



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 2

February 2018

February To-Do List

- Begin work on STL Review list
- Start working on FY19 budgets

Schedules:

Updates, Training and Meetings

- 02/04/18 & 2/25/18: QB updates—no access to files from 7pm-8pm
- No training or meetings scheduled

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HRIS Project



From Cheryl Flaherty, Executive Director of Human Resources: The Mission Support Team at the Cardinal Rigali Center has initiated a project to evaluate technology needs associated with “hire to retire” processes at all of the various employment locations for whom the Archdiocese provides HR services (parishes, offices, schools, agencies). As part of our discovery work, we will want to meet with a representative group of parish staff (Bookkeepers or Business Managers) to understand how these processes take place today. It will help us to understand if we can leverage technology to make these processes easier and more effective. It’s possible that our team may reach out to you to ask for your staff’s assistance in this discovery work.

Why Does This Project Matter to You? Some of our goals for the project are to:

- Increase efficiencies across the employment-related spectrum;
- Better manage “hire to retire” activities at all employment locations;
- Eliminate paper for enrollment/eligibility processes; and
- Improve employee engagement and work experience (those managing these processes today).

We expect the evaluation process to run through May 2018. We will use the forum of this monthly newsletter to keep you informed, updating you at major milestones.

Should you have any questions about this project, please contact Cheryl Johnson, HRIS Project Manager, at 314.792.7423, or CherylJohnson@archstl.org.

Missouri MOST 529

The changes regarding the Missouri MOST 529 accounts could positively impact our school families and tuition payments. The Catholic Education Office is distributing information at regional principal meetings to distribute to families. They are also looking at possible presentations.

We are looking for guidelines from the state before issuing possible changes in tuition billing and payments procedures. Please know that we will keep you posted with all developments as they become available.

Consolidated Billing and Risk Management

Keep a look-out for the annual Consolidated Billing (assessment) estimate and Risk Management details for FY19. The Consolidated Billing letters were mailed to Pastors the week of January 22nd and the Risk Management letters are going out the week of January 29th.

Both documents are essential to budgeting (which hopefully is already underway). Be sure to ask your Pastor for a copy.

“There is always the danger that we may just do the work for the sake of the work. This is where the respect and the love and the devotion come in - that we do it to God, to Christ, and that's why we try to do it as beautifully as possible.”

— Mother Teresa



Prudential Reminders — QB Parishes



Retirement funds (both benefit and contribution) belong to the employee (just as their net paycheck) as of the check date and it is your responsibility to submit those funds effective with payroll. Parishes running QB payroll are asked to submit retirement funds with EACH payroll run. The prior practice of remitting once a month by the 15th business day of the following month no longer applies. The due date for remittance is the same as the paycheck date. Late remittances may be subject to self-corrects which can result in increased costs to the parish.

Remember to look for Payroll Alerts on the Prudential website BEFORE running payroll. You want to be sure to update QB employee files with any requested contributions changes. [Click here](#) for detailed Prudential instructions. Prudential is currently reporting seventeen outstanding employee requested rate changes. These requests were made between October, 19, 2017 and January 16, 2018. Please check your alerts and update employee records as indicated.

To aid parishes and avoid costly self-corrects, we are emailing parishes with missed or late remittances. The emails are based on remittance reports provided by Prudential.

Budget Guidelines—FY2019

As a quick recap and reference, we offer the following projections that were detailed in the January 22nd memo sent to Pastors.

- Archdiocese is using up to 2% for salary increases
- PMBS dues reduced from \$34,000 to \$32,000
- Shared Accounting Services—no increase
- St. Louis Review subscription increase from \$28 to \$30 (subject to change).
- Employee Assistance Program (EAP) increase from \$2.26 to \$2.32 per eligible employee per month
- Long-Term Disability (UNUM) reduced from .00257 to .00242
- Flexible Spending Accounts (FSA) remains at \$3.00 per eligible employee per year
- 1x Salary Basic Life reduced from \$120 to \$83 per eligible employee per year

UNUM Rate Change

Good news! The rate charged for Long Term Disabilities or UNUM is going down. Effective February 1, 2018 the new UNUM rate is .242% - down from .257%. The decrease is a result of more parishes moving to Lawson payroll (UNUM has fewer individual files/reports to process) and fewer claims.

Parishes still using QB to run payroll need to update the Disability Insurance Payroll item to reflect this new rate prior to running any February payroll. Call Donna (314.792.7109) or Sally (314.792.7716) if you need assistance changing the rate in QB.

Palms and Pascal Candles

Can you believe that Ash Wednesday is February 14th? Lent is right around the corner bringing Lenten Regulations, Stations of the Cross, and Fish Fries! Now is the time to order palms for Palm Sunday and the Pascal Candle. Many vendors send out reminders and information regarding the items and quantities ordered last year. If you haven't received a reminder, just contact your vendor. They are happy to assist in placing a repeat order or making any adjustments you request.

Parish Administrative Services

Below is an update of the services provided by PAS.

Shared Accounting Services (SAS): In January we welcomed St. James—Potosi Shared Accounting bringing the total to 110 parishes. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Parish Support: Work continues on: Official Catholic Directory submissions; Prudential remittance reporting; HRIS project; and Communications. Contact Sally Serbus for all Parish Support needs: 314.792.7716 or [email Sally](#).

Strategic Planning: Just a note to remind parishes that the planning services offered through the office of parish support are just that – a SERVICE! While we certainly need pastors and parish leadership willing to reflect upon how their parish might do things more effectively – planning does not have to be an overwhelming year long process! Our office can work with members of the parish leadership to see how planning can be incorporated into your current leadership structure. The process is completely customizable to meet parish needs. If you sometimes think the ministries of your parish

leave the pastor and staff going in all different directions – planning could be the right next step! Contact Amie Koenen for more information: 314.792.7072 or [email Amie](#).

Education: Another thirteen (13) of our distinguished priests have started the Finance Module course of the Pastoral Institute of Leadership School in January. That will bring the total to twenty-five (25) priests through the Finance Module by the end of February. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Project Management: Thirty-three (33) parishes have already or are currently utilizing some element of the project management team in areas ranging from Energy Efficiency, Waste Hauling contracts and providing temporary staffing needs at parishes to name a few. Savings in the \$25K range in January alone with Waste Hauling. See page 4 (From the Curia - Central Purchasing). Contact Jerry Amsler for more information:

314.792.7111 or [email Jerry](#).

“Each one of us can make a difference. Together we make change.”

- Barbara Mikulski

Archdiocesan (Lawson) Payroll Update

We would like to update you on what’s been happening with Archdiocesan central payroll.

- Calendar year 2017 brought 55 additional parishes converting to Lawson for a total of 90 parishes. That is more than 50% of our total parish population!
- We processed W-2 forms for 4,000 parish employees. These forms, along with an additional 4,000 forms for offices and agencies, were printed, folded, packaged and distributed in less than two days. The forms were mailed on January 17th --- two weeks before the IRS deadline.
- We welcomed three additional parishes in January, and are adding one in March and one in April.
- We are in the early stages of exploring the possibility of replacing our current Human Resource Information System (HRIS system). While the current system in place operates sufficiently for most, we do understand that improvements can be made in some areas, particularly employee time entry and reporting.

If you’ve not joined the ranks of those that are enjoying the benefits of our payroll services, you may want to consider exploring the possibility with us. Consider this:

- It frees up time and resources to focus more on your parish and/or school concerns. Yes, payroll is essential, but without that routine obligation on your plate, it gives you the ability to spend more time on your parish’s “core operations”, budgeting, school enrollment, parishioner concerns, etc. Possibly taking care of tasks that are put on the back-burner because “it is payroll week”!
- It reduces costs and risks. Currently Intuit is charging \$1.75 to direct deposit an employee’s paycheck. You still have to process everything else -- 941’s, MO withholding taxes, all benefit payments, etc. We handle ALL related responsibilities in a timely and efficient manner --- for only \$1.25 per paycheck processed.

A January beach vacation – with no worries of W-2 processing, balancing your 941’s to your W-3 form! Where would you rather be?



OR



For more information or to be placed on our conversion calendar, please contact Barb Sandell at 314-792-7082 or Darlene Doerr at 314-792-7117.

From the Curia — Central Purchasing



We've seen an interesting change in the most recent waste

hauling proposals parishes have received from Waste Management.

In addition to the annual increases in their operating charges, they can now request a "Consensual Price Increase". If Waste Management requests this increase, and they tell you that you should expect them, your only op-

tions are to negotiate a different increase or to cancel your service. You will have 30 days to respond or the increase will become effective automatically.

You should not have to defend your trash hauling from a constant barrage of cost increase requests. Waste Management's annual increases already average about 12% per year, and with this clause it will likely be higher.

The Archdiocese has a program with Republic that saves an average of 60% over most other

waste haulers, including Waste Management. In addition, Republic's costs will not increase by more than 3% in any year. If you are not currently on the Archdiocese program with Republic, please contact Central Purchasing for a no-obligation quote. You have better things to do than babysit your trash service.

Contact Edith Tierney at 314.792.7066 or Mark Weaver at 314.792.7067 for more information.

News from SLAF

The St. Louis Archdiocese Fund (SLAF) has recently added new staff to better meet your needs. Please submit all banking requests using one of SLAF's two group email addresses: SLAF@archstl.org or ACH@archstl.org. Your request will be forwarded to the appropriate staff member. Please do not send initial requests directly to Pat Griffaw or Carrol Biddle as doing so may result in delayed processing times.

Acknowledgment letters of stock donations for calendar year 2017 have been distributed. Please remind donors to instruct their brokers to include the name of the parish in notifications to the SLAF. Without the donor's authorization, it is a challenge for SLAF to apply the stock donation to the correct parish.

Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 with any questions.

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 archdiocese. 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.

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