

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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### Volume 5, Issue 1, January 2020

## January To Do List

- If not on Lawson, change all minimum wage employees's pay rate to \$9.45
- 4th Quarter 941/Sch B, W-3 and 1099 due January 31, 2020
- Distribute 1099's to independent contractors and non-employee's paid \$600 or more
- Distribute 2019 contribution statements to donors via mail or Servant Keeper Cloud
- Tell Parish Support what version of Servant Keeper your parish uses by [CLICKING HERE](#)



## Curia Offices Closed

The Curia offices will be closed from noon on Tuesday, December 24 until Thursday, January 2nd, 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. *May your heart be filled with*

*gladness as we celebrate God's greatest gift  
this blessed Christmas Season.*

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## Minimum Wage Increase

The State of Missouri is increasing the Minimum Wage from \$8.60 to \$9.45 an hour. The increase begins on January 1, 2020. Non-Lawson parishes need to make this change for all employees in your parish and/or school who are paid at the minimum wage rate. For parishes on Lawson Payroll, HR will make the changes for you and send a report telling you which employees are affected.



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## Federal Forms Due January 31, 2019

**1099's and 1096 - All Parishes**

**W-2G, 1096 and 945 - All Parishes**

**4th Quarter 941/Sch B - QuickBooks Parishes**

**W-2's and W-3 - QuickBooks Parishes**

### Vendor 1099 and 1096 Forms - All Parishes

It is time to complete the 1099 and 1096 for vendors. A form 1099-MISC should be filed for each vendor or non-employee individual, such as independent contractors, who were paid \$600 or more for goods and services during the calendar year. Vendors must receive their 1099 no later than January 31, 2020. This is also the Federal submission deadline.

### W-2G, 1096 and 945 - All Parishes

Parishes and their entities, who hold raffles are subject to the Federal requirements of reporting raffle winnings to the federal and state governments and raffle winners. If the prize \$600+, and more than 300 times the ticket price, the organization must report the winnings to the IRS and the raffle winner. The organization may be responsible for withholding and depositing federal income tax on the winnings. There are penalties for failure to withhold. Tax withholding is required when the prize is more than \$5,000 and more than 300 times the ticket price. The withholding rate is 24%. If the Parish withheld taxes during the current year on a W2-G, the parish is required to file a form 945. [Click Here](#) for more information from the IRS.

## 4th Quarter 941/Sch B and W-3 - QuickBooks Parishes

It's time for parishes running payroll through QuickBooks to complete the 2019 4th quarter 941/SchB, W-2's and W-3. Instructions for 2019 remain the same as for 2018. Due to time constraints, we have only updated the written instructions. [Click here](#) for the written instructions. For video instructions please use the 2018 version on the Parish Support web-page or [click here](#). It is required that you submit your 4th quarter 941 and W-3 to Parish Support for approval **before** printing W-2 forms. In order to protect your employees' personal information, **do not** send copies of the employee W-2 forms. Please remember to submit a PDF copy of the W-3 along with the 4th quarter 941 and 2019 Payroll Summary (formatted to include quarterly totals for the entire year). The 941/SchB cannot be reviewed or approved without the W-3. Please attach the QB created PDF copies of the 941/SchB, Payroll Summary and W-3 to **one email**. It is quite difficult working with multiple documents in multiple emails, and we truly appreciate receiving all needed files in the same email. Send your email to [parish\\_support@archstl.org](mailto:parish_support@archstl.org) for review.

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## New Endowments

With the creation of the Roman Catholic Foundation, it is true that the Archbishop is encouraging everyone to create new endowments at the Foundation. However, the choice is the donor's. The Archdiocese is still willing and able to create new endowments within the St. Louis Archdiocesan Fund. Parishes have the option to create an endowment at the Roman Catholic Foundation or within SLAF.



## Venmo Digital Payment App

**Venmo** is a very popular digital payment app used by 27 Million people. It is used for sending money to family and friends as well as paying merchants using your mobile device. Some parishes have expressed interest in using Venmo to receive payments. At this time the Archdiocese has not fully vetted this service and does not recommend using Venmo to make or receive payments. At this time Clover is the only approved mobile payment device.





## Parish Census and Servant Keeper Date Fields

Performing a parish census allows you to verify and update parishioners addresses, phone numbers, emails, sacraments, family members and other valuable membership information that can help you better serve and communicate with your parish family. When entering updated census information, we suggest you use one of the available extra date fields on the family profile tab to record the date the family census was completed. By doing this you will be able to tell whether a member responded to the current census and determine your response rate. Parish Support has designed a general census form that may be customized for your parish needs. If you are interested please contact Sally Serbus at 314.792.7716 or [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org) or Michele Fisher at 314.792.7072 or [michelefisher@archstl.org](mailto:michelefisher@archstl.org).

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## Need Help from Archives?

If you are concerned about the condition of your registers, how to store historical items, or what records you can throw out, please contact the Office of Archives and Records at 314-792-7020 or [archives@archstl.org](mailto:archives@archstl.org). We are more than happy to come to your parish to help you! Also, don't forget about the handy Sacramental Records Handbook and the Records Management Guide located under the Help menu in PHOL.



**A photo from the Archives: Christmas morning at St. Francis de Sales Church in 1931 from the Chancery Parish Records (RG 04 B 50). For more photo fun, follow the Archives on Facebook, Twitter and Instagram at the handle @archstlarchives. Merry Christmas!**

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## **Servant Keeper Version 6, 7 or 8**

As we prepare to generate new Servant Keeper instructions for your St. Louis Review subscription contribution statements, please let us know what version of Servant Keeper you are using. You can locate the Servant Keeper version on the bottom right corner on the Membership Manager or Contribution Manager main page. Please [click here](#) to report your Servant Keeper version information to Parish Support if you have not already done so.





## St. Louis Review

Below is a bulletin insert from the St. Louis Review. Please place the article in your bulletin and encourage your parishioners to receive the review. Keep a record of those who request in writing not to receive the review as this will be addressed in the St. Louis Review upcoming list generation instructions.

*Each week the St. Louis Review delivers important news about the Archdiocese of St. Louis and universal Church and provides the Catholic perspective about news in our communities. The Review is the authoritative local source for information about the life and mission of the Church and tells stories about Catholics living the joy of the Gospel, our Catholic schools and parishes, and how the Church is called to engage in the public square.*

*All parishioners who have contributed at least 100 dollars are to receive the St. Louis Review. Please consider helping the parish with the cost of subscriptions with a special collection on Jan. 18-19 using your envelope or online giving.*



## PARISH SUPPORT

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

**Sally Serbus, Parish Support Manager**

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### **PACT Archives**

[Click here](#) for immediate access to back issues of PACT — including a comprehensive Index for all issues.

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