



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 10

October/November 2017

November To-Do List

- Non-Lawson parishes remit October retirement to Prudential before 11/21.
- Work on ADA list due on December 15th.

Schedules:

Updates, Training and Meetings

- 11/12 & 12/03: QB updates—no access to files
- No training or meetings scheduled

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Double Issue!

You may have noticed that an October issue of PACT was not published. October was an extremely busy month for us with financial yearend reviews, Status Animarum questions, Transamerica/ Prudential transfer and PHOL updates

(just to name a few). This October/ November issue is packed with important updates, changes and reminders for both bookkeepers and secretaries. Please take the time to read the articles and call with any questions or concerns.

Parish Administrative Services

Parish Administrative Services (PAS) consists of five entities focused on serving parishes. Below is an update of the services provided by PAS. Parishes interested in our services may contact Jerry Amsler at 314.792.7111.

Shared Accounting (SAS): Three new parishes in September and October bringing the total to 108 parishes in SAS. Sixteen parishes joined in FY17. Currently exploring report writer packages to enhance reporting for parishes. Contact Jerry Amsler (314.792.7111 or JerryAmsler@archstl.org) for additional information on the program.

Parish Support: Providing major support for the retirement conversion to Prudential from Transamerica over last 12 months. Also working through all of the fiscal year-end financials. Contact Sally Serbus (314.792.7716 or SallySerbus@archstl.org) for all parish support needs.

Strategic Planning: Currently working with twelve parishes on numerous projects ranging from long term planning to helping organize committees to overcome short term challenges. Contact Amie Koenen (314.792.7072 or AmieKoenen@archstl.org) for help with strategic planning.

Education: Two more rounds of the financial module as part of the Priest Business School will start in January 2018. Twenty-four attendees will participate in this eight week session with SLU. Contact Jerry Amsler (314.792.7111 or JerryAmsler@archstl.org) for additional information on the program.

Project Management: Currently working with 10+ parishes on projects including energy efficiency, waste hauling, and providing short term resources on-site at parishes to cover resource shortage. Contact Jerry Amsler (314.792.7111 or JerryAmsler@archstl.org) or Mark Weaver (314.792.767 or MarkWeaver@archstl.org) for any of these services.



“This is the great reward of service, to live, far out and on, in the life of others; this is the mystery of Christ, - to give life's best for such high sake that it shall be found again unto life eternal.”

- Joshua Chamberlain



PHOL Updates

In October, Parish Helper OnLine was updated to include the following:

- ◇ The Parish Records Management Manual is available under the “Help” tab in Parish Helper Online, please see page four of this newsletter for further detailed information.
- ◇ Sacramental information for Confirmations and Marriages can be printed using the “Print Info Form” button found on the sacrament’s window. This was added to enhance recording information in the parish Baptismal Register.
- ◇ Baptismal certificates now include the date of death for a deceased spouse if the funeral is entered in Parish Helper.
- ◇ The “Sacrament occurred outside of the Archdiocese of St. Louis” option is no longer available in the Baptism window.



Transamerica to Prudential Transfer

The transfer of our retirement plan record-keeper from Transamerica to Prudential was completed on Friday, October 13th. The transfer brought changes to both parishes on Lawson payroll and those parishes still using QuickBooks to process payroll. The changes are listed below:

- ◆ All parishes:
 - ◇ Distribute the “Your Retirement Plan Support Team” information card to all new employees and existing employees asking for assistance with their retirement plan.
 - ◇ Inform employees to initiate/change the following information either on the website or by calling Prudential: deferral rate (salary reduction), beneficiary and allocations. The phone number and website are on the information card.
- ◆ Parishes on Lawson:
 - ◇ Process a Personnel Action Form (PAF) for all employee changes (except those mentioned above): name, address, marital status, birthdate, active status, etc.
- ◆ Parishes using QB payroll:
 - ◇ [Click here](#) to download/print the updated Prudential Parish Experience and ICC Guides. The guides have been updated to include questions raised during the training sessions.
 - ◇ Enter/update all employee information in QB: name, address, marital status, birthdate, active status, etc. If an employee’s information is incorrect in Prudential’s files, the information is incorrect in QB. Be sure that BOTH marital status fields are correct and not just based on the employee’s W-4. An incorrect marital status results in problems for the employee setting up beneficiary information with Prudential.
 - ◇ Enter a Release Date in the employee’s record **IMMEDIATELY** after processing an employee’s final paycheck. (The Release Date is found in the Employee Record/ File – Employment Info tab.) The Termination Form is no longer required/accepted.
 - ◇ Submit/remit payroll information to Prudential via the website:
 - * Either on or after the paycheck date. Federal regulations prohibit ‘pre-funding’ (submitting funds prior to the paycheck date) retirement funds. Pre-funding results in all funds being recorded as employer contributions. This causes problems when an employee is requesting a loan or hardship withdrawal and will require the parish to complete a self-correct.
 - * No later than the 15th business day of the following month to avoid self-corrects.

Imputed Income Liability—Update



At the yearend meeting in June, those parishes still processing payroll in QuickBooks were trained on processing the required Imputed Income for the one-time Hartford Life Insurance benefit. All the necessary payroll items and accounts were set-up by Parish Support for your convenience. This set up resulted in QB reporting an unpaid liability.

We have updated the payroll items so they no longer 'hit' the 233920 P/R Imputed Income liability account. The items are now tied to 191920 Imputed Income which is an asset account. The final result is that QB no longer shows an unpaid liability on your reports.

The only change you need make in your payroll procedure is verifying that account 191920 (instead of account 233920) has a zero balance after each payroll run.

It's ACA Prep TIME!



ANNUAL CATHOLIC APPEAL
BUILD MY CHURCH

Just a reminder that your updated parish list for the 2018 Annual Catholic Appeal is due to the ACA Office by **Friday, December 15, 2017**. 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 on November 3. The instructions are also available on both the ACA and Parish Support/Servant Keeper web pages. For immediate

access to the instructions just [click here](#).

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

*"Teach us to give and not count the cost."
-St. Ignatius de Loyola*

Sales Tax Reimbursements

We've been receiving many calls and emails asking if parishes should reimburse individuals for the sales tax portion of a purchase. We recommend parishes give anyone authorized to make purchases a copy(s) of the Missouri Tax Exempt Letter and instruct that the letter be presented for all purchases. Be sure to inform the individual if the parish policy is that sales tax is non-reimbursable. If the parish does not have a policy in place, it is then left up to the Pastor whether or not to include the tax when reimbursing the individual.

RCIA Enrollment Form

In response to a number of requests from various parishes, Ascension Parish has been kind enough to provide a complete, user-friendly RCIA Enrollment Form. The form only requires you to insert the parish name into the two highlighted spaces provided and save it as



their own. The form is a Word document making customizing the parish name simple and easy.

[Click here](#) to access the RCIA Enrollment form which is on the Parish Support/Best Practices page of the website.

From the Curia — Archives



The Office of Archives and Records is pleased to announce that the new Parish Records Management Manual has now been published! It can be found under the “Help” menu option of Parish Helper OnLine, along with our Sacramental Records Handbook.

The manual is a PDF file, so you are welcome to open it, download it, print it – whatever works for you!

The Parish Records Management Manual is intended as a guide for parish staff to assist them in managing their business records from the moment of their creation to final disposition. It is meant to provide a greater understanding of records management

principles and to assist parishes with their recordkeeping needs across the Archdiocese.

Many thanks to the contributing parishes, Office of Archives and Records staff, and especially Eric Holt for their hard work on this. As always, if you have any questions about records management, sacramental records, or historic records, please do not hesitate to contact us – we stand ready to assist you.

Contact Information

Word is spreading about the contact information contained in Parish Helper OnLine. We receive many requests from both parishes and Curia offices for contact/ mailing lists. It’s important for the each parish to regularly update the information in PHOL. There are 20 parish contact assignments available in PHOL.

Parish Support uses this information to send out our newsletter and also to send out email ‘blasts’. Recently, many of our emails are returned due to an incorrect/invalid address. If you haven’t updated the information recently, please do so.

Lawson Payroll Update

We welcomed four more parishes to Lawson payroll in October: St. George, St. Catherine Laboure, St. Norbert, and St. Andrew Kim. This brings the total to 89 parishes/school with one more joining in November who are 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](#)