

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Here to Help

Be assured you, your family, and your parish are in our prayers during these uncertain and difficult times. Although we are working from home, the Parish Support staff is willing to help your parish in any way we can. Please do not hesitate to contact us for assistance. Our contact information is listed below.

April To Do List

- Submit St. Louis Review Report
- Verify employee data in QuickBooks if converting to Lawson HR/Payroll in coming months
- Prepare 941/SchB due April 30, 2020



Emergency Cash Plan

The Archbishop and his leadership team recently approved an emergency cash usage plan, which already has been distributed to all pastors and parish life coordinators. The plan provides for the early liquidation of time deposits without penalties, early payouts of investment fund earnings, and the rollout of a new hardship loan program. Deferred withdrawals from the investment fund will be paid to parishes by April 7 instead of July 1. Before applying for hardship loans, parishes must first request suspensions of specific Archdiocesan auto payments as well as use all unrestricted cash on deposit with the SLAF and local banks. Details on the emergency cash plan and hardship loan application are located on the SLAF webpage of the Finance Office website.



Please direct questions or requests to the following:

Transfers and CD liquidations: ACH@archstl.org.

Suspension of auto payments: chauvin@archstl.org (Please specify which payments)

Hardship loan program: LaWanda Barnes at 314-792-7129 or lawandabarnes@archstl.org

Ist Quarter 941/SchB

Reminder for parishes still running payroll in QuickBooks, the first quarter 941's for 2020 are due on April 30, 2020. Please consider submitting the Payroll Summary and 941/SchB for review immediately after running your final March payroll. The sooner you submit the faster you can cross it off your 'to-do' list.



QuickBooks Version 20 Update

Intuit is retiring QuickBooks version 17. Access to QuickBooks version 17 will be discontinued May 31, 2020. This means that starting June 1, there will no longer be critical security updates. We will begin updating to QuickBooks version 20 in April and complete it by May 31, 2020. In order to accomplish the update, you will not be allowed access to your file for a day or two. We will publish a detailed plan and schedule so you are aware in advance of your scheduled update. Those parishes that are running payroll in QuickBooks will be our first priority. Look for more information to follow in the coming weeks.



Loan Rates Decrease

In an effort to offer loan rates that are comparable with the market, the Board of Trustees of the St. Louis Archdiocese Fund approved adjusting loan rates as the Prime rate changes.



Twice last month, the Federal reserve Board lowered the federal funds rate, which is the basis for the Prime rate. Thus, loan rates on existing and new loans will decrease to 2.75% beginning April

1. Rates are further reduced by an additional 25 bps when enrolled in auto payment.

Please contact LaWanda Barnes, Finance Manager, at lawandabarnes@archstl.org or 314.792.7129 with any questions.

Fixed Asset Capitalization Policy Effective July 1, 2020

Parishes should not capitalize fixed assets on the balance sheet and record the related depreciation expense on the income statement. Rather, these costs should be expensed immediately as incurred using the guidelines below to distinguish between operating versus non-operating (extraordinary) expenses.

Generally, all purchases of new assets costing \$5,000 or more, and having an expected useful life exceeding one year, should be recorded in the appropriate account number between 611000 – 611800 in the capital expenditures section of the income statement to identify the type of fixed asset acquired. This does not apply to the purchase of a group of items that individually cost less than \$5,000 and are not part of a larger project, e.g. textbooks. Repairs or improvements to existing assets may be treated the same way if they extend the original useful life of the related asset and exceed \$10,000.

Capital expenditures in excess of 3% of the prior year's ordinary revenues or \$10,000, whichever is greater, must first be approved by the Archbishop.

Please use the new policy in your budgeting process for next fiscal year. The new policy will be published in the updated Financial Management Control Manual when it becomes available

QuickBooks "Install Later"

When you log onto QuickBooks and receive a message that says "There's a new QuickBooks software update waiting for your. This update fixes issues that folks like you have told us about" and you see two options "Install Now" or "Install Later" **always choose "Install Later"** unless directed otherwise by IT or Parish Support.



Servant Keeper Tools Not Approved by Archdiocese

While working in Servant Keeper Membership Manager you may have noticed in the Tools menu there is Background Check Manager and Sacraments Manager option. Although Servant Keeper offers these tools, the Archdiocese requires that all sacraments performed at your parish be recorded in the appropriate parish register and PHOL. Of course, you may record any sacramental dates in the Servant Keeper individual profile if you choose to do so.

Archdiocesan Safe Environment Program requires all employees, volunteers, religious, priests and deacons who work with or near minors background screening be done by using SELECTION.COM not another service integrated with Servant Keeper.

Mailing of Raffle Tickets

Including raffle tickets in a mailing is strictly prohibited unless you follow the USPS guidelines. Raffles are considered lotteries if they incorporate three elements: prize, chance and consideration (fee to enter). Tickets for such raffles are considered unlawful mail and therefore not mailable. When one or more of the three elements i.e., prize, chance, consideration, are eliminated from a raffle, the arrangement does not constitute a lottery for postal purposes. For instance, “consideration” is eliminated if persons may enter without payment of a fee. Thus, a nonprofit organization that designs a raffle where it is clear that a donation is not required (e.g. via a check box, “Please enter my name in the drawing. I do not wish to make a donation at this time”) to participate in the raffle may use the mail to distribute the tickets for that raffle. Including a **raffle** or **lottery ticket** in a **mailing** is strictly prohibited unless you follow USPS guidelines.



GREAT WAYS TO HELP PEOPLE IN NEED

through
Catholic Charities of St. Louis

Catholic Charities has been helping people in need since 1912 and serves the 11 counties of the Archdiocese of St. Louis. At Catholic Charities we help people, regardless of their faith, who are struggling with poverty and other complex issues.

VOLUNTEER

Catholic Charities is a family of **8** agencies that together rely on **4,400+ volunteers** to annually impact the lives of **103,000+ people in need**. To learn more about ongoing or one-time volunteer opportunities, contact Lisa: lshea@ccstl.org or 314.256.5927.

DONATE ITEMS

Each agency serves different people with differing needs. All are grateful for new and in some cases gently used items! Consider individual donations or hosting a donation drive. To find out what items are **most needed**, contact Lisa: lshea@ccstl.org or 314.256.5927.

ATTEND EVENTS

Our agencies host a variety of **educational events, friend-raisers, and fundraisers** that appeal to people of different ages, with varying interests and budgets. Visit their websites or Facebook pages to stay up-to-date on event offerings!

ADVOCATE

We stand for those who are vulnerable and marginalized. You can, too, by **staying informed on social issues, signing petitions and voting!** Learn more at www.ccstl.org/get-involved/advocacy or contact Tamara: tkenny@ccstl.org or 314.256.5948.

DONATE MONEY

When you donate to Catholic Charities, you help support all 8 of our agencies! To learn more about individual or corporate giving, contact Brian: bthouvenot@ccstl.org or 314.256.5933.

SHARE THE MISSION

If you want to help share our good news with others, perhaps our **Young Catholic Professionals** group, **Parish Ambassadors** program, or even **Board of Directors** service is a good fit. To learn more, contact Lisa: lshea@ccstl.org or 314.256.5927.



PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
archstl.org/parish-accounting-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.

Sally Serbus, Parish Support Manager

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