



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 8

August 2017

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 scheduled

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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. [Click here](#) 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.

[Click here](#) 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, directions, 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

Internal Questionnaire



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

It's important to keep all information updated in QuickBooks. 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.

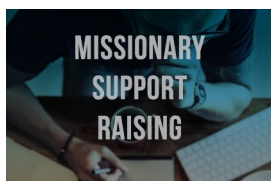
The same holds true when

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 transmission 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 1st** 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.

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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.

[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](#)