

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Inside This Issue

October To Do List • 3rd Quarter 941's • Parish Internal Control Questionnaire • From the Finance Office • Year End Submissions • Servant Keeper/Communications Survey • Servant Keeper and WeGather • Servant Keeper Background Checks • FACTS Tuition Management Lunch and Learn • From Central Purchasing • From Archives • From the Mission Office • Labor Law Posters

Volume 4, Issue 10, October 2019

October To Do List

- **Prepare your 941 - due October 31.**
- **Complete Internal Control Questionnaire - due September 30**
- **Reply within 7 days to Balance Review**
- **Complete Servant Keeper/Communications Survey**



3rd Quarter 941s

Parishes using QuickBooks to process payroll are reminded that the third quarter 941 for 2019 is due on October 31, 2019. Please consider submitting the Payroll Summary and 941 for review immediately after running your final September payroll. The sooner you submit, the faster you can cross it off your 'to-do' list.



Parish Internal Control Questionnaire

Completion of the Annual Parish Internal Control Questionnaire is due September 30. To complete this electronic questionnaire you must login to Parish Helper Online and click on the "Procedures" tab and select Parish Internal Control Questionnaire. For your convenience, you may print the questionnaire, formulate your answers or seek information from other staff members, and then submit your responses online. The questionnaire is complete once you have submitted. You do not have to mail anything to Parish Support.

From the Finance Office

The Prime rate was lowered again. Thus, loan rates will decrease to 4.50% beginning October 1. Rates are further reduced by an additional 25 bps to 4.25% when enrolled in auto payment. Please contact LaWanda Barnes, Finance Manager, at lawandabarnes@archstl.org or 314-792-7129 with any questions.



Year End Submissions

By now all of your fiscal year end procedures should be complete. You may view your "End of the Year" checklist in PHOL by going to the procedures tab. There, you will be able to see the status of your submissions. On October 4th a list will be generated showing parishes with missing items, which may include Status Animarum, Status Animarum Verification Form, Baptism Register, Confirmation Register, Marriage Register, Parish Budget, School Budget and Parish Internal Control Questionnaire. Letters will be compiled to pastors from the vicars stating the outstanding items. If you need assistance completing these items please contact Parish Support as soon as possible.

Servant Keeper/Communications Survey



Parish Support and the Office of Communications need your help completing a very brief survey regarding what version of Servant Keeper you are using and your parish communication mode. Please take a minute to complete the survey by clicking below. Your responses are important to us.

[Click here to complete survey](#)

Servant Keeper and WeGather

LPI is marketing their WeGather software as one integrated software for data, website, online social community, volunteer, ministry, sacrament and giving management. Although this software can be helpful, **Servant Keeper** is still the recommended diocesan software for contribution and membership management. Please understand WeGather does not replace Servant Keeper.



Servant Keeper and Background Checks

Servant Keeper has a tool that they market which enables you to conduct background checks on volunteers and staff. While this is a valuable tool, you must still fulfill the requirements of the Office of Child and Youth Protection here at the Archdiocese.

FACTS Tuition Management Lunch & Learn

Save the Date! Parish Services is again hosting FACTS Tuition Management for a Lunch and Learn session on Thursday, October 24 from 10:00 am to 2:00 pm at the Cardinal Rigali Center. This session is for both current and potential users of FACTS. At this session FACTS will be introducing their new Application and Enrollment product. Registration information to follow.



From Central Purchasing

Central Purchasing is issuing a warning on a supplier, Clean Uniform. Clean Uniform provides services such as uniforms, floor mats and mop washing. We have had numerous complaints about their business practices, primarily in the area of billing.



The contracts that this company uses allows them to increase your bill without your direct consent. The company will bill you a higher amount than your contracted price, and if you pay

this higher amount it becomes your new contracted price. In order to avoid the increase, a company must send a registered letter within 30 days of the invoice protesting the higher charge. Clean Uniform can then pull the increase back, and are free to attempt it again.

The language in the contract is well hidden, which is why we always encourage everyone to thoroughly read every contract. If you are not clear on all aspects, please let us know and we can have the contract reviewed by the Archdiocese legal counsel. Contact Mark Weaver, Director of Central Purchasing with questions or for more information 314.792.7067 or markweaver@archstl.org.

From Archives

A Sacramental Recordkeeping Tip from Archives!

Are all of your sacramental registers identified? The first page of each register should include the name of your parish or mission, along with the city, date span of the register, the sacrament(s) recorded, and the book number if applicable.

From the Mission Office

In recognition of the 100th year anniversary of Pope Benedict XV's Apostolic Letter *Maximum Illud*, Pope Francis has convoked an **Extraordinary Missionary Month** for this coming **October** dedicated to the Church's mission. Access bulletin announcements, intercessions and other resources for the upcoming month by visiting www.archstl.org/october2019.

Labor Law Posters

Please ignore any labor law poster solicitation you may receive at your parish. The Archdiocese will provide all labor posters that are required by the government.





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, 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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