

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## January To Do List

- Submit W-3, 941 and Payroll Summary for approval
- W-2s due to employees, SSA and MO by 1/31/19
- 1099s due to vendors and SSA by 1/31/19
- Distribute 2018 Contribution Statements to donors via mail or Servant Keeper Cloud



## Curia Offices

The Curia offices will be closed from December 23 until January 2<sup>nd</sup>, however Sally Serbus and Michele Fisher of Parish Support will be checking voicemail and email daily if you need assistance.

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

It's time for parishes running payroll through QB to complete the 2018 941/SchB, W-2 and W-3. Please remember to submit a PDF copy of the W-3 along with the 4th quarter 941 and 2018 Payroll Summary (formatted to include quarterly totals for the entire year).

The 941/SchB cannot be reviewed or approved without the W-3. Please attach the QB created PDF copies of the 941/SchB, Payroll Summary and W-3 to **one email**. It is quite difficult working with multiple documents in multiple emails, and we truly appreciate receiving all needed files in the same email. Send your email to [parish\\_support@archstl.org](mailto:parish_support@archstl.org) for review. [Click here](#) to view the instructional video.



**Special Reminder to Parishes that converted to Lawson on or after February 1, 2018:** Depending on your conversion date, you may or may not have to submit a 4<sup>th</sup> quarter 941. However, you **DO have to submit a W3** for review and approval along with completing, distributing and mailing the required W2s.

Remember employees must have their W2s no later than January 31, 2019. This is also the Federal and State deadlines for submitting the forms.

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## Vendor 1099 and 1096 Forms

It is time to complete the 1099 and 1096 forms for vendors. Vendors must receive their 1099 no later than January 31, 2019. This is also the Federal submission deadline.

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## Special Collections

After all the deposits of the month have been entered in QuickBooks, it is important to review the special collection liability accounts to determine which one needs to be remitted. Generally, special collections should be paid within 30 days of collection and/or if the account has a balance of \$100 or more. Most special collections may be remitted via NetTeller. Parishes with cash flow issues should make sure that special collection funds are not used to pay operating expenses. Paying in a timely manner is the best way to avoid this. Thank you for your cooperation!

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## Employee Information - QBooks and Lawson

As 2018 quickly comes to a close, the Office of Human Resources would like to encourage business managers and bookkeepers to make sure their employees' personal information, especially home address and email is updated in QuickBooks or, for those paid through Lawson, Employee Self-Service. This is helpful as we prepare for the 2018 W-2 mailing and as we transition to the new HR/Payroll platform, UltiPro®. Please share this email with your staff. Thank you.

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## Attention Bookkeepers and Business Managers

Bookkeeper and Business managers, please be on the lookout for information coming soon on the HRIS project and the new Ultipro® software conversion.

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## 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-2 G. The organization may be responsible for withholding and depositing federal income tax on the winnings. 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](#).



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## St. Louis Review



The deadline for submitting The St. Louis Review Subscription list is March 31, 2019. This month you will begin to receive subscription payments, please remember to record your subscription payments in Servant Keeper. 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. We'll forward the link as soon as it is available.

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## ***From the Curia - Respect Life Apostolate*** **Upcoming Events**

### **Naming & Commendation Rite – Saturday, January 5, Christ Prince of Peace**

Christ Prince of Peace Parish is hosting a Naming & Commendation Rite on Saturday, January 5 at 8:30 a.m., following the morning Mass. The prayer service is designed to meet the needs of families whose child died before birth. All are welcome; to RSVP or for more information, please call Val at 314-402-3534 or Susan at 636-253-6308.

### **Young Adult Pro-Life Holy Hour – Thursday, January 17, Cathedral Basilica**

Join young adults (19-39) throughout the archdiocese for this annual event on Thursday, Jan. 17, 2019 to promote a greater respect for human life. We'll start with dinner and fellowship in Boland Hall at 6 p.m. followed by Adoration, the rosary, and an opportunity for Confession at the Cathedral at 7 p.m. Then we'll return to Boland Hall for a dynamic pro-life speaker and dessert!

### **Annual Roe v. Wade Memorial Mass – Saturday, January 26, Cathedral Basilica**

January 22, 2019 marks 46 years since the U.S. Supreme Court legalized abortion. Please join the St. Louis Pro-Life Community at 10 a.m. on January 26 at the Cathedral Basilica to pray for an end to abortion, healing and forgiveness for those involved in abortion, and an increased respect for all human life. Mass will be followed by a peaceful and prayerful Rosary procession to Planned Parenthood and conclude with Benediction back at the Cathedral.

For more information on the above events click here or contact The Respect Life Apostolate [prolife@archstl.org](mailto:prolife@archstl.org) or 314-792-7555.

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## PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119  
[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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