

Parishes And Curia Together

August To-Do List

- QB Yearend due 8/14
- Status Animarum due 8/14

Schedules: Updates, Training and Meetings

- 8/14 & 9/4: QB updates
- No training or meetings sched-

Inside This Issue

Lawson Payroll	2
QB Updates	2
COA Update	2
Internal Questionnaire	3
EVP Grants	3
Regina Cleri Reminder	3
QB Vendor File	3
Pontifical Mission Societies	4
Lawson Update	4
Contact Info	4

Parish Support Newsletter

VOLUME 2, ISSUE 8

August 2017

Fiscal Yearend Financials Due

As announced in July's PACT the due date for submitting the QuickBooks file for review is August 14th and the completion date (final closing date) is September 19th. Please remember that a new remittance policy is in place. In an effort to have ALL files closed by September 19th, we are making extra efforts to communicate. We ask that you do the same. Click here to view the submission procedure and deadlines.

All instructions and documentation for fiscal yearend is on the web-site. <u>Click here</u> for easy access to the web-page.

Thank you to the eighteen parishes who have submitted their files for review and eleven parishes that are completed and closed.

Submissions as of 7/31	Status Animarum	QB File
Total Due	200	201
Total Received	70	22
Total Outstanding	137	180
*FY 17% Received	34%	11%
*FY16 % Received	2%	4%

*Tremendous increases over last year! Congratulations

Status Animarum Due

The due date for submitting the Status Animarum is August 14th. We've been busy answering calls and emails concerned with Servant Keeper questions/counts and entering sacraments.

Kudos to the sixty parishes that have submitted the Status Animarum. Once the Animarum is submitted, the Baptismal, Confirmation and Marriage Registers will print out. Please be sure that the pastor signs EACH page.

<u>Click here</u> for complete instructions and guidelines for Servant Keeper and Parish Helper OnLine procedures.

A Simple Request

We are in our busiest time of the year for phone calls and emails. Many of you have questions while working on the Status Animarum and QB Yearend Financials and we love hearing from you but we do need your help. It's not unusual for us to spend an hour (or more) each day listening to auto-attendants telling us Mass times, direc-

tions, St. Vincent de Paul number, etc. Please help us serve you better by including an extension number and parish number on all phone messages and emails.

Everything is Figureoutable Especially when You ask for help

Come One—Come All!

We would like to invite you to join the growing number of parishes and schools enjoying the many benefits of having your payroll processed by the Archdiocesan central payroll team. Our team consists of seven highly experienced, dedicated individuals focused on the payroll needs of over 4,800 employees. Processing payroll includes making payments for taxes and benefits, including UNUM, Hartford, and Transamerica. At the end of each pay period, month and/or quarter we prepare transmittal of data and prepare governmental required tax forms. At calendar year end, we prepare W2 forms and if your parish has been on Lawson for a full fiscal year, we prepare the report required by Risk Management for Workers' Comp reporting.

Besides all of the above, we handle GTL calculations and we process all garnishments. QuickBooks does not readily offer support for either of these matters. You have a great deal of manual intervention for both processes.

A special note to non-Shared Accounting parishes using QuickBooks for direct deposit of paychecks: QuickBooks charges \$1.75 to deposit each check. We not only direct deposit checks but handle tax payments and forms, liability pay-

ments, etc. all for only \$1.25 per check.

We have some openings on our conversion schedule, with prime openings for the month of January 2018! We would be happy to discuss with you how Lawson payroll could accommodate your parish payroll needs and any unique circumstances your parish may have. For more specific information and a more in depth conversation regarding a conversion process for your parish, please contact Barb Sandell at 314.792.7082 BarbaraSandell@archstl.org or Darlene Doerr at 314.792.7117 Darlene-Doerr@archstl.org.

"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible."

-Francis of Assisi

Planning Ahead — QB Access

The IT Office is scheduling routine QuickBooks updates every three weeks on Monday in the early evening hours. The process takes approximately 1 to 1 1/2 hours to complete and is scheduled to begin at 5:30pm on the given Monday. Users will not have access to QB during the update. The next update is scheduled for Monday, August 14th, starting at 5:30pm and completing at approximately 7:00pm. Following the timeline, September 4th is 3 weeks later, then September 25,

The complete schedule with dates and times is on the Parish Support page on the web-site. <u>Click here</u> for access or click on the Parish Support/Shared Accounting link found on page 4 of all issues of PACT. Please plan your accordingly.

Chart of Accounts Update

Accounts.

The Chart of Accounts Update project began last October with a completion date of July 1. Parishes have made tremendous progress on updating the QuickBooks Chart of

To date, two-thirds of the parishes have at least 97% of the account numbers in place. Our thanks to Mitch Christianer for all his work creating the comparison reports and to the mentors for their work assisting the parishes.

The next phase of the project focuses on the account names. We will send out comparison reports highlighting differences in account names. Most account names were matched when the numbers were created/edited so this should be a very simple endeavor. The comparison reports will be emailed beginning in October after all yearend files are closed.

Internal Questionnaire



Part of the fiscal yearend process is completing the Parish Internal Control Questionnaire for Internal Audit. The questionnaire is in Parish Help-

er OnLine under the Procedures menu.

We recommend that a blank questionnaire be printed. Ideally a member(s) of the Finance Committee would take the questionnaire and ask the relevant staff member the questions related to their area.

Once all questions are answered, the questionnaire is given to the parish secretary for input into PHOL. When all answers have been entered, the questionnaire is submitted. The completed questionnaire (both questions and answers) may be printed out for the parish records. There is no requirement to obtain signatures or to mail in a printed copy.

The submission due date is September 30th.

> "Attitude is a little thing that makes a big difference." - Sir Winston Churchill

EVP Grant Process Begins

The Ensuring Parish Viability Endowment (EPV) grant process has begun. A letter to Pastors from Archbishop Carlson informing of the types of grants available and the application process

was sent out on August 28th.

The deadline for requesting an application is August 11, 2017 while the application deadline in September 22, 2017.

Please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 with questions.

Regina Cleri Name Change

Just a reminder that the Regina Cleri special collection has been renamed to the Archbishop's Easter Collection for Retired Priests. The change took effect in March 2017.

We will include the name change in the Chart of Accounts in the next update.

Did You Know? - QB - Vender Information

It's important to keep all information updated in Quick-Books. This is especially true when dealing with vendor names and addresses. (No one wants to send a check to an old address.)

Changing the information on the vendor file is easy but be aware that QB also changes historical data.

When a mailing address is changed in the vendor file, QB also changes the mailing address on ALL previously created checks no record of the original address exists.

The same holds true when

changing the vendor name. If a company

is purchased and the name

changed, you may want to create a new vendor rather than letting QB change historical bills and checks.



From the Curia — Pontifical Mission Societies





Thank you in advance for your help in the transmis-

sion of funds from your parish for the Missionary Plan of Cooperation Appeal of The Society for the Propagation of the Faith, Archdiocese of Saint Louis.

The date of this collection for your parish is determined by the Pastor in consultation with your particular missionary group. Normally, this collection takes place between the months of May and August.

Please note:

MPC Funds are NOT to be given to the Missionary who makes the appeal nor sent directly to the Mission Group they represented.

When remitting, clearly indicate that the funds are for the MISSIONARY CO-OP COLLECTION

Remit the funds to the Archdiocesan Finance Office by: *NetTeller Online, the account number is: 7 + your Parish# + 11.

Please remit the funds by **December 1**st for reporting purposes. The Mission Office records your parish donation and includes the amounts in our yearly report to the National Office of the Pontifical Mission Societies in New York. The Archdiocese Finance Office also records these donations for their records.

Thank you for your cooperation! If you have any questions or concerns, you can reach Bridget Allen at 314-792-7661 or bridgetallen@archstl.org.

Lawson Payroll Update

This August we welcome two more parishes to Lawson payroll, Our Lady of Sorrows and St. Joan of Arc. This brings the total to 81 parishes/school with three more joining in September who are or will be enjoying all the benefits we have to offer!

To discuss Lawson payroll and specific information regarding the conversion process for your parish, please contact Darlene Doerr at 314.792.7117 or Barb Sandell at 314.792.7082.

Parish Support Contact Information

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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