

Check out this issue for Christmas bonuses



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## New PACT Format

This month Parish Support is pleased to introduce you to our new PACT Newsletter format. The new format can be viewed at workstations and on mobile devices. It also provides us with analytics that will enable us to better provide you with beneficial information. We hope you like the new communication format and find it easy to read on both your desktop and mobile devices. You may have noticed the new 'sister' blast format last week, regarding California Fires. Parish Support will continue to use this concise format to keep you up-to-date on an as need basis.

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## Bonus Checks for Non-Lawson Parishes

The process creating bonus checks for parishes still processing payroll through QuickBooks has been streamlined and no longer requires lengthy calculations. The detailed instructions insure employee bonuses are compliant with Federal and State laws, and Retirement Plan requirements.

The instructions, along with the memo, are posted on the website for your convenience.

[Click here](#) to access the webpage.

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## Website Searches That Work

The easiest way to find information on the Archstl.org website is to simply go to the home page and click on the magnifying glass. A search box will open, type in what you are looking for, hit search and you will receive the search results. Choose from the list or narrow your search if needed.

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## Servant PC Cloud and Contribution Statements

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using **ServantPC** Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may contact the parish office and request that a statement be mailed. If the parish is not using Servant PC Cloud, the 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. Annual Contribution Statements must be mailed or made available by **January 31, 2019**.



Please consider upgrading to Servant Keeper 8 and the Servant PC Cloud. The Cloud provides many benefits including (but not limited to) automatic backup and database maintenance, connection to your database from any computer or device with high speed internet, and no need to print/mail annual contribution statement. Contact Servant Keeper for more information.

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## Ameren Disconnect Call Scam

Parishes are receiving calls from scam artists identifying themselves as representatives of Ameren. These callers are notifying customers of potential service disconnections if they fail to make immediate payment. If you suspect someone is impersonating an Ameren employee, end the conversation and immediately contact Ameren Missouri at 1.800.552.7583.

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## Help Us Help You

When communicating with offices in the Curia and parish support by phone and email, it is helpful if you always include your name, parish name and parish number. This saves time and allows us to serve you better. Thank you for your cooperation.

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## Yearbooks/Directories

You can view or print various Archdiocesan Directories by logging into Citrix, clicking on the Intranet or "Louie" icon and then select the "Directory" tab. From the directory tab you are able to view, download and print the directory of your choice. Directories are available for Administration, Affiliated Ministries, Agencies, Deacons, Parishes, Priests, The Rigali Center, Men Religious and Women Religious. Bookmark, add to your favorites or save the directories to your desktop for easy retrieval. [Click here](#) for directories.



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## 4th Quarter 941/Sch B and W-3

We will notify you when QuickBooks has released the forms necessary to complete the 2018 4th Quarter 941/SchB, W-2 and W-3. At that time, we will provide both video and printed instruction to complete these forms on the Parish Support webpage. **Please remember the 4th Quarter 941/SchB cannot be reviewed or approved without the W-3.** The Federal deadline is January 31, 2019.



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## Roman Catholic Foundation Endowments

The Roman Catholic Foundation is a separately incorporated 501(c)3 public charity, independent of the Archdiocese. All funds transferred to RCF for beneficiary endowments post as a contribution to the foundation in QuickBooks. The endowment itself does not appear on the parish/school financial reports. We recommend that all donors make their checks payable to RCF - not the parish. If the check is made payable to the parish, it is a restricted gift and posts to 435100 Gifts - Restricted. Account 532100 Contributions is used to post parish/school payments to RCF while 461700 Grants-RCF-Parish/School is used to record the endowment income.



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## From the Curia - St. Louis Review Subscriptions

The deadline for submitting The St. Louis Review Subscription list is March 31, 2019. This year the subscription list preparation process has been streamlined and will be generated directly from Servant Keeper. Now would be a great time to update your membership files in Servant Keeper. Detailed information on how to prepare your subscription list will be available on the Parish Support website in early January.



### PARISH SUPPORT

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[archstl.org/parish-services/parish-support](http://archstl.org/parish-services/parish-support)

*Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Cu-ria members, volunteers, USCCB and parishes out-side 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 assist. We are here to help.*

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#### PACT Archives

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