



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 7

July 2017

July To-Do List

- 2nd Qtr 941 is due
- Complete /work on QB Yearend
- Complete /work on Status Animarum

Training/ Meeting Schedule

- None scheduled

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Happy Birthday, PACT!

Can you believe it's been a year since PACT started this journey? The time has really flown by. In the last twelve months, we've published eleven issues, over one-hundred and forty articles, and a comprehensive index. It's truly a work in process.

PACT was created to inform, instruct, and share knowledge. Hopefully, that goal is being met.

Please remember that this is YOUR newsletter. Don't hesitate to contact us with both questions AND suggestions.



Fiscal Yearend Meetings

This year the Fiscal Yearend meetings were 'on the road again'. Six meetings were held in five different locations. Two-hundred attendees represented one-hundred thirty-four parishes at the six meetings. Special thanks to the four hosting parishes. Thanks also to the guest speakers.

Elizabeth Westhoff (Communications) explained the format and function of the Office of Communications. Did you know to contact her office with all news media, social media, publication and statistical questions?

Anne Hager (HR) clarified employee benefits (including the spousal surcharge) and addressed the fact that Aflac is not an Archdiocesan supported benefit.

Mike Eagan and Sharon Gogel (Gallagher Basset) discussed the retirement program and the fact that the Record Keeper is changing to Prudential in September.

Lawanda Barnes and Mike Duffy (Internal Audit) addressed offertory procedures.

Eric Fair, Rena Schergen and Eric Holt (Archives) provided insight into services their office provides and the news that a new Records Retention Manual is soon to be released.

Jerry Amsler (Parish Support/Shared Accounting) recapped services provided by Parish Support/Shared Accounting and introduced new initiatives to make parish administration easier. He focused on the new Small Loan Initiative that begins on July 1st. See Jerry's presentation [here](#).

Sally Serbus (Parish Support) reviewed both Status Animarum and Yearend Fiscal reporting procedures. Secretaries were asked to be sure to update ALL contact information in PHOL (up to 20 assignments). This will enable Archdiocesan offices to communicate easily and directly with parish contacts.

Priests' Salaries

It's that time of year when parishes bid a fond farewell and extend an energetic welcome to pastors and associate pastors. Please remember to exercise special care when setting up their Employee Payroll file in QB. Clergy is exempt from Medicare and Social Security taxes. Be sure to uncheck both the Medicare and Social Security boxes in the QB tax window when you set up your new pastor or associate pastor.



Where past generations had film cameras, scrapbooks, notebooks, and that part of the brain which stores memories, we now have a smartphone app for every conceivable recording need.

- Graydon Carter

Yearend Links

For the most part, fiscal yearend procedures have remained the same. HOWEVER, the target response times and procedures have changed. Please review the [Fiscal Yearend Submission Procedure](#) and note the submission deadline of August 14th and the completion date is September 19th.

All fiscal year-end documents that were discussed during the meetings can be found on the website at <http://archstl.org/sharedaccounting/page/fiscal-year-end-financial-documenta>. The documents were also attached to the email that was sent on May 31st.



BEWARE—Lay Family Alliance

We've had contact with Mr. Charles Luber who represents the Lay Family Alliance. Mr. Luber contacts parishes and offers tuition assistance to needy school families. He asks for the fami-

lies' personal information and wants to meet with them.

While tuition assistance is always appreciated, we must safeguard our school families' privacy.

Mr. Luber has been instructed to contact our Today & Tomorrow office to arrange tuition assistance through approved channels. Please refer him to Today & Tomorrow at 314.792.7735 should he contact you directly.

Regina Cleri vs Retired Religious

Regina Cleri and Retired Religious special collections—many donors and parishes think they're the same thing, and they are, right? Wrong. There is a very important distinction between the two.

The Regina Cleri collection benefits retired Archdiocesan priests. Regina Cleri is the priests' retirement home. The Retired Religious collection benefits members of religious orders (sisters, brothers, etc.)

Two different collections for two different purposes.

myParish App



Have you discovered myParish App? myParish is a premium Catholic parish app that helps improve parish communication and outreach while offering the features that parishioners enjoy in a good app.

During the yearend meetings, Elizabeth Westhoff, Director of Communications, reminded parishes that the app is FREE to all

Archdiocesan parishes. She reminded everyone that the app features messages, a calendar, reading, giving information, parish information, prayers and much more.

For more information visit <http://myparishapp.com/> or contact Elizabeth at elizabethwesthoff@archstl.org or 314.792.7635.

Unclaimed Property—Stale Checks



You're 'cleaning up' your check register and there are uncashed/stale checks in the account. What is the proper way to clear these outstanding checks?

The first step is to contact the payee and verify that the monies are still owed. If it is still owed and the check is lost, you can simply reissue the check. If

the monies are no longer owed, you should write the check off to the original expense account (if within the same fiscal year or 655200—Prior Period Adjustment, if not). If neither circumstance applies, then a journal should be entered debiting the checking account and crediting 271900 Unclaimed Property. This allows you to clear the check and still retain it on the books for the five years required by state law.

PHOL Contact Information

Many times the start of a new fiscal year brings staff changes and new employees. As part of the annual review of the Location Information in PHOL, please verify that all contact information is correct for all staff and volunteers.

Originally, you were asked to enter only information for the parish secretary, bookkeeper and

business manager. During the last two years the contact list has expanded to include twenty different assignment/roles—everything from Athletic Association President to Wellness Champion. The entire list is under the Procedure menu, Generate Email List for Parish Staff.

Please enter contact information for as many positions as possible (even if it's the same person). The information is entered under the Procedures menu, Location Information, Administrative tab. Entering the information insures that Curia offices/agencies contact the appropriate staff member or volunteer.

"We're all working together; that's the secret."
- Sam Walton

Simple Request

We're headed into 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, etc. Please help us serve you better by including an extension number and parish number on all phone messages and emails.

Did You Know? - PHOL Sorting

Part of completing the Status Animarum is verifying that all sacraments have been entered correctly into Parish Helper OnLine. The PHOL app provides a comprehensive list of all sacraments. The lists can be verified online or printed for your convenience. They can

also be sorted by any column simply by clicking on the header name.

The lists are located under the Procedure menu, under Status Animarum. The drop-down list includes the Baptismal, First Communion, Confirmation, Marriage and Funeral Registers.

Remember that PHOL pulls the count of each sacrament from the information entered. If the count is incorrect, then either too few or too many sacraments have been entered. To correct the count, either add or delete incorrect/missing sacrament.



From the Curia — Communications



What Saint Paul Could Have Accomplished If Only He'd Had a Twitter Account...

By Elizabeth Westhoff

Director of Communications

Here is a brief—and not at all accurate—history of communications in the Church... We start with God touching the finger of Adam, we move on to a talking burning bush, then there's Charlton Heston receiving the Ten Commandments, fast forward to an angel visiting Mary, then a star over the manger, the Sermon on the Mount, then we have a crudely formed fish drawn to identify one as a Christian, there's the monks and their illuminated manuscripts, Papal bulls and encyclicals, the St. Louis Review, "Radio Replies" with Blessed Fulton Sheen, EWTN and Mother Angelica, and Pope Benedict XVI sending his first Tweet from an iPad.

Amazing what we've accomplished in a couple thousand years...

At the center of it all has been man's need to communicate *with* God and *about* God. Unfortunately for us, we live in a postlapsarian world, and because

of that everything is tainted, including language. So, we who are broken have attempted for millennia to communicate about that which is perfect—God—using language, intellect, and methods that are all broken because of our fall into original sin... A less resilient creature might throw up its hands at such a Sisyphean task—but not man.

In this age of unbridled secularism, what does that mean for those of us—and as Catholics, that means each of us—who attempt to share the message of God's love? Are we just wasting our time?

Though the tools we have available to us are something the likes of which St. Paul couldn't have imagined, we share with him two things: that undying need to share the love of God and the Truth of the Gospel. Pope Benedict XVI reminded us in 2010 that, "In the technological culture of today, the Gospel is the guide and the permanent paradigm of enculturation, *purifying, healing* and elevating the better elements of the new languages and new forms of communication." We simply must rely on the Word of God to be our guide.

The first evangelists were successful in spreading the Word of God because of their faith, their *courage*, and their perseverance. We have available to us all we need to be successful evangelists—but we need to act on the hackneyed adage we've all heard and "walk the walk as well as talking the talk." Pope Benedict XVI said, "We need men and women who speak with their lives, who know how to communicate the Gospel, with clarity and courage, with the transparency of their actions, with the passionate joy of charity." We are being called to communicate the message of the Gospel. We are being called to evangelize. We are being called to be witnesses in a world that neither understands nor accepts us. We are being called to be brave...just as the first Christians were brave. So, in this age of secularization, I say to you, "Prepare yourselves and become as St. Paul! Take your tweets, status updates, and posts, root them in the truth of the Gospel! Strap on your sandals, go *bravely* out into the world, and spread the Good News!"

Lawson Payroll Update

July brings five more parishes/schools to Lawson payroll. We welcome: St. John Apostle and Evangelist, St. Stephen Protomartyr, Little Flower, Sts. Augustine & Gregory and South City Catholic Academy. This brings the total to 79 parishes/schools with 3 more joining Lawson in August! 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 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](#)