



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 5

MAY 2018

May To-Do List

- Complete work on FY19 budgets
- RSVP to Yearend Meeting invitation
- Attend yearend meeting

Schedules: Updates, Training and Meetings

- 4/29 & 5/20: QB updates—no access to files from 7pm-8pm
- Fiscal Yearend meetings (all times are 9-noon)
- May 29-CRC
- May 30-All Saints-St. Peter's
- May 31-Our Lady of Lourdes-Washington
- June 12-St. Sabina
- June 13-St. Agnes
- June 21-CRC

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Fiscal Yearend Meetings

Can you believe we're closing in on the end of FY2018 and preparing for FY2019? 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 in the left margin of this page in the Schedules: Updates, Training and Meetings.

If you choose not to attend because "it's always the same old information", we urge you to reconsider. Curia members from Parish Administrative Services, Communications, St. Louis Review, Archives, Arthur J. Gallagher and others will be present to inform you of their services and answer your questions. As you can see, it's much more than yearend accounting and Status Animarum being discussed.

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

Invitations, with specific details, were emailed in mid-April to all Secretaries, Bookkeepers and Business Managers who have current email addresses in PHOL. If you did not receive your invitation,

1. Verify that your email address is correct in PHOL
2. RSVP to Karen.Mueller@archstl.org with parish name and number; attendees' names; date and location.

Thank you to everyone who has already responded. The chart at the right shows the date, location and number of attendees for each session. The attendees represent 141 parishes and include Shared Accountants. Please remember that although your Shared Accountant is in attendance, it still benefits you to attend. There is much more covered that accounting issues in the yearend meetings.

Seating is limited in all locations so please RSVP to save your seat!

Current Confirmations

Date	Location	At-
5/29	CRC	30
5/30	All Saints-St. Peters	30
5/31	OLL-Washington	24
6/12	St. Sabina	13
6/13	St. Agnes	9
6/21	CRC	36

Tax Law Changes for Priests

On April 17, 2018 a memo was sent to all Priests of the Archdiocese of St. Louis regarding 2018 Tax Law Changes. The memo includes changes that may affect your tax withholdings or quarterly tax deposits. [Click here](#) for easy access to the memo which you may want to review with your tax advisor.



Benefit Information—From HR



From now through August 1, 2018 is a busy time of year for employee benefits. To support you through this time period, please see the following.

The Employee’s Open Enrollment Period, May 1 – May 15th. Please [click here](#) to access the following Open Enrollment 2018 Administrators Information:

1. - *Open Enrollment 2018 Employer Administrators Benefit Guide - Parish on QuickBooks*
2. - *Open Enrollment 2018 Employer Administrators Benefit Guide Parish/School/Agency on Lawson*

To access the 2018 - 2019 Summary of Benefit Plans information for Health Insurance and Flexible Spending Accounts, click [here](#).

To access the employee’s *Open Enrollment Benefits Guide* for the 2018 - 2019 Plan Year, click [here](#).

To access the following forms, [click here](#): - *Employee Wellness Form* ; - *Employee Health Insurance Waiver Form* ; - *Employee User Name Form*

For Employees and Educators ending their employment or canceling their benefits in 2018: Please provide the following to employees ending their benefits due to termination of employment or no longer eligible for benefits the following information, if applicable.: - [Continuation of Coverage Provision 2018 - 2019](#); - [Early Retiree Plan 2018 - 2019](#); - [Handout For Terminating Employees 2017 - 2018](#); - [Handout For Terminating Employee 2018 - 2019](#)

For New hires starting employment on or after July 1, 2018: -The *2018 – 2019 Employee and Educators Benefit Guides* will be available on 5/1/2018.

“What is a soul? It's like electricity - we don't really know what it is, but it's a force that can light a room.”

What Do Mass Times, Contact Information and Sacraments Have in Common?

Answer: Parish secretaries can enter and update all in Parish Helper OnLine at any time in real time.

Mass Times: With the release of PHOL 2.0 in 2014, parishes were given full control over updating Mass, Reconciliation and Eucharistic Adoration times on the Archdiocesan website. Secretaries simply add, edit or delete the schedules as needed in PHOL. There’s no need to contact IT, Communications or Parish Support.

Contact Information: It’s imperative that all contact information is kept current in PHOL. More and more Archdiocesan offices are using the information entered in PHOL to contact individuals. After a

memo/letter is sent, offices often receive requests from individuals indicating that they are no longer serving on the Parish Council, Finance Committee, Athletic Assoc., etc. Unfortunately, many contacts are not current or not even entered. Again, please keep all contact information accurate and current.

Sacraments: It’s time to get sacraments up to date. Yearend is fast approaching. Remember that keeping sacraments up-to-date affects ALL parishes. Entering on a monthly schedule not only keeps your workload light but keeps all parishes informed.

Help Us Serve You Better

Parish Support receives, on average, 15 emails and 25 phone calls each day. We’re always here to help but it’s difficult and time consuming when we don’t have detailed contact information or problem details. It’s not unusual to receive an email from ‘Susie@gmail.com’ stating simply “I’m getting an error message. What should I do?” no signature or further contact information is given. What parish? What program? What were you trying to do? Susie who?

Help us serve you better by including parish name and number, phone number WITH extension, and a detailed description of the question or problem. Those items, especially an extension number, saves hours when trying to serve you better. Thanks for your help.



Passwords and Vital Information



While we never advocate sharing user names and passwords, it is imperative that parishes have a 'back-up' plan for when key personnel are unavailable.

From time to time, Parish Support receives a call from a parish secretary asking for help. The bookkeeper was unavailable for a few days and no one at the parish had on-line access to the bank to initialize the direct deposit of

paychecks. They also could not submit a Federal tax payment, process on-line giving reports and so on.

We mention this to remind every parish to establish a 'dooms day' plan. What happens if....? It can be as simple as locking vital information in the safe or as complex as training a back-up team.

What's important is that the parish has a plan.

"The question confronting the Church today is not any longer whether the man in the street can grasp a religious message, but how to employ the communications media so as to let him have the full impact of the Gospel message."
- Pope John Paul

Have You Met Clover?

Are you looking for a fast, easy, secure, and Archdiocesan approved method of accepting credit card payments? Look no more—CLOVER is your answer. 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 Wi-Fi networks.
- ◆ Parish receives funds within 2 days
- ◆ No monthly service fees or extra merchant fees
- ◆ Lower transactions fees—2%
- ◆ May be 'borrowed' or purchased for dedicated parish use (\$60 purchase price).

For more information please contact Patricia Griffaw at 314.792.7123.

The Office of Consecrated Life Needs Your Help

The Office of Consecrated Life will be producing a 2018 Vocations poster similar to the 2016 poster on the left ([click](#)

[here for a larger image](#)), and would appreciate your input. Do you know of any men or women who lived in the Archdiocese of St. Louis before entering a religious community, who are cur-

rently in basic formation (not perpetual vows) in a religious institute of consecrated life anywhere in the world, who are not on this poster? If so, please email consecratedlife@archstl.org with their name, the order they joined, and contact information. Thank you for your help with encouraging vocations!





From the Curia—Finance

Account Confirmations: It's audit time again! Every year our external auditors, Rubin Brown, request us to distribute confirmation letters to parishes and agencies as a way to verify balances in the depositor fund, investment fund, and loan accounts. Although the detailed information already resides in our banking system, the auditors require the SLAF to distribute the confirmation letters as part of the audit. Some confirmation letters will only require a response if the information presented is not accurate, while other confirmation letters require a response for both accurate and inaccurate information. Please read carefully and follow the instructions on each individual letter. Con-

tact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Loans: The Archdiocese Property & Financing Committee (PFC) oversees the development of lending policies, approves loans, and reviews real estate and management transactions. While the PFC approves loan amounts and borrowing terms, the Finance Manager prepares and analyzes loan proposal packets that are presented to the PFC. Loan applications and supporting documents should be submitted to the Finance Manager at least **30 days prior** to the PFC meetings. The remaining meet-

ing dates and submission deadlines for calendar year 2018 are listed below. Failure to follow this timeline will result in the loan request being delayed until the next PFC meeting. Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Checks and Balances = Great Audit

Loan Submission Deadline	PFC Meeting
6/11/18	7/10/18
9/17/18	10/16/18

Lawson Update

We welcome All Saints—University City and St. Martin De Porres to Lawson payroll this month. Currently 99 parishes/schools are enjoying the benefits of using Lawson Payroll. With the total cost to parishes only \$1.25 per paycheck, what's not to like? No more worries about missing tax and remittance deadlines are just two benefits.

To discuss Lawson payroll and specific information regarding the conversion process for your parish or school, 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 help.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here to Visit Parish Support Web Page](#)