

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Inside This Issue

May To Do List • Year-End Meetings • 2019 Withholding Tax and MO W-4 Changes • Open Enrollment • QuickBooks - Other Names vs Vendor List • Tuition Management Software • Sacramental Records Handbook Update • St. Louis Review Billing Rate • JS Paluch Rebates • Amazon Scam Alert • Bolivia Mission Trip

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May To Do List

- Register for Year-End meeting
- Continue working budget process for 2019-2020
- Open Enrollment



Year-End Meeting Registration

Can you believe we're closing in on the end of FY2019 and preparing for FY2020? We invite all secretaries, bookkeepers and business managers to attend a Fiscal Year-End Meeting. We are taking the 'show on the road' for three of the six meetings. Dates, locations and times are listed below. New this year is the on-line registration process. Click on the link below and it will direct you to the registration form, or you can register on the Parish Support web-page under "Registration for Fiscal Yearend Meeting".

If you choose not to attend because "it's always the same old information", we urge you to reconsider. Curia members from Parish Services, Communications, SLAF, Internal Audit, Central Purchasing, Archives, and Arthur J. Gallagher will be present to inform you of their services and answer your questions. As you can see, it's much more than year-end accounting and Status Animarum being discussed. There is always information given at the meetings that

does not appear in handouts so please plan on attending.

Please remember that although your Shared Accountant is in attendance, it still benefits you to attend. There is much more covered than accounting issues in the year-end meetings. Seating is limited in all locations, so please register to save your seat!

Date of Meeting	Location
June 5, 9am-12pm	St Agnes - Bloomsdale (25 spaces)
June 6, 9am-12pm	Rigali Center (50 spaces)
June 12, 9am-12pm	Rigali Center (50 spaces)
June 13, 9am-12pm	All Saints - St Peter (50 spaces)
June 25, 9am-12pm	Rigali Center (50 spaces)
June 26, 9am-12pm	Our Lady of Lourdes - Washington (50 spaces)

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



2019 Withholding Tax and MO W-4 Changes

We recommend asking all employees to complete a new MO W-4. In the 2018 legislative session, House Bill 2540 was passed and amended [Section 143.171, RSMo](#), related to the federal tax deduction. Effective for tax year 2019, the federal income tax deduction taxpayers may claim is prorated based on the taxpayer's Missouri adjusted gross income. In an attempt to ease implementation of the new withholding formula, the Department of Revenue chose to remove the federal tax deduction from the withholding tax calculation. This change may result in a small increase to the amount withheld from employees paychecks. Any withholding in excess of the tax owed will be refunded after the taxpayer files their individual income tax return.

The Department of Revenue encourages all employees to review their W-4 and to make corresponding changes based on their filing status. There are no longer allowances in the Missouri withholding tables. Employees can no longer increase or decrease the amount withheld from their paychecks by claiming allowances that are not consistent with their specific filing situation. If the employee needs additional amounts withheld, they should add the additional amount on line 2 of the W-4.

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

Open Enrollment

Benefit Information Reminders from the Archdiocese of St. Louis, Office of Human Resources:



- › The Open Enrollment Period is May 1st through May 15th. The employees Open Enrollment (OE) letters were mailed on April 23rd. You and your employees may attend an Open Enrollment meeting on Thursday May 2nd at the Cardinal Rigali Center at 7:00 pm. The time and dates are stated in the online Open Enrollment Benefits Guide. To read one of the OE Benefits Guides, click on <http://archstl.org/open-enrollment>.
- › Regarding the Spousal Surcharge Policy, employees are informed in their Open Enrollment Benefits Guide.
- › Benefit eligible employees or their spouse may receive an annual Archdiocesan-paid mammogram screening at the Cardinal Rigali Center in June 2019. Employees can read the date/time/location information in their online Open Enrollment Benefits Guide.
- › The Employee Wellness Incentive program continues for another plan year starting May 1st, 2019, as stated in the OE Benefits Guide. If your employee can not remember if he/she fulfilled the criteria for this past year whereby sending in the Wellness Form confirming their physician exam or having an H&H annual wellness screening, they may contact the Office of Human Resources at 314.792.7546 or emailing Benefits@archstl.org.

QuickBooks Other Names vs Vendor List and W-9s

When working in QuickBooks the "Other Names" list is a place to capture the information of people or companies that are not customers, vendors or employees. When an individual is reimbursed for a purchase or an expense, that individual should be entered into the Other Names List, not the Vendor List. The Vendor List is reserved for business entities (those from whom you purchase goods or services) that are eligible for a 1099 and you should have a W-9. Regulations require you have a W-9 on file for all vendors - Individual/sole proprietor, partnerships and LLCs.



Tuition Management Software

It has come to our attention that at least one parish is using FastDirect for tuition payments, and at least one other is using FastDirect as a tuition invoicing system. The main purpose of FastDirect is to be a communication tool with families. However, it has not been vetted and cleared by the Archdiocese for appropriate payment and accounting controls. At this time, the only tuition management systems that have been approved for electronic tuition invoicing and

payment are FACTS and SMART. Such systems provide the detailed accounting reports needed for efficient entry into QuickBooks. In addition, the parish can elect to receive payments on limited days per month. Both the streamlined accounting and electronic payments make FACTS and SMART efficient options for tuition payments and invoicing. FastDirect does not have these capabilities and we would discourage schools from using it for tuition management at this time.

Sacramental Records Handbook Update

The Office of Archives and Records has updated the Sacramental Records Handbook for Parishes on Parish Helper On-Line. Please find the manual by logging into PHOL, clicking on the help tab and selecting Sacramental Records Handbook.

St. Louis Review

It has been verified that the current billing rate on your consolidated billing statement for the St Louis Review will remain at \$30 per subscriber.



JS Paluch - Rebates & "One Parish" App

It has been brought to our attention that JS Paluch has been behind in some of their quarterly rebate payments. If you have not received your quarterly rebate as scheduled, please contact JS Paluch directly.

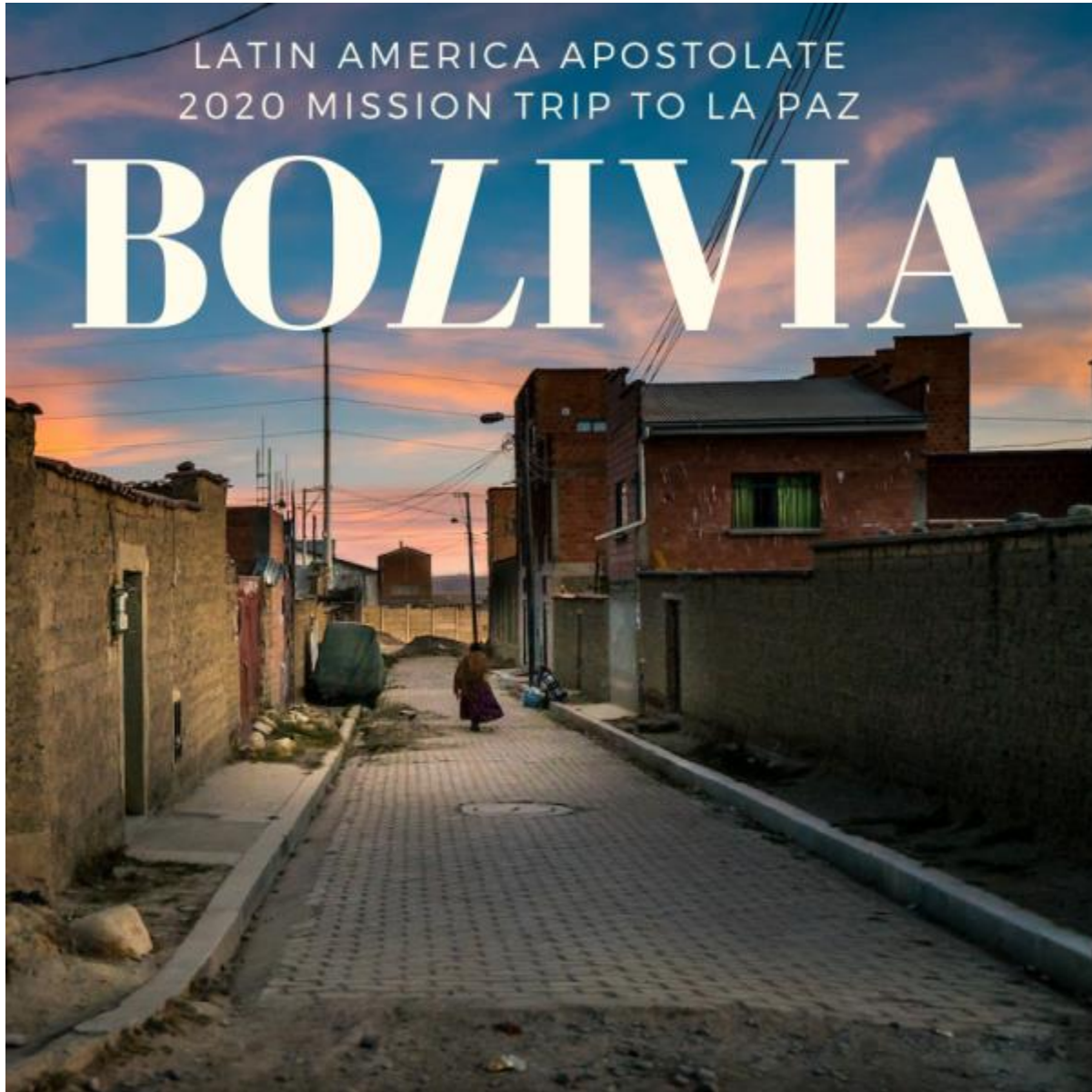
JS Paluch has an app called "One Parish" This app is featured in the Paluch advertising section on bulletins they print. This app was created as a tool for the Catholic Community to help people grow in their faith and parish. It also allows users to make donations to any parish listed in their database. Please be aware that donations made through this app are subject to processing fees and those fees will be deducted from the donation amount. You may want to remind your parishioners to use your preferred on-line donation provider.

Amazon Scam Alert

Fraudsters are sending out masses of e-mails that at first glance look like they are from online retailer Amazon, but they are actually phishing scams. They will come from an official looking address and will often feature the Amazon logo. They may tell you that your credit card has been declined or a recent order has been cancelled. They will direct you to another website and may ask for your bank account or credit card number. Amazon will never ask for personal information such as bank account,



credit card details, pin numbers or passwords. Genuine Amazon emails will always come from amazon.com.



From the Missions Office - 2020 Mission Trip to Bolivia

The Mission Office is excited to announce the 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! 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

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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