

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Inside This Issue

1st Quarter 941 • St Louis Review Deadline • Restructure of Finance Office and Parish Services • FACTS • News From Finance • New End of Year Financial Review Procedure • Parish Helper Online Contact Updates • 461700 RCF Distributions • Consolidated SAS Billing • Amazon Smiles • Entering Baptisms • Prudential Deferrals •

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March To Do List

- › Continue work on ST. Louis Review List and submit by March 29.
- › Continue work on FY19 budgets
- › Submit 1st Quarter 941 for Review



First Quarter 941's

First quarter 941's for 2018 are due on April 30, 2018. Please consider submitting the Payroll Summary and 941 for review immediately after running your final March payroll. The 2018 fourth quarter reviews included problems that took time to find and correct. The sooner you submit the faster you can cross it off your 'to-do' list.



St. Louis Review Deadline March 29, 2019



The deadline for submitting The St. Louis Review Subscription list is March 29, 2019. This year the Review subscription list preparation will require a one-time Servant Keeper process which will streamline future list generation. Based on feedback received from parishes, we have made some important changes to the St. Louis Review subscription list instructions posted on the Parish Support Website. Please follow the revised instructions now available on the Parish Support website or by [clicking here](#). In order for your Review list to be accurate it is necessary for you to follow the process provided. The deadline for submitting your St. Louis Review is March 29. This one-time process will be followed up with submission of monthly subscription change reports generated from Servant Keeper. Look for instructions on how to generate these reports in May.

Restructure of Finance Office and Parish Services

Rob Bouche announced exciting changes taking place with the Finance Office and Parish Services functions. Parish Services was separated from the Finance Office over four years ago to allow each group to better align themselves with their customer base. That change was very successful, and we have experienced improved customer service across the Archdiocese. But this change was not meant to be permanent.

Now that each group has had time to establish themselves, it is time for them to be reunited. Bringing them back together will improve communication, facilitate the sharing of best practices, standardized policies and procedures and provide opportunities to identify improvements. Please be assured this change will in no way impact the service your locations is already receiving.

The combined group will be led by Scott Welz. Marilisa Heiderscheid continues in her position of Controller and will report directly to Scott. Sally Serbus also continues in her position as Manager of Parish Support and continues to report to Scott as well. In addition, Mary Weiskopf becomes Manager of Shared Accounting Services. Mary reports to Scott and has full responsibility for all Shared Accounting offices. If you have any questions or concerns, you can contact Scott Welz at ScottWelz@archstl.org, Marilisa at mheiders@archstl.org, Sally at sallyserbus@archstl.org or Mary at MWeiskopf@archstl.org.

Learning Opportunity for All Schools

FACTS: Lunch and Learn

Please join us as we share updates to FACTS services, offer product training sessions, and spend time networking with other FACTS users and partners. Separate sessions will be offered for current FACTS clients and for those who would like to learn more about FACTS.

[Click here](#) for more details and to register.



News From the Finance

Interest Rates

The SLAF Board of Trustees voted to increase interest rates on Depositor Fund accounts and loans effective April 1, 2019. Jumbo CDs with maturities ranging from 3 to 5 years will become available also on April 1, 2019. These new time deposits offer interest rates that are higher than our standard time deposits, but require a minimum deposit of \$200,000. Early withdrawal penalties are still applicable. Specific rates are available at <https://www.archstl.org/finance-office-archdiocesan/st-louis-archdiocesan-fund-slaf>

Please contact LaWanda Barnes, Finance Manager at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Required Minimum Distributions from IRAs

The SLAF continues to receive several calls concerning IRA distributions. Please advise donors that these distributions need to be issued directly to and in the name of the parish in order to receive charitable tax deductions. Donors should direct their specific questions to their tax advisors.

Loans

Loan applications and supporting documents should be submitted to the Finance Manager at least 30 days prior to the Property & Financing Committee (PFC) meetings. Remaining meeting dates of the PFC and submission deadlines for calendar year 2019 are listed below. Failure to follow this timeline will result in the loan request being delayed until the next PFC meeting. Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Loan Submission Deadline	PFC Meeting
03/22/2019	04/23/2019
06/07/2019	07/09/2019
09/13/2019	10/15/2019

<https://www.archstl.org/finance-office-archdiocesan/st-louis-archdiocesan-fund-slaf>

Change is Coming to QB's Financial Reviews

The Yearend Financial Review process of parish QuickBooks files is designed to:

- Insure that all parishes are accessed fairly and consistently based on Archdiocesan policy
- Instruct parishes on proper posting/recording procedures based on Archdiocesan policies and/or GAAP guidelines
- Verify that QB postings are correct so that Deanery and Archdiocesan reports are accurate.



This year the current practice of reviewing all QB files at fiscal yearend resulted in the process taking almost a full eight (8) months, which delayed all reports and Consolidated Billing estimates by two (2) months. But most importantly, it impacts the quality of the individual service given to each parish.

SO, in an effort to provide better and timelier reviews to all parishes, we have revamped the Fiscal Yearend Review process. Beginning next month, April 2019, twenty-one parishes will undergo a Detailed Annual Review each month. Parish Support will send a reminder email to bookkeepers, business managers and shared accountants the month prior to the review. Detailed information regarding the review will be attached to the email. [Click here](#) for the ten (10) month review schedule.

PHOL Contacts

One of the great features that PHOL provides is a tool that any department in the Curia can use to send out email blasts to a particular group. For this feature to be successful, it is dependent on each parish keeping the contact information for parish staff up-to-date. In the recent months when sending a 'blast' email, we are receiving more and more undeliverable responses indicating that the email address in PHOL is no longer valid.

Please take a few moments to verify that all contact information is correct for **all** positions—especially parish secretary, bookkeeper and business manager. Log into PHOL, click on Procedures, Location Information and Administrative tab. Your listing will come up and from this screen you can edit, add a person or end a position. Please be sure that each position has contact information including an email address.

A Sacramental Recordkeeping Tip from the Archives

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.



Roman Catholic Foundation Distributions

The Roman Catholic Foundation is a separately incorporated 501(c)3 public charity, independent of the Archdiocese. All funds transferred to RCF for beneficiary endowments post as a contribution to the foundation in QuickBooks. The endowment itself does not appear on the parish/school financial reports. We recommend that all donors make their checks payable to RCF - not the parish. If the check is made payable to the parish, it is a restricted gift and posts to 435100 Gifts - Restricted. Account 532100 Contributions is used to post parish/school payments to RCF while 461700 Grants-RCF-Parish/School is used to record the endowment income.

Consolidated Billing

Keep a look-out for the annual Consolidated Archdiocesan Billing (assessment) estimate for FY20. The Consolidated Billing letters will be emailed to Pastors the week of March 11th. These estimates are needed to begin your 2019-2020 budgeting process (which hopefully is already underway). Be sure to ask your Pastor for a copy.

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Amazon Smile Donations

AmazonSmile is a website operated by Amazon that lets customers enjoy the same wide selection of products, low prices, and convenient shopping features as on Amazon.com. The difference is that when customers shop on AmazonSmile (smile.amazon.com), the AmazonSmile Foundation will donate 0.5% of the price of eligible purchases to the charitable organizations selected by customers. If you choose to participate, we advised you not to share back account information instead ask for donation to be made via check,



Entering Baptisms in Parish Helper Online

When entering sacraments in Parish Helper Online you may **not** enter **Baptisms** that are administered at another parish. You should enter all sacraments administered at your parish in PHOL. This includes baptisms, first communions, confirmations, marriages and funerals. [Click here](#) for the guidelines.

Prudential Deferral Changes

For those parish who run payroll through Quickbooks, remember to look for Prudential Payroll deferral Alerts when running payroll. You want to be sure to update employee files with any requested contribution changes. Once you have completed the updates be sure to clear the alerts on the Prudential website.



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, 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

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

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