billing Estimates can be completed.

Budget Training in April

We're pleased to announce the first budget training seminar, Budgeting 101. The seminar includes guidelines for preparing an operating budget along with recommended QuickBooks reports and procedures. Budgeting 101 also includes entering and 'spreading' the budget in QuickBooks.

Seating is limited at all locations. Seminar times and locations: Tuesday, April 18, St. Alban Roe, 9-noon; Wednesday, April 19, Ste. Genevieve, 9-noon; Tuesday, April 25, Rigali Center—May Conference Room, 9-noon; Wednesday, April 26, Holy Name of Jesus, 1-4. Contact Karenmueller@archstl.org to register.

QB—Out of Balance Update

A new enhancement in QB17 is that a message is displayed if the QB file is out of balance. Occasionally a file does get out of balance and needs to be rebuilt. The good news is that we rebuild the file for you. It is important that you **DO NOT** rebuild the file. If you choose to do so you run the risk of 'crashing' the Citrix server and throwing everyone out of QB.



Simply notify us that the file is out of balance. We will ask that everyone in your office log out of QB so the file can be rebuilt. Once the rebuild is completed, we will notify you and you will be back up and running. There is no need to reenter transactions—nothing is lost.

Just another service we're happy to provide.

Course testimonials:

“I appreciated that the course gave a solid foundation for understanding parish finances and did so in a way that was tailored to Catholic parishes.”

“I appreciated that some of the basic accounting details were explained rather than ignored as “too technical” or “too dry.” Having an understanding of basic fund accounting is both interesting and invaluable.”

“The use of real parish financial statements as well as parish-specific examples greatly assisted my understanding.”



PILS—1st Graduating Class

In August of 2016 the Pastoral Institute of Leadership School initiative was just a conceptual idea; on January 10, 2017, the vision became a reality. The 8-week course was created to offer to our first class of 12 priests an educational platform to help with the administrative side of their complex roles within their parishes. The first course, “Understanding & Applying Financial Analysis at the Parish Level”, was built with the cooperation of Saint Louis University and our very own Jerry Amsler – Director of Shared Accounting and Parish Support. Our graduates found great value in the material and its format of hybrid on-line sessions and in-class presentations (see feedback to the left). The program will be expanding into other functional topics in the



near future.

A very special thank you goes out to Mr. Russ Isaak, lay mentor for PILS; and Mr. Neil Jansen, instructor at SLU. Congratulations to the following priests who devoted their time and energy to the success of this program: Fr. Mitch Doyen, Fr. Craig Holway, Fr. David Skillman, Fr. Ray Buehler, Fr. Andrew Burkemper, Fr. William Dotson, Fr. Tim Foy, Fr. Anthony Gerber, Fr. Michael Grosch, Fr. David Hogan, Fr. Henry Purcell, and Fr. Noah Waldman.

Telephone Vendors

If anyone is considering switching phone companies, please consider the following:

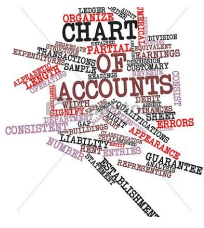
The Archdiocese is severing ties with two current telephone vendors; Advance Technologies and Windstream. These vendors are not living

up to the standard the Archdiocese expects, and the value and service they provide is no longer at an acceptable level. The IT Department of the Archdiocese recommends that parishes, schools and agencies not enter into agreements

with either of these companies for their phone service.

Please contact the IT Department or Central Purchasing if you are contemplating a change. We will be happy to provide you with recommendations and assistance.

New Chart of Accounts



A gentle reminder that the new Chart of Accounts must be in place for the 2017-2018 fiscal year. Part of the training meetings included a discussion on having the new COA in place in 16-17 so meaningful budgets can be created for 17-18.

Beginning Monday, April 3rd, our interns, Mitch Christianer and Jacob Unser, will be calling parishes asking

about the progress made in implementing the new COA. We are trying to determine the progress of this huge project and your response to this courtesy call will help determine potential problems and solutions. Your input is greatly appreciated.

Don't forget that non-Shared Accounting Parishes can contact their mentor with specific questions. [Click here](#) for mentor contact information.

"There's only one way to assure consistently good work. That is consistently thorough preparation."
— Andrew Loomis

Updated Financial Management Manual

We are pleased to announce that the Financial Management and Control Manual for Parishes has been updated. This key parish financial document was last updated in July 2015.

For those unfamiliar with the manual, it was created and serves as the principal reference and guide for not

only parish finances, but legal and regulatory; statutes and policies; parish organizations; finance councils; risk management; human resources; and clergy-related issues.

The entire manual has been reviewed and includes too many changes and additions to list. We are recommending that parishes re-

view/print the manual in its entirety. [Click here](#) to access the manual. This may also be a good time to share appropriate sections with the Finance Council and Parish Organizations.

Another update is scheduled for later this year.

Did You Know? Hints & Shortcuts—QB

We thought we would use this space to share hints and shortcuts that may help make your work easier. The upgrade to QuickBooks 17 has brought welcomed enhancements to the program. We're starting with two but are cer-

tain there are more. Please share your favorite by sending an email to sallyserbus@archstl.org

1— Additional selection to the 'Dates' field: This Fiscal Year-to-Last Month is a new report criteria. You no longer have to select 'This Fiscal Year to Date' and then change to

'To' date to the last day of the prior month. A welcome addition for month end reports!

2— Functions under the old Accountant menu are now located under the Company menu, Accounting Tools. We'll be covering these options in future PACT issues.



From the Curia—Human Resources



Open Enrollment is coming!

In March, parish administrators should have received an email

from the Office of Human Resources with an attachment: [Administrators Benefits Guide for Open Enrollment 2017](#). It is important to understand the Open Enrollment process, distribution, and benefit changes, especially the Spousal Surcharge Policy. Please read it carefully.

In late March, benefit eligible employees, who currently participate in the Archdiocese Health Insurance Plan and/or the Flexible Spending Accounts, were sent a postcard from the Office of Human Resources announcing that Open Enrollment is coming soon. The postcard also directed the employees to the Archdiocese website regarding the upcoming spousal surcharge policy. The website is: <http://archstl.org/spousalsurcharge>.

Benefit Administrators are invited to an Administrator's Open Enrollment meeting at the Cardinal Rigali Center on Thursday, April 6th, 2017 in the CRC Lally Room from 1:30 pm – 3:00 pm. The meeting will discuss the Open Enrollment process and any other benefit related questions/concerns.

Benefit eligible employees will start receiving their Open Enrollment letters around the 21st of April. Please read the *Administrators Benefit Guide*.

Lawson Payroll Update

We welcome another six parishes to Lawson payroll this month: St. Cecilia, Immaculate Conception-Maplewood, Our Lady of Providence, St. Matthias, St. John-Imperial, and St. David. This brings the total to 62 parishes with 6 more joining Lawson in May! Contact Jerry Amsler to join the parishes enjoying freedom from payroll reports, taxes and government deadlines.

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

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

Jerry Amsler—Director
Parish Support/Shared Accounting
Phone: 314.792.7111
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.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

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