



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 6

June 2017

June To-Do List

- 2nd Qtr 941
- Complete FY18 budget
- Complete COA update
- Work on Fiscal Year-end checklist
- Work on Status Animarum

Training/ Meeting Schedule

Fiscal Yearend

- 6/6 CRC 9-12
- 6/7 OLL – Washington 9-12
- 6/13 Ste. Genevieve 9-12
- 6/14 Holy Name of Jesus 9-12
- 6/15 St Patrick – Wentzville 1-4
- 6/22 CRC 9-12

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Do We Have Your RSVP?

Can you believe we're closing in on the end of FY 2017 and preparing for FY 2018? As is our practice, we invite all secretaries, bookkeepers and business managers to attend a Fiscal Yearend Meeting. We are again taking the 'show on the road' for four of the six meetings. Dates, locations and times are on the left margin of this page in the Training/ Meeting Schedule.

If you choose not to attend because "it's always the same old information", we urge you to reconsider and attend this year. Joining us for the first time is Elizabeth Westhoff, Director of Commu-

nications. Elizabeth, along with Mike Eagan, Sharon Gogel, Eric Fair and others, will be making a presentation and answering questions.

New payroll requirements and changes taking effect on July 1 will be discussed as will year-end procedures.

There is always information given at the meetings that does not appear in handouts so please plan on attending.

Seating is limited at all locations. Please register by sending Karen Mueller an email at KarenMueller@archstl.org.



COA Updates

The fiscal yearend is fast approaching and so is the deadline for updating your Chart of Accounts. Our status calls are complete and we're pleased to announce that 40% of the parishes tell us that the project is 100% completed. Another 23% report that they are at least 50% finished. Thank you for your taking the time to speak with Mitch when he called. He was impressed with all the kindness he was shown.

The next step of the project is to verify that the COA is accurate. We ask that you always log-in to QB in multi-user mode so we have access to the file.

Please remember that updating the COA is **mandatory** and the deadline is June 30th. Don't forget to contact your assigned mentor with any questions/concerns you may have.

Emailing from QuickBooks

Good News! Parishes can once again send emails from within QuickBooks.

With the update to QB 17, many parishes found that they were no longer able to email invoices, statements or reports directly from QB. Due to security concerns, Intuit disabled the QuickBooks E-mail feature.

Thanks to Paul Buening and our IT department, parishes are now able to email using the Web Mail option in QB. Please contact Paul at 314.792.7124 or PaulBuening@archstl.org for specific instructions on enabling the email feature.



Life is like riding a bicycle. To keep your balance, you must keep moving.

- Albert Einstein

Coupa and QuickBooks

More and more parishes are choosing to make purchases using Central Purchasing's online Coupa. Using Coupa insures that the parish receives all discounts and offers available through the Archdiocese. Coupa purchases can easily be tracked in QB by setting up a Coupa

credit card account (221xxx Coupa) as a sub-account of 22 Credit Cards. As purchases are made, simply enter them as a credit card purchase/charge. The Coupa account is easily reconciled (just like a checking account) each month when the payment is made.



Special Collections - End of Year

As part of 'closing' the fiscal yearend, parishes are asked to remit all Special Collections balances of \$100+. The funds may be submitted through NetTeller Online Banking.

For information on NetTeller, please contact Carrol Biddle at 314.792.7104 or Pat Griffaw at 314.792.7123.

New Address

May 23rd-24th were busy days for Parish Support and the Central Office of Shared Accounting. Both offices moved from the Blessed John Center to the Cardinal Rigali Center. Our new offices are located on the east end of the third floor.

While our address is once again 20 Archbishop May Drive, our phone and fax numbers remain the same. We are pleased to be back at the Rigali Center and look forward to meeting with you there.

Minimum Wage—STL City



On May 5, 2017, the City of St. Louis raised its minimum wage from \$7.70 per hour to \$10.00 per hour. We received phone calls and emails asking if/how parishes within the City of St. Louis boundaries are affected by the new rate.

While there are no exemptions for non-profit organizations, the law does include revenue and number of employees exemptions.

Businesses with less than \$500,000 in revenue are exempt from the ruling. So anyplace with a school is exempt.

Also, businesses with fewer than 15 employees are exempt. This includes any parish who has fewer than fifteen employees on the payroll. Volunteers are not included in the count of staff members as they are not on payroll and do not get paid.

Religious and Disability Benefit



Many parishes are unaware of the fact that religious employees are eligible for the Disability Insurance benefit. Just like lay employees working 1,000+ hours annually, religious employees working 20+ hours per week are eligible for the Disability benefit.

The disability benefit goes into effect after the employee completes 90 days of ser-

vice. For religious, the 90 day waiting period only applies IF their position was not previously held by a religious. If the newly hired religious is replacing another religious, the waiting period does not apply. The waiting period is waived because the benefit is actually for the order and not the individual.

“Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it.”

- Michael Jordan

Meet CLOVER

We're proud to introduce CLOVER to the parishes. CLOVER is a device that plugs into Apple or Android phones or tablets and accepts credit and debit card payments.

Unlike the SQUARE, CLOVER is:

- ◆ Secure—encrypts all data.
- ◆ Works on both Wi-Fi and cellular networks.
- ◆ Parish receives funds within 2 days
- ◆ No monthly service fees or extra merchant fees

- ◆ Lower transactions fees—2.2% not 6-8%
- ◆ May be 'borrowed' or purchased for dedicated parish use (\$60 purchase price).

For more information please contact Patricia Griffaw at 314.792.7123.

Did You Know? - QB Shortcut

QuickBooks has a very powerful and timesaving feature called Preferences. Preferences allows individual users to set personal features and the Admin to set company/file features. The selected feature(s) then become the 'defaults' for the user and file.

Two often overlooked preferences are the Company Billing Preferences of "Automatically use credits" and "Automatically use dis-

counts". These two defaults enable QB to automatically apply vendor credits and discounts when paying invoices. They eliminate the need to search for possible credits and discounts that can be applied to vendor invoices—thus reducing the payment total amount.

These preferences are located under the Edit Menu, Bills section, Company Preferences tab in the Paying Bills sections. While anyone may view the

preferences, only the Admin can make them active or inactive. If, after viewing the preferences, you would like them changed, just email Parish Support. Sally and/or Donna will gladly activate the preferences for you.

Just another service Parish Support is happy to provide.



From the Curia — Finance Office



Be on the lookout for two emails arriving in your

parishxxx@archstl.org inbox this month! Both emails contain important assessment information for Fiscal Year 2018.

Gallagher Basset is sending out an emailing containing the final Risk Management numbers for FY18.

The Archdiocesan Finance Office is sending a second mail. This is the long anticipated Consolidated Billing Statement. This email also includes post-

ing instructions for Quick-Books.

The emails are scheduled for delivery during the week of June 26th. Information contained in the emails will NOT be mailed to parishes. Contact information will be included in the emails should you have questions or concerns.

Lawson Payroll Update

June brings six parishes to Lawson payroll. We welcome: St. Richard, St. Justin Martyr, St. Joachim-Old Mines, St. Joseph-Bonne Terre, St. Joseph-Zell and St. Anthony-High Ridge. This brings the total to 74 parishes with 4 more joining Lawson in July! Enjoy freedom from payroll reports, taxes, government deadlines and imputed income by converting to Lawson!

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.

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