

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



December To Do List • Servant Keeper/Communications Survey • 4th Quarter 941/Sch B and W-3 • Vendor 1099 and 1096 Forms • SLAF Rates • SLAF Special Collections • Annual Catholic Appeal • Background Check Billing • Revised Annual Review Schedule • Bonus Checks for Non-Lawson Parishes • Raffle Winners • PSR Teachers • Parish Census • Password and Vital Information • Staff Contacts Online Updates • Scam Alerts •

Volume 4, Issue 12, December 2019

December To Do List

- Complete Servant Keeper/Communications Survey on Parish Support web page or [CLICK HERE](#)
- ACA parish list due to ACA Office by December 13.
- 4th Quarter 941/Sch B, W-3 and 1099 due January 31, 2020



Servant Keeper/Communications Survey



contacting you directly to find out what version of Servant Keeper you are using.

[Click here to complete survey](#)

4th Quarter 941/Sch B and W-3

We will notify you when QuickBooks has released the forms necessary to complete the 2019 4th Quarter 941/Sch B, W-2, W-3 and 1099. At that time we will provide both video and printed instruction to complete these forms on the Parish Support webpage. Employees must receive their W-2 no later than January 31. Please remember the 4th Quarter 941/Sch B cannot be reviewed or approved without the completed W-3. The Federal deadline is January 31, 2020. [Click here](#) for Calendar Year End Financial Documentation.



1099 and 1096 Forms

1099 and 1096 forms must be completed for vendors. Vendors must received their 1099 no later than January 31, 2020. This is also the Federal submission deadline.

SLAF Special Collection Reminder

SLAF continues to receive a high number of requests to refund specific Special Collections due to bookkeeping mistakes. This is a reminder that SLAF cannot refund or adjust these amounts after these collections have been remitted to the Office of National Collections or the missions. Please double check names and amounts before remitting Special Collections.

SLAF Interest Rates

Effective December 1, the SLAF Board of Trustees approved a decrease in interest rates on longer time deposits as a reflection of the current industry trend. These changes are noted in the table below. There are no adjustments to the other time deposits at this time.

	SLAF Current Rates	Rates Effective Dec 1
3-Year CDs	2.00%	1.85%
5-Year CDs	2.45%	2.00%
3-Year Jumbo CDs	2.30%	2.00%
4-Year Jumbo CDs	2.50%	2.05%
5-Year Jumbo CDs	2.80%	2.05%



Just a reminder that your updated parish list for the 2020 Annual Catholic Appeal is due to the ACA Office by Friday, December 13, 2019. 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 your Pastor/Parish Life Coordinator on November 4. The instructions are also available on the [ACA web page](#). To access the instructions please [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.

Office of Child & Youth Protection Background Check Billing

On October 28 the Office of Child and Youth Protection sent a letter which explained the new background check billing process. Beginning in January 2020 locations who cover the expense of background checks will be emailed invoices directly from Selection.com. The fees post to account 531110 Fees- Background Check. For locations who do not cover this expense, a self

pay feature has been set up and affiliated with your location. When a user chooses your parish or school they will be asked to pay for the background check by credit or debit card. The Office of Child and Youth Protection will pay for the cost of all current users who register in the new system. Parishes, schools and agencies will be billed for those who enter the system as a brand new user beginning January 2020. Please direct any billing questions to Sandra Price sandraprice@archstl.org or 314.792.7271.

Revised Detail Review Schedule

With the Balance Review process taking longer than expected, we were forced to reschedule the Detail Reviews that were to take place in October. The process remains the same only the month of review may have changed for some parishes. Thank you again for your patience with the new process.

[CLICK HERE TO VIEW REVISED SCHEDULE](#)



Bonus Checks for Non-Lawson Parishes

The process of 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 2018 instructions, along with the memo, are posted on the website for your convenience. The 2018 instructions should be used for 2019 since no changes have been made.

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

Raffle Winners

While everyone likes a nonprofit raffle, many parishes don't realize the registration and reporting that raffles

require. Parishes, and their entities, who hold raffles are subject to the Federal requirements of reporting raffle winnings to the federal and state governments and raffle winners. If the prize is more than \$600 and more than 300 times the ticket price, the organization must report the winnings to the IRS using a W-2G. The organization may be responsible for withholding and depositing federal income tax on the winnings. If the organization is responsible for withheld amounts, the parish is required to use form 945 *Annual Return of Withheld Income Tax* to report and send withheld amounts to the IRS. There are penalties for failure to withhold. Tax withholding is required when the prize is more than \$5,000 and more than 300 times the ticket price. The withholding rate is 24% for more information [click here](#).



PSR Teachers

Currently, many parishes pay PSR catechists twice a year—once in December and again in May. Now is the time for bookkeepers/business managers to verify that they have all required employee information on all catechists. That information is needed to pay the catechists whether payroll is run through Lawson or QuickBooks.

Parishes on Lawson payroll will need to complete and submit a PAF (Personal Action Form) for all new hires and any changes to existing employees. Those on QB payroll will also need to add new hires and edit existing files.

Postponing these updates will make running that payroll difficult, stressful and may result in a catechist not being paid.



Parish Census

Performing a parish census can benefit your parish significantly. The census will allow you to verify and update parishioners addresses, phone numbers, emails, sacraments, family members and other valuable membership information that can help you better serve and communicate with your parish family. Parish Support has designed a general census form that may be customized for your parish needs. If you are interested please contact Sally Serbus at 314.792.7716 or sallyserbus@archstl.org or Michele Fisher at 314.792.7072 or michelefisher@archstl.org.

Password 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. Occasionally, 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. 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.



When an employee resigns or is dismissed it is important for their replacement to obtain their own password and login as soon as possible for all applications. It is not good practice to continue to use the previous employees password or login.

Staff Contacts Online Updates

We have added a new Assignment to Staff Assignments in Parish Helper Online for Adult Faith Coordinator. We ask that you add contact information for your Adult Faith Coordinator in PHOL. After logging into PHOL, go to the procedure tab, click on "Location Information" then "Administrative" to make the update. It is important to continually update your staff assignments in PHOL. Bulletin Editor is one of the most important assignments and is often overlooked. Please make sure this assignment is always up-to-date.

Scam Alerts

We appreciate you notifying us when you receive a suspicious text message, email or phone call from a potential scammer. These cyber criminals continue to invent new scams everyday. There is no way to stop these criminals from attempting to scam you, but you can protect your parish and yourself from being a victim. Please report any suspicious activity to Parish Support. When reporting a suspicious email it is extremely helpful if you would forward the email to Sally or Michele in Parish Support with **SCAM** in the subject line. Often we send out a blast to parishes informing them of the latest scam. Unfortunately, we cannot report every scam, or every time we hear of a repeat of a previous scam, but we will do our best to keep you informed of new scams as they occur.





May God bless you with abundant joy this Thanksgiving



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.

Sally Serbus, Parish Support Manager

Phone: [314.792.7716](tel:314.792.7716) | Email: SallySerbus@archstl.org

Michele Fisher, Parish Support Representative

Phone: [314.792.7072](tel:314.792.7072) | Email: MicheleFisher@archstl.org

Scott Welz, Director of Finance and Parish Services

Phone: [314.792.7111](tel:314.792.7111) | Email: ScottWelz@archstl.org

PACT Archives

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

[Update your email preferences or unsubscribe](#)