

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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Volume 4, Issue 6, June 2019

### June To Do List

- › Register and attend Year-End meeting
- › Continue working budget process for 2019-2020
- › Finish recording sacraments in PHOL



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### Have You Registered for a Year-End Meeting?

If you have not yet registered to attend one of our Year-End meetings, we encourage you do to so soon. Currently, we still have space available at all locations.

[Click here to register here for Year-End Meeting](#)

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## QuickBooks 2019 Withholding Tax and MO W-4 Changes

The employee file window in QuickBooks where you select the status has not been updated yet for 2019. However, QuickBooks is working on the update and hope to release it soon.

[Click here](#) for the Missouri Dept of Revenue website.

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### 2nd Quarter 941's

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.



## MISSOURI'S 529 SAVINGS PLAN

For the MOST 529 program, it is important that ALL schools use the same calculations and worksheet to inform parents of tuition costs. The worksheet is created so only the name of the school and tuition rates need be entered. Formulas in the worksheet determine the cost per child per semester while it is the parent's responsibility to manually enter credits (discounts, scholarships, grants, etc.) to complete the form.

[Click here](#) to download the MOST 529—Full School Year Staff Instructions and the MOST 529 Tuition Worksheet—Full School Year. The documentation and accompanying worksheet is for this year and future years.

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### SLAF Interest Rates

The SLAF Board of Trustees voted to increase interest rates on select time deposits effective June 1, 2019. Also, beginning on June 1, the SLAF will reduce the number of time deposit

options available. Accounts with maturities of 6 months, 1 year, 3 years and 5 years are available.

Jumbo CDs with maturities ranging from 3 to 5 years are available with minimum deposits of \$200,000. These products offer interest rates that are higher than our standard time deposits. Early withdrawal penalties still apply.

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## Spire Billing Changes

We recently became aware that Spire Energy has changed the payment terms for some of our schools based on the type of customer on file with Spire. For those properties that are noted in their files as a school building, our service agreement now reflects payment terms under their "School Aggregation" accounts. This agreement modified the due date to be 90 days out, rather than the prior terms. Because of this change, you may receive bills that reflect a past due amount. We should be careful to enter and pay ONLY the total current charges. If you are paying via a check, this should not present a problem as payments will be recorded at Spire upon receipt; however if you are on auto bill, the scheduled auto pay 90 days out will only be for the current balance.



If you wish to change your accounts back to a 15 or 30 day due date, you will need to email [spirecustomercare@spireenergy.com](mailto:spirecustomercare@spireenergy.com). Please provide the service location and account number and indicate that you would like your terms adjusted to 30 days.

For the next several months, I would ask those entering these bills to be very careful when entering them.

Thanks to Cindy Jansen in Shared Accounting for catching this change.

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## GivePlus by Vanco Payment Solutions

GivePlus by Vanco Payment Solutions provides electronic giving solutions and is endorsed by Servant Keeper, however, at this time it has not been vetted and cleared by the Archdiocese for secure online giving. For your on-line giving provider please choose from Our Sunday Visitor, Faith Direct or WeShare.

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## Human Resource Technology Rollout Schedule

The Human Resource Technology Rollout Schedule for July has been modified. At this time no parishes will be transferring to the new Human Resource system in July of 2019.

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## Recording Sacraments

Now's the time to finish recording ALL sacraments in both the official registers and Parish Helper Online (PHOL). If everything is entered and current completing the Status Animarum is an easy task. It's important that all parishes keep PHOL up-to-date. All parishes have access to the complete file and, if a sacrament is missing, the record is incomplete. This can be a problem when a current Baptismal Certificate is needed.

Please remember that keeping the sacramental record current not only gives you peace of mind but affects the ability of other parishes and Curia offices to service the faithful effectively.



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## ParishXXX@archstl.org Forwarding

For security reasons, we ask that ParishXXX@archstl.org emails not be forwarded to personal email addresses or those outside of the parish.

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## From the Curia - Archives Office

If you made a mistake recording some information, or realize that what had been written is wrong, it's really easy to correct it! No need to scratch-out, white-out, or black-out the entry. All you need is a pen! Corrections can be made directly to the original entry by drawing a single, straight line through the error, e.g., ~~SMHT~~ and printing the change immediately above or below. You can add a notation about the proof-of-documentation if it is more than just a spelling error. Why do we do it this way? One of the tests for the validity of a record as legal proof is that alterations are clear and transparent. 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](mailto:archives@archstl.org).

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## From the Curia - Missions Office

### Missionary Plan of Cooperation

Contact the Mission Office if your parish is in need of envelopes for the Missionary Plan of Cooperation.

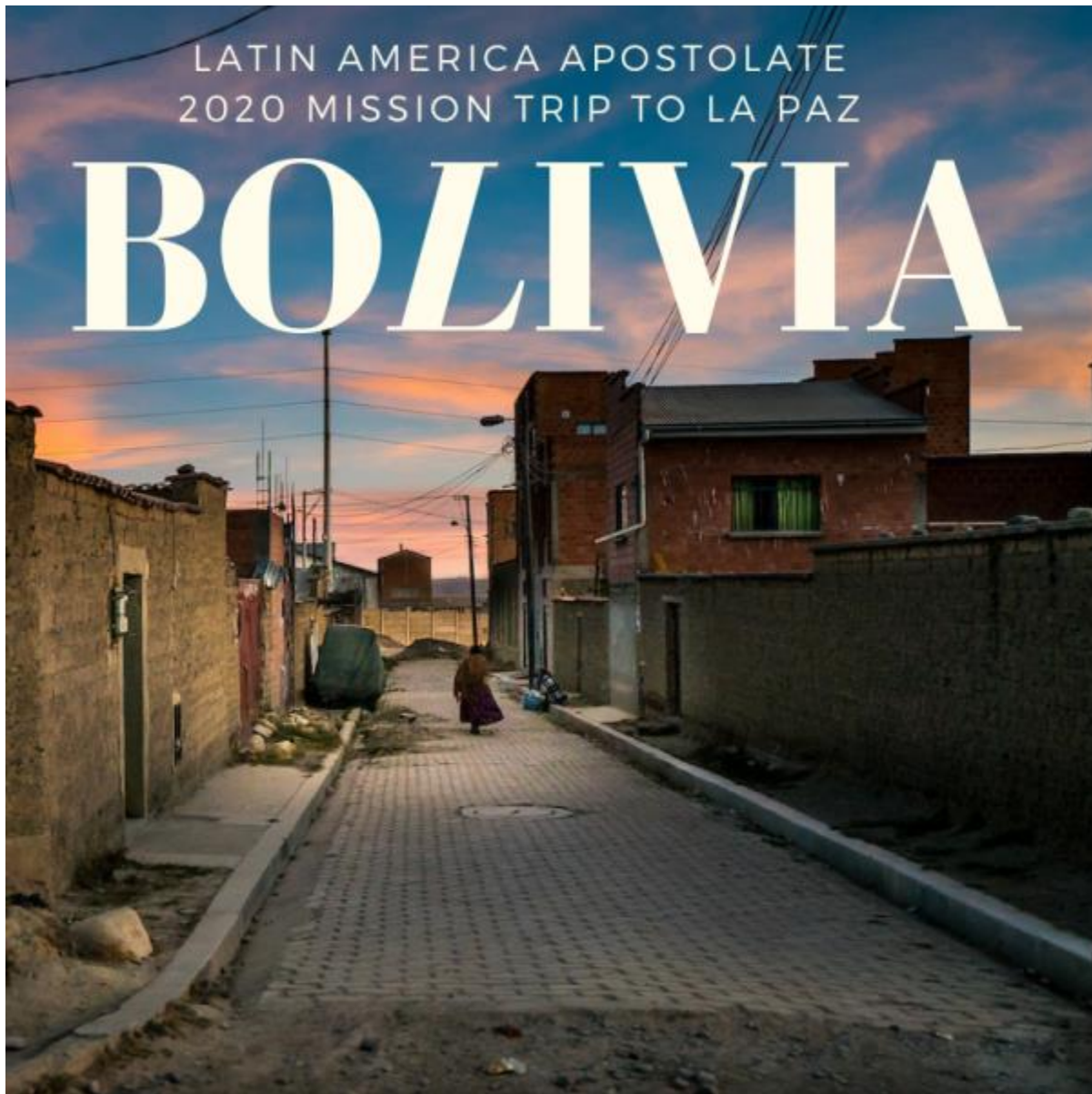
### Singing the Mission

Need a summer activity? In anticipation of the Extraordinary Missionary Month October 2019, children of the archdiocese are invited to participate in the international music competition

hosted by the Missionary Childhood Association! Audio and video files are due August 1<sup>st</sup>, 2019 via Dropbox to [kimbecvar@archstl.org](mailto:kimbecvar@archstl.org). Learn more here: [bit.ly/2J8wxTo](https://bit.ly/2J8wxTo).

## 2020 Mission Trip to Bolivia

Registration is open for our 2020 Mission Immersion Trip to our Latin America Apostolate in La Paz, Bolivia! There are 22 spots available for adults 18 years or older. For more information, click [here](#) and to register online, visit [www.archstl.org/mission-trip](http://www.archstl.org/mission-trip)! Questions? Contact the Mission Office at 314-792-7655.





## 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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### **PACT Archives**

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