

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Volume 4, Issue 4, April 2019

April To Do List

- Submit 1st Quarter 941/Sch B if not on Lawson payroll
- Continue working budget process for 2019-2020



First Quarter 941/Sch B

Reminder for parishes running payroll in QuickBooks the first quarter 941's for 2019 are due on April 30, 2019. Please consider submitting the Payroll Summary and 941 for review immediately after running your final March payroll. The sooner you submit the faster you can cross it off your 'to-do' list.



Save the Date - Yearend Meetings

As we have done in the past, we will again hold Fiscal Yearend meetings for all secretaries, bookkeepers and business managers. The dates and locations are listed below. Please plan on attending. More information and how to register will be in next month's PACT.

Date of Meeting	Location
June 5, 9am-12pm	St Agnes - Bloomsdale
June 6, 9am-12pm	Rigali Center
June 12, 9am-12pm	Rigali Center
June 13, 9am-12pm	All Saints – St. Peters
June 25, 9am-12pm	Rigali Center
June 26, 9am-12pm	Our Lady of Lourdes - Washington

Parish Name and Number on Correspondence

To help us serve you better, we ask that you put your parish name and parish number on all correspondence. Even better, set up a signature with your name, parish name, parish number and phone number with extension in your email.



Parish Helper OnLine Contact Update

We are finding more and more often invalid email addresses in PHOL. The contact information for Parish Secretaries, Bookkeepers and Business Managers are pulled each and every time we email an issue of PACT, a scam alert and service interruption notices. PHOL is our only source for current email addresses so it is very important that contact information is up-to-date. Please remember that we need a contact for every assignment – even if it is the same person. If you are using Shared Accounting and don't have a business manager or bookkeeper, please list the contact information for someone at the parish who works with the shared accountant.

Remember that other Archdiocesan offices and agencies routinely ask for those contacts. So be sure to include information for all listed assignments.

Certificate of No Tax Due

When renewing/purchasing a liquor license, parishes are often required to furnish a Certificate of No Tax Due. In the past, the Archdiocese was able to obtain the Certificate for parishes. The Missouri Dept. of Revenue now requires that each parish request the Certificate for their specific

location.

To obtain your Certificate of No Tax Due, please contact the Missouri Dept. of Revenue either by phone or email. We've tested both options and many parishes prefer emailing. It eliminates being on 'hold' and possible confusion with a newly hired state employee. Regardless of how you contact the Dept. of Revenue, you need to provide answers to the following questions:

1. What is the MO Tax I.D. Number?: Answer: 14878046
2. What is the address of your parish?
3. What is the event?
4. What is the date of the event?
5. Where will the event be located?
6. Will the event be opened to the public?
7. Where will the proceeds go?
8. What kind of liquor will your parish be selling? They may even ask you what beer distributor you will be using.

Send email requests to salestaxexemptions@dor.mo.gov or call 1-573-751-2836, Option 5, Option 3. The Missouri Department of Revenue mails the Certificates back to Linda Albrecht. She then scans and e-mails the certificate to the parish.

Servant Keeper Upgrade

There are still parishes using Servant Keeper 5, 6 and 7. If you have not yet upgraded to Servant Keeper 8, and the cloud database service we strongly encourage you to do so now. The longer you wait to upgrade the more costly the upgrade becomes and the greater the risk of losing the data. We realize that there is a cost involved in upgrading but can the parish really afford to compromise the names, address and contributions of its parishioners and visitors? If you use SK Cloud, full system backups are automatically made nightly, so there's no need to worry about data loss. The SK Cloud allows for multiple users on multiple devices. Some features are even available on mobile devices.



As you may have noticed, the process for updating your StL Review subscriber list has changed. This is due to enhanced capabilities in Servant Keeper 8. Moving forward, updating the list will be a simple 2-3 step monthly procedure – no more manually verifying the entire list. Contact Servant Keeper for more information on upgrading or converting to SK8. Contact SK at 570.748.2800.

Printing Documents in Parish Helper On-Line

If given the option of choosing a PDF or Word format when printing sacramental certificates and notifications in Parish Helper, always choose the PDF printing option, not the Word format. The Word format does not print sacramental certificates or notifications correctly and once you select the Word option it becomes the default and requires a call to IT to reset the default.



A Preservation Tip from the Archives!

The most effective way to store registers is upright with proper support, so that the books are not able to sag or lean against one another. We know that file cabinets and safes often don't allow for upright storage. The next best way to store books is on the spine with good support as above. This seems counterintuitive because then you can't see the label on the spine! If books are stored on the fore edge with spine facing up, gravity will pull the pages away from the binding and weaken the spine. If you can't see the label on the spine, write the register description on a piece of paper. Place it between the pages so it sticks out and you can identify the volume at first glance. Laying your registers flat is another next-best solution.



Have other register questions? Check out the Sacramental Records Handbook, located under the Help menu in PHOL. Or, contact the Office of Archives and Records at 314-792-7020 or archives@archstl.org.

From the Missions Office

To avoid any confusion, we want to remind parishes and bookkeepers that there are 3 special collections for the Mission Office:

World Mission Sunday (in October, also known as the Society for the Propagation of Faith)

Latin America Apostolate (in August)

Mission Co-Op (missionary appeals throughout the summer)

Please do not remit funds to the Finance Office as "Mission Dues", but remit to the appropriate collection listed above. If the gift is a general donation or a special fundraiser/collection for the Propagation of the Faith, it can simply be remitted under "Propagation of the Faith."

Gift Card Scams

Be aware there are many gift cards scams happening via email asking for gift cards for priests. Recently a parishioner received a bogus email from the pastor asking for help purchasing iTunes gift cards. The scammer, posing as the pastor, asked the recipient to purchase gift cards, scratch the cards, and then take a snap shot of the back of the cards showing the pin number and email them to another address. We suggest you make your parishioners aware of these on-going scams.



PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
archstl.org/parish-services/parish-support

Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Curia 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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