

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## Here to Help

*Be assured you, your family, and your parish are in our prayers during these uncertain and difficult times. Although we are working from home, the Parish Support staff is willing to help your parish in any way we can. Please do not hesitate to contact us for assistance. Our contact information is listed below.*

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## May To Do List

- Verify employee data in QuickBooks if converting to Lawson HR/Payroll in coming months
- Continue working on budget process for 2020-2021
- Open Enrollment



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## QuickBooks Version 20 Upgrade

Intuit is retiring QuickBooks version 17 on May 31, 2020. We will be upgrading to QuickBooks version 20 by May 31, 2020. In order to accomplish the upgrade, you will not be allowed access to your file for a day or two. We will publish a detailed plan and schedule so you are aware in advance of your scheduled upgrade. Those parishes that are running payroll in QuickBooks will be our first priority. Look for more information to follow soon.



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## Paycheck Protection Plan Loan Forgiveness

While we wait for additional instruction from the Small Business Administration on the Loan Forgiveness process, below is the suggested approach to accounting for this loan activity:

- Utilize a restricted cash account to record the activity for these funds.
- The loan itself should be recorded under 291200 notes payable account until such time as the parish has been granted forgiveness.
- The forgivable amount will be moved to a 462900 – Grants COVID19 Loan. The placement of this account excludes these funds from assessment as approved by the Archbishop.
- Any unforgiven loan balance must be paid back to the bank immediately.
- All activity related to this loan should be entered into Quickbooks with a consistent memo code, including the specific items on the payroll journal entry that are covered by the loan.
- Copies of all supporting documents (ie: bills, payroll registers, etc.) should be saved as documentation for the loan forgiveness.
- Copies of cancelled checks or bank documentation of ACH transfers may be required for loan forgiveness.

Once we have guidelines from the SBA regarding the types of documentation required for payroll reports, we will be working with our Payroll Department to streamline and facilitate the reporting needs for all parishes. We recognize that each lender may need something a little different and Parish Accounting Services will be keeping track of their requirements to help meet the needs of all parishes.

Please be assured that we are exhausting all avenues for information on this loan so that we can quickly and easily facilitate loan forgiveness. We will keep you updated as further guidance is issued.

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## Employee Open Enrollment

## Information Reminders from the Archdiocese of St. Louis Office of Human Resources:



- The Open Enrollment Period is May 1<sup>st</sup> through May 15<sup>th</sup>. Employees should receive Open Enrollment communications **via email** on or around April 27<sup>th</sup> **from their employer's business manager**. Your *Open Enrollment Employers Administrator Guide* was sent to you via email from the Office of Human Resources with additional information on changes to the open enrollment process for 2020-2021. Employees may access the open enrollment guides and materials at <http://archstl.org/open-enrollment>.
- Effective July 1, 2020, vision coverage will be a new benefit offered through DeltaVision of Missouri. It will be bundled with the medical, prescription, and dental coverage and can not be separately elected or waived. Please visit <https://www.deltadentalmo.com/vision> for more information regarding this new benefit.
- Due to the COVID-19 pandemic, an extension has been granted for the employee wellness physician exam incentive program. Benefit eligible employees may receive a wellness exam *with their physician of choice* from May 1, 2020 – December 31, 2020 and must submit the Employee Wellness Form located in this link: <http://www.archstl.org/human-resources/benefits-and-forms/forms> to H&H for record of this visit by December 31. Eligible participants will receive the \$250 retirement wellness contribution prior to February 28, 2021. Please note that the \$250 wellness incentive is being suspended for the FY21 plan year. Additional information can be found in the online Open Enrollment Benefits Guide for your reference.
- For any employee new hires, benefit changes, and terminations after July 1st, please visit our website at <http://www.archstl.org/human-resources/benefits-and-forms> for the most current benefit plan information.

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## Fiscal Year End Meeting

Can you believe we're closing in on the end of FY20 and preparing for FY21. Normally, we would invite all secretaries, bookkeepers and business managers to attend a Fiscal Year End meeting in June but, due to the Coronavirus, Year End meetings will be held in August this year. We will notify you once the meeting dates, times and locations have been determined and open the meeting registration on the Parish Support webpage. Currently the Status Animarum and Quickbooks files will be due August 17, 2020.

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## Servant Keeper Membership Files

It is important during this unusual and trying time in our Church that we maintain engagement with our parishioners. Many parishes are doing extraordinary things to help reach their parishioners through streaming liturgies, live events online, daily emails, phone outreach and so much more. Many of our parishioners don't have access to the internet or are not comfortable enough with the technology to make it work. Now more than ever it is important that our parish membership records be up-to-date and include email addresses and current phone numbers. We invite parish staff to take this time to update their parishioners Servant Keeper membership files to include current member status, email and phone numbers. These updates will also assure your Statistical Report generated for your Status Animarum due August 17 will be accurate and up-to-date.



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## Sacrament Recording

Now's the time to record 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 records current not only gives you peace of mind but affects the ability of other parishes and Curia offices to service the faithful effectively.



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## Office of Child and Youth Protection Background Check Billing

Parishes are now receiving the invoices from FastraxOnLine for background checks processed by Selection.Com. As stated in PACT's December 2019 article, the OCYP will pay the cost of all current users who register in the new system. Due to billing restrictions, the invoices include those fees so parishes will be reimbursed in the coming weeks. The reimbursements will be deposited into the parish SLAF account. The fees post to 531110 Fees – Background Check so the reimbursement should post to the same account when received. Please direct any billing questions to Sandra Price [sandraprice@archstl.org](mailto:sandraprice@archstl.org) or 314.792.7271.

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## Work From Home Order

On April 1 our temporary work from home arrangement was extended through April 30<sup>th</sup> for many employees at the Cardinal Rigali Center. As you are well aware, COVID-19's impact on our work and personal life has not yet run its course. While things seem to be improving and we all seek to return to some form of normalcy, the decision has been made to extend 'work from home' until Friday, May 8.



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## Respect Life Apostolate News

### **Respect Life Apostolate Mass to be Streamed at St. John the Baptist-Gildehaus on May 8**

Please join the St. Louis Catholic and pro-life community in prayer on Friday, May 8, for a noon virtual Mass. Fr. Timothy Foy will be live-streaming the Mass from his parish, St. John the Baptist (Gildehaus), to pray for an end to abortion, those wounded by abortion, all those facing unplanned pregnancies, and a greater respect for all human life.

- The link to follow the virtual Mass is:

<https://www.facebook.com/St-John-the-Baptist-School-Gildehaus-164226320278824/>

- To help us get the word out, please like and share the Respect Life Apostolate's Mass event at:

<https://www.facebook.com/events/2002849043193073/>

### **Wounded by Abortion? The Archdiocese of St. Louis Project Rachel Team is Here to Help!**

Healing, hope, and help are still available remotely to those wounded by abortion (including women, men, and families) through the archdiocesan post-abortion healing ministries, collectively known as Project Rachel.

- Helpline: 314-792-7565
- Email: [stlprojectrachel@archstl.org](mailto:stlprojectrachel@archstl.org)
- Virtual pastoral care and spiritual direction: the trained, compassionate Project Rachel team is available by phone or online video conference to help those wounded by abortion. To set up a confidential appointment with a Project Rachel pastoral worker or spiritual director, contact the team at the information above.

**Mary Lovee Varni**, *Respect Life Apostolate Program Manager*

Office of Respect Life, Family & Social Responsibility

Department of Evangelization and Parish Ministry Support

**Archdiocese of St. Louis: [20 Archbishop May Drive - St. Louis, MO 63119](#)**

P. 314-792-7559 – C. 573-691-7900 – F. 314-792-7569

[maryvarni@archstl.org](mailto:maryvarni@archstl.org) - [www.archstl.org/respectlife](http://www.archstl.org/respectlife)

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## Call to Prayer: Walking with Moms in Need

On March 25, the U.S. Bishops launched a national year of service to pregnant and parenting moms. The “Call to Prayer” is the first phase of the Walking with Moms initiative in the Archdiocese of St. Louis.

Answer the call to prayer by:

- Taking and sharing the online prayer pledge: [walkingwithmoms.com](http://walkingwithmoms.com).
- Joining the archdiocese in daily prayer at 3 p.m. More details here: <https://www.facebook.com/events/915079282247750/>
- Ordering the Walking with Moms prayer cards here: <https://www.walkingwithmoms.com/prayer-for-pregnant-mothers>



## 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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