

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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- **Status Animarum - Due August 17**
- **Prepare for QuickBooks Financial Yearend Annual Balance Review - begins August 17**
- **Enter budget in QuickBooks - due August 17**



Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. The due date is August 17, 2020.

To complete the Status Animarum you need the following five counts from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household
5. Total number of households

There should be existing Status Animarum groups in your Servant Keeper that will give you the needed numbers. If not, the Statistical Report Instructions are available on the Parish Support Website or by clicking on the button below:

[Click here for Statistical Report Instructions](#)

Instructions for Preparing the Status Animarum are available by clicking on the button below. Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage. As always, please don't hesitate to contact Parish Support for assistance.

[Click here for Status Animarum Instructions](#)

Status Animarum Verification

This year it is **not** required to have members of the Parish Finance Committee sign the verification/reminders section. **Only the pastors signature is required.**

Status Animarum Reset

If you discover any errors on your baptism, confirmation or marriage registers after you have submitted your report, please contact Michele in Parish Support at 314.792.7072 to have your report reset so you may correct the errors and resubmit.

Annual Balance Review

Beginning August 17, all parish files undergo an Annual Balance Review. There is no need to notify Parish Support that your QuickBooks file is ready for Review. The QB file will be closed after the balance verification is complete.

[Click here for Balance Review Details](#)



PAYROLL PROTECTION PROGRAM

PPP Loan Forgiveness

The SBA recently announced that their PPP Forgiveness Platform will go live and begin accepting submissions from lenders on **August 10, 2020**, subject to extension for any changes to the forgiveness process. You should be hearing directly from the lender of your PPP loan regarding their process for submitting the PPP loan forgiveness application.

[Click here for more information](#)

Unum Disability Rate Change

Good news from Human Resources! UNUM is lowering the rate for disability insurance. Effective July 1, 2020 the rate drops from .242% to .2187%.



From Internal Audit



According to the Association of Certified Fraud Examiners (ACFE), fraud claims have risen over 60% since the pandemic started, because many people are experiencing financial distress. It is critically important during this uncertain time to carefully and diligently review the detailed bank statements and credit card activity for your respective parishes, associations, agencies, and any related organizations. Contact the Internal Audit team (InternalAudit@archstl.org) if we can assist you in any way.

Internal Questionnaire Turned Off

The Parish Internal Questionnaire in Parish Helper Online has been turned off so the Internal Audit Department can create a shorter questionnaire. **We will notify you when the new questionnaire is available for completion.** If you already submitted the questionnaire, you will be required to complete the new shorter version. We apologize for any inconvenience this may cause and thank you for your continued patience.

Year End Meetings Postponed

We have decided to postpone the Year-End Meetings scheduled for August and September due to continued CDC social distancing guidelines and capacity limits. We hope to revisit the possibility of meeting in the fall to introduce new staff members and procedures.

Parish Viability Grants

Pastors received a letter from the Archbishop with details pertaining to the Ensuring Parish Viability Endowment Grants. The EPV Fund provides grants in two areas, High Growth Grants and Stability Grants. If you are unsure of whether or not your parish would qualify for one of these grants, or if you are unsure of which type of grant to request, please contact Brian Niebrugge, Executive Director of Stewardship and the Annual Catholic Appeal, at 314-792-7681. To ensure that you have sufficient time to complete the application, please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 by August 18, 2020 to request an application.

Missionary Plan of Cooperation Appeals Cancelled

The Mission Office of the Archdiocese of St. Louis today announced that the 2020 Missionary Plan of Cooperation appeals in the Archdiocese of St. Louis will be canceled due to the suspension of public Masses and social distancing guidelines in the St. Louis area. The Mission Office has contacted all archdiocesan missionaries to notify them of this decision.

Every parish in the Archdiocese of St. Louis is invited to proceed with praying and coordinating a collection for their assigned mission group. The missionaries have been asked to send a written or digital version of their appeal, as well as photographs, to each parish for inclusion on parish websites, bulletins and/or social media pages.

The Missions Office thanks all who are helping to sustain the needs of our archdiocese as we all experience the effects of this pandemic--spiritually, mentally, physically and financially. May we draw ever deeper into communion with our brothers and sisters in Christ around the world, who

are also bearing these hardships. As Pope Francis said in his moment of prayer before the “Urbi et Orbi” Blessing, “We cannot go on thinking of ourselves, but only together can we do this.” Please direct questions to Kim Becvar, Interim Director of the Mission Office, via email at KimBecvar@archstl.org.



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.

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