

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



### Inside This Issue

June To Do List • PPP Loan Forgiveness • Peter's Pence Rescheduled • Year End Meetings • Status Animarum • Parishes Running Payroll in QuickBooks Second Quarter 941 • SLAF interest Rates • Updating PHOL Mass Times • Resuming Auto Payments • QuickBooks Product and Services Pop-Ups • Office of Consecrated Life • Recording Sacraments •

Volume 5, Issue 6, June 2020

## June To Do List

- Finish recording sacraments
- Continue to work on budget for 2020-2021
- Clean up Servant Keeper membership records for Status Animarum



## PPP Loan Forgiveness

On May 15 and May 22, the Small Business Administration (SBA) finally issued the much-awaited guidance for recipients of Paycheck Protection Program (PPP) loans to calculate and apply for loan forgiveness. On the Parish Accounting Services/Parish Support web page we have posted the [Small Business Form 3508 PPP Forgiveness Application](#), [U.S. Chamber of Commerce Guide to PPP Loan Forgiveness](#) and the [Parish Accounting Services Guide](#) to help our parishes make sense of this new SBA guidance and how it will apply to their situation.

While this guidance provided clarity in some areas, the SBA is expected to issue a series of FAQs at some point to further clarify and address questions surrounding the application of the loan forgiveness rules. Furthermore, there is growing support in Congress to overhaul the PPP by extending the 8-week covered period for eligible expenses and possibly reducing the threshold requirement that at least 75% of the forgiveness amount be used for eligible payroll expenses during the covered period. For these reasons, we advise parishes not to rush to submit their loan forgiveness applications, especially if they currently expect a portion of the loan amount will not be forgiven.

The forgiveness application requires calculations to determine the amount of reductions, if any, in loan forgiveness due to reductions in FTEs or salaries and wages that are not cured by June 30, 2020. These calculations need to be performed at the employee level and not in the aggregate. We are working with the payroll department to run the special payroll reports (PR261) that parishes on Lawson payroll will need to complete these calculations.

We will continue to update parishes as more information becomes available. For parishes in Shared Accounting, your assigned accountant will be working on your loan forgiveness application and supporting documentation. As with the initial loan application, the forgiveness application also includes representations and certifications that the pastor must attest to and sign on behalf of his parish.

[Click here for PPP Loan Forgiveness Information](#)

---

## Peter's Pence Special Collection Rescheduled

The special collection for Peter's Pence scheduled for June 28, 2020 has been rescheduled for October 3-4, 2020, due to the Covid-19 pandemic.



---

## Year End Meetings

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 will be held in August. This year we will focus on new procedures and introduce new staff members. We will notify you once the meeting dates,

times and locations have been determined and open the meeting registration on the Parish Support web page. The Status Animarum and Quickbooks files (including budget) is due August 17, 2020.

---

## 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.

---

## Attention: Parishes Running Payroll in QuickBooks

Form 941 is changing due to Covid-19 PPP loans. We ask that you wait to complete your 941 until further instructions are available. We anticipate having instructions available July 1st.



---

## SLAF Interest Rates

Consistent with market trends, the SLAF Board of Trustees will decrease interest rates on all depositors' products effective June 1. The new rates can be viewed on the SLAF's webpage at <https://www.archstl.org/finance-office-archdiocesan/st-louis-archdiocesan-fund-slaf>



---

## Updating PHOL Mass Times

Archbishop Carlson allowed public Masses to resume May 18 at the discretion of each parish pastor. Parishes are now following social distancing and other health requirements that may require them to make changes in their Mass times. If your parish has made changes to your traditional Mass times and/or confessions, these events should be updated in Parish Helper On-Line (PHOL). Once you make the change in PHOL, you will see the update in PHOL. However, the Archdiocese of St. Louis website is updated every night, so your change will not be displayed on the website immediately.



---

## Resuming Auto Payments to Finance Office

As the financial condition of your parish improves, please remember to notify the Finance Office with the date to resume auto payments. Send notifications to the banking team at [SLAF@archstl.org](mailto:SLAF@archstl.org).

---

## QuickBooks Product and Services Pop-Ups

Since the QuickBooks Version 20 upgrade was installed, you may have noticed the increase in pop-up messages for products and services. If you find these pop-ups to be annoying, you may edit your preferences to prevent them. In Quickbooks click on the "Edit" menu and go to the bottom and select "Preferences". On the General screen look for the box on the right that says "Turn off pop-up messages for products and services." check the box to discontinue the pop-up messages.



## Office of Consecrated Life - Religious Life Poster

This fall we will be publishing our biennial Religious Life poster of men and women in basic formation (i.e. not in perpetual vows) who are from the Archdiocese of St. Louis, or who lived here prior to entering a religious community. The [2018 poster](#) was distributed widely across the archdiocese.

If you know of any men or women from your parish or school who are in basic formation with a religious congregation that is located either inside or outside our archdiocese, please send this contact information and any other details you have to [consecratedlife@archstl.org](mailto:consecratedlife@archstl.org).

- Name of the person
- Name of the religious order
- phone number of the congregation or person in basic formation
- email address of the formation director or the person in basic formation

We would appreciate submissions by June 14, 2020.

We are confident that having these posters displayed all around the archdiocese helps to encourage other young men and women to consider a vocation to consecrated life by seeing that other people just like them have responded to God's call and have dedicated their lives to a life of holiness and service to others.

Your prayers for those discerning a religious vocation are greatly appreciated!

In Christ,

**Lynn Segura, on behalf of Sr. Marysia Weber, RSM, DO**

Office of Consecrated Life

Archdiocese of St. Louis

20 Archbishop May Drive

St. Louis, MO 63119

p: 314.792.7252

[ConsecratedLife@archstl.org](mailto:ConsecratedLife@archstl.org)

---

## Recording Sacraments

Now's the time to finish recording ALL sacraments in both the official registers and Parish Helper Online (PHOL). If everything is entered and current completing the Status Animarum is an easy task. It's important that all parishes keep PHOL up-to-date. All parishes have access to the complete file and, if a sacrament is missing, the record is incomplete. This can be a problem when a current Baptismal Certificate is needed.

Please remember that keeping the sacramental record current not only gives you peace of mind but affects the ability of other parishes and Curia offices to service the faithful effectively.





## 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)

### **PACT Archives**

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

[Update your email preferences or unsubscribe](#)