

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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Volume #5, Issue 7, July 2020

## July To Do List

- Begin working on Status Animarum - Due August 17.
- Prepare QuickBooks file for Balance Review - Due August 17
- Enter budget in QuickBooks - Due August 17
- 941/SchB - Contingent on release of revised 941 form.



## Year End Meeting

Normally, we would invite all secretaries, bookkeepers and business managers to attend a Fiscal Year-end meeting in June but, due to the Coronavirus this year the Year-end meeting format will be different and are currently planned for August and September. This year's meetings we will focus on new procedures and introduce new staff members. We will send out an email blast with the on-line registration link when we have confirmation on gathering restrictions and capacity limits.

**While the standard Year-end meetings are not being held this year, the year-end tasks**

**must be completed.** Instructions for completing the Status Animarum and year-end financials are detailed below. If you have any questions, please contact Parish Support.

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## Status Animarum

**The end of the fiscal year means that the parish Status Animarum is due. This year 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 here](#) for the detailed directions on how to create the groups.

Instructions for Preparing the Status Animarum are available by [clicking here](#). Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage. As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages and Confirmations along with the Verification/Reminders page will print out. These are the only documents that need to be mailed in. Please verify that the pastor has signed each page of the registers—even if there are no sacraments listed. Mail to Parish Support at 20 Archbishop May Dr, Saint Louis, MO 63119. As always, please don't hesitate to contact Parish Support for assistance.

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## Prepare QuickBooks Files for Annual Balance Review (including budget) - Due August 17, 2020

In August and September, all parish files undergo an Annual Balance Review. The QB file will be closed after the balance verification is completed. Parishes should be using the 'Monthly Financial and Administrative Checklist for Parishes' to prepare for this review. Completing the monthly check list insures that the QB file is up-to-date each month. The list is on the Parish Support webpage and is designed as a 'To Do' list. This list is a 'living' document and is edited as needs arise. [Click here](#) for the checklist. You may want to bookmark/add the page to your Favorites list. Parish Support will begin Balance Reviews on **August 17, 2020**. We intend to complete the process by mid-September.

[Balance Review Instructions](#)

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## Consolidated Billing Invoice Instructions 20-21

The annual Consolidated Billing invoices for fiscal year 2021 have been published. The Consolidated Billing Instructions are available by clicking on the link below.

[Consolidated Billing Instructions](#)

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## MAI Instructions

The annual Mission Advancement Initiative (MAI) Billing invoices for fiscal year 2021 have been published. The MAI billing Instructions are available by clicking on the link below.

[MAI Instructions](#)

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## Attention: Parishes Running Payroll in Quickbooks

### Second Quarter 941/SchB

Due to Covid-19 PPP loans, there will be changes to the second quarter 941 for most parishes. Please do not submit your 941 for approval until the new form is available. We will let you know as soon as the new form is available and provide instructions at that time.



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## June SLAF Statements

You may receive multiple attachments in the email that includes the parish SLAF statements for June. It will also include Special Collection remittances. These additional statements are just for

informational purposes only and need not be retained.  
Please contact Pat Griffaw at [patriciagriffaw@archstl.org](mailto:patriciagriffaw@archstl.org) with any questions.

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## Contacting the Help Desk

Just a reminder if you are experiencing IT issues the best way to contact the IT Help Desk is to send an email explaining your issue to [Helpdeskrequest@archstl.org](mailto:Helpdeskrequest@archstl.org). By doing so it will create a ticket in their help desk ticketing system. If you are having email issues, please call the Help Desk line at 314-792-7593. If no one answers, please leave a voicemail. By leaving a voicemail, the system will create a ticket in the Help Desk ticketing system.



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## Delayed Sacraments Related to Status Animarum

Sacraments that were postponed due to Covid 19 must be recorded in the sacramental register using the date when they actually occurred, including all baptisms, first communions, confirmations, marriages and funerals. For some parishes that may mean they will have no first communions or confirmations for fiscal year 2020.

A funeral is the first time the Church offers prayers for the departed. A funeral can occur outside of Mass. A funeral can be celebrated at home, in a parish church, a funeral home, cemetery or cemetery chapel. The funeral is the sacrament while the death is an event. You record sacraments not events. After the funeral liturgy has taken place, the family may still wish to hold a memorial mass or interment at a later date. The funeral date recorded is the date of the first funeral liturgy held. You may choose to make a notation of the memorial on the funeral record.

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## Visiting Priest Compensation

The recommended amounts to pay a visiting priest are briefly stated in section 14.8 of the Financial Management and Control Manual which states "When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need." The recommendations also indicate that travel expenses, when appropriate, should be added to these amounts at the current rate established by the Internal Revenue Service. Consideration for travel reimbursement should be given when a visiting priest travels a significant distance to provide assistance. Mass offerings should also be given directly to the officiating priest.



The following amounts are to be used as guidelines when remuneration is offered for visiting

priests: Sunday Mass \$60, Weekday Mass \$40 and Confessions \$25. [Click here](#) for the updated "Visiting Priest Remuneration Sheet" .

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## 2020 Census

As the 2020 Census continues, parishes are reminded they are not required to respond to any U.S. Census Bureau request for data.



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## Peter's Pence Special Collection Rescheduled

The special collection for Peter's Pence scheduled for June 28, 2020 has been rescheduled for **October 11-12, 2020**, due to the Covid-19 pandemic. The date was listed incorrectly in the June PACT.



Are You Celebrating 25, 50, or over 50 Years of Marriage during 2020?

Annual Silver and Gold  
*Wedding Jubilee Mass*

Sunday, October 11, 2020

Cathedral Basilica of Saint Louis

2:30 p.m.



For details, or to register by Sept. 11, 2020, visit  
[archstl.org/jubilee](http://archstl.org/jubilee) or call 314.792.7598.



## 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**

Phone: [314.792.7716](tel:314.792.7716) | Email: [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org)

### **Michele Fisher, Parish Support Representative**

Phone: [314.792.7072](tel:314.792.7072) | Email: [MicheleFisher@archstl.org](mailto:MicheleFisher@archstl.org)

### **Steve Hunk, Director of Parish Accounting Services**

Phone: [314.792.7111](tel:314.792.7111) | Email: [SteveHunk@archstl.org](mailto:SteveHunk@archstl.org)

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