

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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February To Do List

- Register for St. Louis Review Servant Keeper training
- Start working on FY 21 Budgets
- Return endowment election forms by February 28, if applicable
- Verify employee data in QuickBooks if converting to Lawson Hr/Payroll in coming months



Welcome Steve Hunk New Director of Parish Accounting Services

Steve Hunk has been hired by the Archdiocese as the new Director of Parish Accounting Services with responsibility for Parish Support and Shared Accounting Services. He will report to Deacon Frank Chauvin, Interim CFO. Steve has previously served in a variety of roles in public accounting, internal audit, accounting and finance. He can be reached at (314) 792-7111 or by email at stevehunk@archstl.org.

St Louis Review Training

Parish Support is offering *St. Louis Review* Servant Keeper Training at the Cardinal Rigali Center to assist parishes with their *St. Louis Review* list and Change/Update process. **Although the training will be conducted using Servant Keeper version 8, all parishes are invited and encouraged to attend. Please remember, for proper handling all lists need to be in the specified format. The format and remittance will be covered in the training.**



If you are using any version of Servant Keeper and are **not on the cloud**, please plan on attending the training session to familiarize yourself with the new process.

If you are using **Servant Keeper 7 or 8 Cloud version** on a laptop, you are invited to bring the laptop so you can work on your parish file during the training.

If you are on **Servant Keeper 8 Cloud** version and do not have a laptop we will do our best to provide one for you that will enable you to work on your parish file. (Please check "Provide laptop" box on registration form)

All *St. Louis Review* subscription reports/lists should be created from the parish Servant Keeper database. Last year was the first phase of the *St. Louis Review* list process being generated from Servant Keeper and we stabilized parish data. This year we are moving to the second phase which involves setting up groups to allow us to progress to a "*St. Louis Review* Monthly Change/Update Report".

The training session dates and times are listed below. Due to the positive response to the Servant Keeper training sessions, we have added another date listed below.

Thursday, February 20th 9am – 12pm (Full)
Thursday, February 27th 9am – 12pm (Full)
Tuesday, March 3rd 9am – 12pm (7 available spots)
Wednesday, March 4th 1pm – 4:00pm
Tuesday, March 10th 9am - 12pm (New session)

Sessions are limited to 25 participants.

[CLICK HERE TO REGISTER](#)

Lawson HR/Payroll Conversion

On 10/9/19, a communication was distributed regarding the conversion of the remaining 70 parishes currently running payroll in QuickBooks to Lawson HR/Payroll. This was emailed to Pastors, Business Managers and Bookkeepers as well as mailed directly to the attention of each Pastor. A copy of the parish conversion schedule was attached for your convenience.



As you prepare for this transition, the Office of Human Resources, Payroll and Parish Support remind you to audit and verify employee data in QuickBooks. This task includes a review of employee personal, position and compensation data. To guide you through this task, a checklist with instructions and important notes was attached. Parish Support will be reviewing the QuickBooks data reports and contacting you two months prior to your conversion date. If you have any questions or need guidance, please contact Parish Support by phone or email (please include parish name, number and 'Lawson conversion' in the email subject line or phone message):

Sally Serbus – 314.792.7716 or sallyserbus@archstl.org
Michele Fisher – 314.792.7072 or michelefisher@archstl.org

Special Collections

If a parishioner writes a check payable to a special collection and not the parish, please send the check to the Finance Office/SLAF 20 Archbishop May Dr, St. Louis MO 63119 for processing. This will insure that the parish receives credit for the collection.

1099 Eligible Vendors

A vendor is an individual, sole proprietor, LLC, partnership or corporation that provides goods or services. All vendors except for corporations are eligible for a 1099 and must complete a W-9. No 1099 vendor should be paid without a W-9 on file. Once you have the completed W-9, enter the vendor's information; name, address, phone number, etc. then select the Tax settings tab and enter the social security number or FEIN and check the "vendor eligible for 1099" box.



Endowment Elections

Endowment Election forms were mailed to parishes on January 23. Parishes wishing to receive funds from their endowment(s) must return completed forms by February 28th. It is important to observe the February 28th deadline. By the terms of SLAF, if you do not return your election

form(s) by the due date, we will not be able to make any disbursement. Any undistributed income will remain in the endowment, and no distributions will be made in FY2021.

Consolidated Archdiocesan Billing Estimates

Consolidated Archdiocesan Billing Estimates were emailed on January 28 to pastors. These estimates are needed for your FY2020-2021 budget. If you have any questions on the assessment calculations or allocations, please contact Marilisa Heiderscheid at 314.792.7127 or mheiders@archstl.org. All requests for adjustments to the assessment must be received by Wednesday, **February 28, 2020**. After that date, the numbers will be finalized and no longer subject to modification prior to invoicing in July 2020. For more information and contacts see the Budget Guidelines for FY2021 memorandum sent to Pastors on January 22, 2020.

Estimates for Shared Accounting fees for fiscal 2021 will be communicated separately.



2020 Mileage Rate

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile decreased by .5 cents from 58 to 57.5 cents per mile beginning January 1, 2020. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

W-2G

While everyone likes a nonprofit raffle, many parishes don't realize the registration and reporting that raffles require. Parishes and their entities, who hold raffles are subject to the Federal requirements of reporting raffle winnings. Winnings must be reported as follows:

- If the prize is \$600 or more **and** at least 300 times the ticket price
- **OR** the prize is over \$5,000



The organization must report the winnings to the IRS using a W-2G. The organization is also responsible for reporting withholding, and depositing federal income tax on the winnings if the proceeds are over \$5,000. When the winnings are in the form of a non-cash payment, such as a

car won at a raffle, the proceeds from the wager are the difference between the fair market value of the item won and the amount. There are penalties for failure to withhold. The withholding rate is 24%. For detailed instructions [click here](#).



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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