

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## December To Do List

- ACA parish list due to ACA office by December 11
- Order 2020 W2s and 1099 NEC (replaces the 1099 MISC), if needed
- Remit Special Collections



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## Employee Self-Service

For those that access their check through the general archdiocesan website, please be advised the hosting company has taken our site off-line for operational reasons beyond our control. Employees will now need to use the direct link below or go through the Intranet to access Employee Self-Service.

This site <https://archpay.archstl.org/> will take them to the login screen for Employee Self-Service. This is the same link available on the Document Self-Service e-mail notifications many receive with each pay cycle.

If you need further assistance with Employee Self-Service, please contact us

at [humanresources@archstl.org](mailto:humanresources@archstl.org) or 314.792.7540.

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The 2021 Annual Catholic Appeal Parish Prep packets were mailed to all pastors and parish life coordinators in early November. The packet includes instructions for preparing your parish list and completing your online questionnaire. The instructions will also be available on the [ACA website](#).

The deadline for submitting both your parish list and the online questionnaire is **Friday, December 11, 2020**. This year one parish incentive ticket will be awarded to parishes that return their parish list and complete the online questionnaire by the due date.

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

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## Important 1099 Change

Effective for tax year 2020, the IRS has changed guidelines for reporting non-employee compensation on form 1099 MISC. The government has brought back form [1099-NEC](#) to report non-employee compensation. Parishes will need to order 1099-NEC and not 1099-MISC to create the forms in QuickBooks. For more information click on the links below:

<https://www.irs.gov/instructions/i1099msc>

<https://www.thebalancesmb.com/what-is-form-1099-nec-for-nonemployee-payments-4781974>



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## Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed. If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All

statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be mailed or made available by January 31, 2021.

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## Servant Keeper Statement Training

Servant Keeper will be offering Contribution Statement training for **free** if you are a Servant Keeper Help Desk subscriber. They have several training dates available December 16, January 7, and January 19. There is a \$49 fee for non-subscribers. Parishes are required to send contribution statements to all those who have given \$250 or more during the calendar year.

Servant Keeper Help Desk subscribers [click here](#) to register.



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## PSR Teachers

Currently, many parishes pay PSR catechists twice a year—once in December and again in May. Now is the time for bookkeepers/business managers to verify that they have all required employee information on all catechists. That information is needed to pay the catechists whether payroll is run through Lawson or QuickBooks.

Parishes on Lawson payroll will need to complete and submit a PAF (Personal Action Form) for all new hires and any changes to existing employees. Those on QB payroll will also need to add new hires and edit existing files.

Postponing these updates will make running that payroll difficult, stressful and may result in a catechist not being paid.

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## 2020 Yearend Forms

Parishes that converted to Lawson payroll after January 1, 2020 and those still running payroll in QuickBooks are reminded to issue W2s to their employee for the time payroll was run in QuickBooks. We will notify you when QuickBooks releases the forms necessary to complete your 2020 W-2s, and W-3. The forms typically become available mid to late December. Please remember the 4th Quarter 941/Sch B cannot be reviewed or approved without the completed W-3. Employees must receive their W-2 no later than January 31. The Federal deadline is January 31, 2021.



Parish Support will again complete the 4th Quarter 941 for those parishes that chose not to receive a PPP loan. We will send out the quarterly survey in December.

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## PPP Loan Forgiveness Application Information

### **From the SBA:**

Borrowers may submit a PPP loan forgiveness application any time before the maturity date of the loan, which is either two or five years from loan origination.



However, if a borrower does not apply for loan forgiveness within **10 months after the last day of the borrower's loan forgiveness covered period**, loan payments are no longer deferred and the borrower must begin making payments on the loan. For example, a borrower whose covered period ends on October 30, 2020 has until August 30, 2021 to apply for forgiveness before loan repayment begins.

Covered Periods were extended to 24 weeks from 8 weeks by Congress. Parishes should ensure that their lender banks have modified their original note to show the 24 week covered period and that payments begin 10 months after this date.

**Parishes in Shared Accounting** who received a PPP loan should work with their Shared Accountant on the forgiveness application process.

**Parishes not in Shared Accounting** who received a PPP Loan and ran payroll in Lawson need to send an email to Sally Serbus at [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org) **and** to Jim Kistner at [jimkistner@archstl.org](mailto:jimkistner@archstl.org) requesting the needed payroll data. Please include the following information in your email.

1. Parish Name
2. Parish Number
3. Date you received the PPP funds. (Not the date the loan was approved)
4. The final payroll date depleting the funds received.

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## Recording PPP Loan Forgiveness and 941 Refunds

**Parishes whose PPP Loan has been forgiven** should enter the following JE in QB to write-off the forgiven amount (100% of the loan should have been forgiven).

JE date will be the date the loan was forgiven

Debit 291xxx loan

Credit 601000 PPP Loan Forgiveness (this account should already be set up in QB)

**Parishes receiving 941 refund checks for the second, third and fourth quarters** should record a deposit to their checking account (using the actual date of the deposit) and post the full amount of the check to account 601000 PPP Loan Forgiveness (the account should already be set up in QB). The check equals the amount of the quarterly refund plus interest. While the interest amount appears on the face of the check, it need not be recorded separately in QB. Please include a memo indicating which quarter, the refund amount, and the interest received.

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## Recording Sacraments

When recording baptisms in your baptismal registers and in Parish Helper Online the "Place of Birth" field in the Personal Info section refers to the city and state of birth and not hospital, home or other location. The "Sacrament" location field on each sacrament refers to where the sacrament actually occurred. This can be the parish, hospital, chapel, cemetery, or other location. While PHOL enters the parish name (the default entry), this should be changed if the sacrament did not occur on parish property.

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## Curia Offices Closed

The Curia offices will be closed from noon on Thursday, December 24 until Monday, January 4th, however Sally Serbus and Michele Fisher of Parish Support will be checking voicemail and email daily if you need assistance. Please leave us a detailed message so we can assist you better when we return the call or respond to your email.



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## From the Mission Office

During these unprecedented times, I would like to thank you for any and all participation in our annual appeals for the Latin America Apostolate, World Mission Sunday, and Missionary Plan of Cooperation. It is truly encouraging to see the overflowing generosity of the faithful of the Archdiocese of St Louis even in the midst of such difficulties.

At this time, please verify that the following special collections, if taken up, have been remitted. Again, I recognize the difficulties of this year and that it might not have been possible to take up these collections. However, if your parish did, please verify their remittance. The timely remittance of donations through the Finance Office of the Archdiocese allows for accurate year-end reporting to the Pontifical Mission Societies National Office.

- Missionary Plan of Cooperation # 11

*This year, parishes were encouraged to hold virtual mission appeals for their assigned missionary group as in-person appeals were canceled due to COVID-19. Your parish may have held an appeal through the parish bulletin, video, or online collection*

- World Mission Sunday # 10

*This collection would have taken place on the weekend of October 18'h to support the more than 11 mission dioceses around the world*

- Latin America Apostolate #07

*This collection would have taken place on the weekend of August 2nd to support the Archdiocese of St. Louis' missionary work in La Paz, Bolivia*

Thank you again for your attention to this matter and your continuous support of the missionary work of the Church!



### **PARISH SUPPORT**

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119  
[archstl.org/parish-accounting-services/parish-support](http://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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