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July To Do List

- **2nd Quarter 941/Schedule B - due by July 30**
- **Begin Status Animarum - due August 19**
- **Prepare for QuickBooks Financial Yearend Balance Review- review begins August 19**
- **Enter budget - due August 19**



Upcoming Important Deadlines

- Status Animarum - Due Monday, August 19.
 - Year-End Balance Review begins August 19, no need to notify Parish Support that your QuickBooks file is ready.
 - Internal Questionnaire - Due Monday, September 30.
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2nd Quarter 941's

Parishes using QuickBooks to process payroll are reminded that the second quarter 941's for 2019 are due on July 30, 2019. Please consider submitting the Payroll Summary and 941 for review immediately after running your final June payroll. The sooner you submit the faster you can cross it off your 'to-do' list.



Deposits From Endowment Elections

Back in January, parishes with endowments were asked to complete an Endowment Election form if they wished to have earnings withdrawn from the endowment(s). Those withdrawals were deposited to the designated parish SLAF account on July 1 with the memo 'IF Income'. The total amount of the deposit is the requested amount (for example \$5,000) plus any earned interest (for example \$3.47) from the withdrawal date through June 30th. To record the transaction in QB follow the guideline below:

1. In the A/R module in account 153100 Due from SLAF – post the receipt of the payment (amount requested) to the Archdiocesan customer used
Example: \$5,000.00
2. To record the deposit –
 - a. select the SLAF account receiving the deposit
 - b. use the usual deposit window and click on "Payments" to add the payment received (using the example numbers the deposit shows the From Account is 1199 Undeposited Funds and the amount is \$5,000)
 - c. on the second line, enter 451100 Interest From Depositors' Fund-SLAF in the From Account column, the appropriate Class and the earned interest amount (example \$3.47)
 - d. the total deposit then reflects the total amount appearing on the SLAF statement

Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. This year the due date is August 19th.

To complete the Status Animarum you need the following five counts from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household

5. Total number of households

There should be existing Status Animarum groups in your Servant Keeper that will give you the needed numbers. If not, the Statistical Report Instructions are available on the Parish Support Website or by [clicking here](#) for the detailed directions on how to create the groups.

Instructions for Preparing the Status Animarum were included in your meeting handouts. You may access a copy by [clicking here](#). Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage.

As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages and Confirmations along with the Verification/Reminders page will print out. Only those signed documents need to be mailed in. Please verify that the pastor has signed each page of the registers—even if there are no sacraments listed.

As always, please don't hesitate to contact Parish Support for assistance.

Pre-Tax Health Insurance

Effective July 1, 2019 the Archdiocese of St. Louis is changing the Health Insurance Plan Section 125 Pre-tax Policy. The new policy states that all employees will default to **pre-tax** health insurance contributions and spousal surcharge without an option for **post-tax** contributions for health premiums and spousal surcharge. The Archdiocese set this new policy for process improvements as we move in the future to a new HRIS system with Ultimate Software.



Year-End Meeting Highlights

This year the Fiscal Year-end meetings were 'on the road again'. Six meetings were held in four different locations. One-hundred fifty-three attendees represented one-hundred twenty parishes at the six meetings. Special thanks to All Saints-St. Peters, Our Lady of Lourdes-Washington, and St. Agnes - our three hosting parishes. Without your generosity and support the meetings would not have been possible. Thanks also to the guest speakers.

Scott Welz (Finance and Parish Services) informed parishes of the financial services that can be provided by the Archdiocese and of the grant opportunities that are available.

Peter Frangie (Communications) was introduced as the Director of Strategic Planning and Communications and he explained his plan to improve external as well as internal communications. He asked all parishes to update their communication contact in Parish Helper On-Line or by emailing him at peterfrangie@archstl.org.

Eric Fair (Archives) provided insight into services our Archives office provides. Parishes were informed of the updated Sacramental Records Handbook and Parish Records Management Manual which are available in PHOL.

Katie Feise (Internal Audit) addressed concerns/problems with cash handling procedures,

internet filters and best practice accounting.

LaWanda Barnes (Finance) informed attendees of the Non-Endowed Investment Fund accounts, new interest rates and the availability of new Bluetooth Clover payment devices that are chip and contactless readers.

Mark Weaver (Central Purchasing) explained how COUPA's leverage buying can save parishes money on many products and services as well as reducing processing costs.

Sally Serbus (Parish Support) introduced the new Detail Review and Year-End Balance Review procedures eliminating the need to notify Parish Support that your QuickBooks file is ready. She recapped entering sacraments in PHOL and the Status Anamaram procedure.

Mass Intention Suggested Offering

Beginning July 1, 2019 the suggested Mass stipend has increased from \$5 to \$10. However, the celebrant of the Mass will receive the stipend amount according to what amount was received when the Mass intention was requested. The Mass Intention book must include the amount given for the Mass Offering and the Priest's stipend is determined from the Mass Intention record,



New Manuals from Archives!

The updated version of the Sacramental Records Handbook and the Parish Records Management Manuals have been updated by Archives. They are now available in Parish Helper Online under the "Help" tab in searchable PDF format. For your convenience, you may print them, download and save to your desktop or view them on-line.

A Sacramental Recordkeeping Tip from the Archives!

How many times have we run out of space in that tiny notations box in the register? No need to try to cram it all in! You can actually start a new notations box for an individual's record on a *new* page. How? First, make a note on the original line that the record continues on page "x" (new page). Then, write the person's name in the next available line in the register, regardless that the date is not in chronological order. Write a note that this continues from the record back on page "y" (original page). You don't have to transfer all the baptismal information. You can continue writing new notations in the new line. If you want to see an illustrated example of this, check out the Sacramental Records Handbook, located under the Help menu in PHOL. You can contact the Office of Archives and Records at 314-792-7020 or archives@archstl.org.



International Catholic Stewardship Council Conference



For Parish Administrators and for Catholic School Advancement Professionals...The International Catholic Stewardship Council is hosting their annual conference in Chicago this coming October 6-9 at the Sheraton Grand Hotel in Chicago, Illinois. While you may have heard of this conference before, you may not know that there are specialized tracks from conference sessions specifically designed for Parish Administrators and for Catholic School Advancement Professionals. People from across the country and around the world will be gathering to talk about how Christian Stewardship can help them to be more effective in their roles and help their organizations to more effectively share the love of Christ with those they serve. With the conference so close to home, this is a great opportunity to explore some new ideas. Parish Administrators can learn more about their sessions by [clicking here](#). Catholic School Advancement Professionals can learn more by [clicking here](#).



PARISH SUPPORT

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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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