



# Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 1

JANUARY 2017

## JANUARY. TO-DO LIST

- Submit W-3, 941 and Payroll Summary for approval
- Jan. 31st is deadline for mailing W-2s, 1099s and 941
- Mail 1016 Contributions Statements to donors
- View End of Calendar Year End Procedures video
- Continue working on COA

## TRAINING SCHEDULE

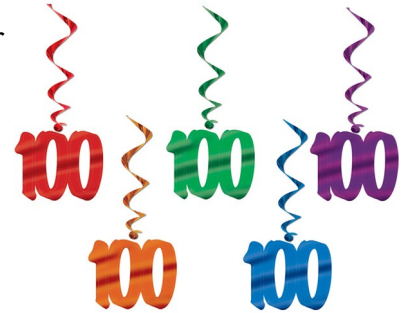
- Calendar Year End training video available on Nov. 28th.
- New employee training Jan. 20 - 8:30-12:30
- Budget training—to be announced

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## Celebrating a Milestone!

We are happy to announce that we have accepted our 100th parish into Shared Accounting! We are very excited to have established these relationships and look forward to working together with them. Our mission is to provide all of our parishes with services that minimize daily tasks to allow you more time to minister and better meet the needs of your parishioners. Thank you to all 100 parishes for sharing your mission with us.



## New Training Seminars

We are pleased to announce a new monthly training seminar for new employees—or anyone seeking to ‘brush-up’ their basic Servant Keeper and QuickBooks skills. The first session is scheduled for Friday, January 20th, in the Sr. Ebo Room at the Cardinal Rigali Center. The seminar runs from 8:30am through 12:30pm. QB basics will be covered during the first 2 hours (8:30-10:30) while Servant Keeper basics will complete the session from 10:45-12:30. You may attend one or both sessions depending on your needs. Space is limited to 30 attendees. Please contact Karen Mueller at [karenmueller@archstl.org](mailto:karenmueller@archstl.org). Registration closes on Friday, January 13th.

Thinking ahead to additional learning opportunities: Parish Support is preparing a ‘Guidelines for Preparing a Budget’ seminar to be presented in late January or early February. We will keep you posted on specific forum, date and time as details become available.

## NO INCREASE IN SAS FEES FY18



For the first time in many years, we are pleased to announce that fees for our Shared Accounting Services **WILL NOT INCREASE** for FY18.

This comes on the heels of our July 2016 implementation of the flat monthly charge. Parishes are no longer charged by the hour which makes forecasting and budgeting a breeze!

## QB Update Coming Soon

All QB files will be updated to QB17 in February. We are currently using QB14 so an update is due! We will keep you posted on the details when they become available.

## 4th Quarter 941/SchB and W-3

Can you believe that another year has flown by? It's time to complete the 2016 4th quarter 941/SchB, W-2 and W-3. Please remember to submit a PDF copy of the W-3 along with the 4th quarter 941 and 2016 Payroll Summary (formatted to include quarterly totals for the entire year).

The 941/SchB cannot be reviewed or approved without the W-3. Please attach QB created PDF copies of the 941/SchB, Payroll Summary and W-3 to **one email**. It is quite difficult working with multiple documents in multiple emails and we truly appreciate receiving all needed files in the same email. Send your email to parish\_support@archstl.org for review. Our goal is to review and respond within 24 hours of receipt.

Remember the Federal deadline is January 31, 2017.

## QB Payroll Reminders

Two small housekeeping items for parishes NOT on Lawson payroll.

1. We're finding that many bookkeeper/business managers are not updating the required custom fields in the QB employee file when an employee returns or is changed from 'inactive' status to 'active' status. It's easy to remember to complete the fields for new employees but is often overlooked when a previous employee returns. Please review your QB employee files and verify that the required custom fields are complete. The fields are located on the Additional Info tab in the Employee Information window. The fields include; Marital Status, Employee Status and Title. Remember that the Social Security Number, Date of Birth and Date of Hire fields must also be completed.
2. Verify that all religious (sisters, order priests, etc.) employees working 19+ hours a week are eligible for and are receiving Long Term Disability through UNUM. Many parishes are unaware these employees are eligible for the benefit.



## Calendar Yearend Tasks

The end of the calendar year brings many 'once-a-year' tasks to be completed in a short period of time. These tasks include printing and mailing Annual Contribution Statements to donors by January 31st. The statements are created in Servant Keeper. The Archdiocesan policy regarding emailing statements remains the same as in prior years: All statements should be **mailed** to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so.

As mentioned above, January 31st is also the Federal deadline for mailing 1099s, W-2s and 941s. Both video and printed instructions for completing these forms can be found on the Parish Support webpage or by [clicking here](#).

It a busy time of year for everyone, so we ask that you review the instructions and then contact us if you still have problems or questions.

# PHOL

One of the great features that PHOL provides is a tool that any department in the Curia can use to send out email blasts to a particu-



lar group. For this feature to be successful, it is dependent on each parish keeping the contact information for parish staff up-to-date.

Please take a few moments to verify that all contact information is correct for all positions. Log into PHOL, click on Procedures, Location In-

formation and Administrative tab. Your listing will come up and from this screen you can edit, add a person or end a position. Please be sure that each position has contact information including an email address.

Here's to a new year with unlimited opportunities to support, serve and educate!

May the blessings of 2016 bring us closer to the goals of BeOne!

Sally

## Baptism Certificate Request

Part of the day to day routine in the parish office includes a request for a copy of a Baptismal Certificate. Please remember that they do not have to be signed by the Pastor. Certificates can be signed by a member of the parish office staff: business manager, secretary or bookkeeper.



## 2017 Minimum Wage & Mileage Rates

Missouri has announced an increase in the Minimum Wage from \$7.65 to **\$7.70** an hour, beginning on **January 1, 2017**. Be sure to make this change for all employees in your parish and/or school who are earning minimum wage.

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile will decrease by half of one cent from 54.0 to 53.5 cents per mile beginning January 1, 2017.

The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

# Annual Catholic Appeal

Just a reminder that your updated parish list for the 2017 Annual Catholic Appeal is due to the ACA Office as soon as possible. An up-to-date parish list helps ensure that your parishioners have a good experience with the Appeal.

Instructions for preparing your list are detailed in

the prep packet that was mailed to the attention of your Pastor/Administrator in early November. The instructions are also available on both the ACA webpage ([archstl.org/aca](http://archstl.org/aca)) and Parish Support/Servant Keeper webpage. For immediate access to the instructions just [click here](#).

Please contact the ACA Office at 314.792.7680 with any questions.



*"I hope that in this year to come, you make mistakes. Because if you are making mistakes, then you are making new things, trying new things, learning, living, pushing yourself, changing yourself, changing your world."*  
- Neil Gaiman

# Credit Card Terminals

In an effort to cut costs for parishes, the Archdiocese has a contract for credit card terminals which are available to all parishes. Parishes/schools can use the machines for any event. The terminals are wireless, and work wherever cell phones work—no internet network needed.

To meet the needs of all parishes, Shared Accounting Services has purchased 6 additional terminals, and placed 2 in each Shared Accounting Office. Reserve the machines by contacting the office where you plan on picking up the terminals:

- ◇ North County- 314.869.9440 ext. 101
- ◇ Washington-636.432.5044 ext. 1
- ◇ Perryville-573.846.1059
- ◇ Cardinal Rigali Center- 314.792.7123 or 314.792.7104 or 314.792.7129

Just another service the Archdiocese provides to help save parishes time and money.

# Q & A—Unused Student Grants

**What does a parish/school do when they receive grant funds, and the student doesn't start or leaves before the school year ends?**

Since grants are awarded based on financial need, the unused funds must be returned. If the student never starts, all

monies are returned. When the student withdraws during the year, the pro-rated unused portion must be returned.

DO NOT write a check to return unused funds. Instead send an email to [ACH@archstl.org](mailto:ACH@archstl.org) requesting that the funds be withdrawn from a

SLAF account. Include the dollar amount, SLAF account number, student's name and type of grant in the email. Please copy Cindy Asinger at [CAinger@archstl.org](mailto:CAinger@archstl.org) and Laura George at [laurageorge@archstl.org](mailto:laurageorge@archstl.org) on the email.



Please email all questions and suggestions for the newsletter to [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org).

## Parish Support Contact Information

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Parish Support/Shared Accounting

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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

This month we welcome another seven parishes to Lawson payroll: St. Francis Borgia; Our Lady, Queen of Peace; Immaculate Conception-Arnold, St. Vincent DePaul; Holy Child School; St. Robert Bellarmine; and St. Margaret of Scotland lets us start the year with 41 parishes enjoying the ease of Lawson payroll! Contact Jerry Amsler to convert in Spring of 2017.

## From the Curia— Office of Youth Ministry



There will be over 2,000 youth and adults on the Generation Life Pilgrimage to Washington D.C. this January 25-29, 2017. At this point all groups should have turned in their final numbers and payments for their Parish/School. Individual Registrations are done online, but all completed

registrations must be printed, signed, and turned in before boarding the buses on Wednesday evening, January 25<sup>th</sup>.

In order to make sure all adult leaders and chaperones are prepared for our pilgrimage, we will have a Chaperone Meeting on Thursday, January 12, 2017, at the Cardinal Rigali Center at 7:00pm.

If you have general questions or details about the Generation Life Pilgrimage, please visit our website at [genlifestl.com](http://genlifestl.com). If you have billing or registration questions, please contact Amy Eschelbach at 314-792-7617 or [amyeschelbach@archstl.org](mailto:amyeschelbach@archstl.org).

### Important Future Dates for the Office of Youth Ministry

February 6, 2017 – Early Online Group Registration opens for the Steubenville STL Mid-America Conference. Registration opens for everyone else (Outside of our Archdiocese) on February 9<sup>th</sup>. <https://steubystl.com/>

February 10-12, 2017 – Adult Youth Leaders Retreat for Youth Ministers and Adult Volunteers in youth ministry. <http://stlyouth.org/ym-retreat>