

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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November To Do List

- Update Official Catholic Directory by November 13.
- ACA parish list due to ACA office by December 11.



Official Catholic Directory

Parishes should have received an email from P.J. Kennedy & Sons, the publisher of The Official Catholic Directory with detailed instructions on updating your parish information. The deadline for updating your listing is November 13, 2020. Please

visit ocdedits.com/login to review and update your organization's information. If you don't know what email address was used for your account in the past, we recommend you use your parishxxx@archstl.org email address to set up a new account.





The 2021 Annual Catholic Appeal Parish Prep packets will be mailed to all pastors and parish life coordinators in early November. The packet will include instructions for preparing your parish list and completing your online questionnaire. The instructions will also be available on the [ACA website](#).

The deadline for submitting both your parish list and the online questionnaire is **Friday, December 11, 2020**. This year one parish incentive ticket will be awarded to parishes that return their parish list and complete the online questionnaire by the due date.

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

Servant Keeper Sales Tax Certificate

You may have received an email from Servant PC Resources asking for a Sales Tax Exemption Certificate so you can avoid paying unnecessary sales tax on Servant Keeper Cloud subscription and Help Desk renewal fees. Parish Support has provided Servant PC with the Archdiocese of St. Louis's Sales and Use Tax Exemption Certificate for you. It may be a good idea to check your December Invoice to make sure you are not being charge sales tax by mistake.



Contribution Statement Training

Servant Keeper will be offering Contribution Statement training for **free** if you are a HelpDesk subscriber. They have several training dates available between October 29 and Jan 17. There is a \$49 fee for non-subscribers. Parishes are required to send contribution statements to all those who have given \$250 or more during the calendar year.

[If you are a Help Desk subscriber click here to register](#)

Government Funds

The CARES ACT funds are government funds and should be handled like Title 1 funds and should not be confused with the PPP loan. The parish/school should **NOT receive any government funds/reimbursements directly from federal, state, county, local, school district, or CARES ACT funds.**



Parishes and schools can benefit when the public school system/county directly pays for equipment, supplies or personnel costs. An Archdiocesan school may accept the services of a public school employee or vendor as long as the public school pays the employee or vendor directly. In the case of equipment and supplies, those items are simply shipped to the school. In both situations, nothing is recorded in QB.

You are accepting government funding if the parish/school receives teaching services or has made and paid for a purchase, and is seeking reimbursement from the county and/or public school system, and accepts the reimbursement. Please contact Mike Duffy at mduffy@archstl.org or 314.792.7305.

Best Practices - Volunteer Reimbursement

When parish or school organizations ask volunteers to make purchases on behalf of the organization, the Archdiocese does not recommend parish credit or debit cards be given to volunteers. Instead, the volunteer should make the necessary purchases, using their own form of payment, and submit the receipt(s) to the treasurer or bookkeeper promptly for reimbursement by check.

Special Collection Remittances

SLAF is requesting that all Special Collection balances (**regardless of amount**) be remitted by the end of the each month via Net Teller.

All Souls Day Remembrances

A reminder that funds received for All Souls Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and are not the Intention for Masses on that day. The funds are considered gifts to the parish and should be entered in Servant Keeper. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to Section 5.8 of the Manual which addresses this issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question at hand.



Recording Funerals

During the pandemic, entering funerals in PHOL and in the funeral registers has become more confusing. Death registers are required to be kept by all parishes. Parishes are required to record the funeral sacrament and not just a death. All Catholic funeral liturgies, celebrated in the church should be recorded by the parish, even if the deceased is a non-parishioner or non-Catholic. For those funeral liturgies held outside the church, at a funeral home, grave site, etc., the record should be entered into the death register of the parish where the celebrant is canonically assigned. Memorial Mass dates are not recorded if a prior funeral liturgy has occurred. Please note that this clarification will be published in the Sacramental Handbook at a later date.

Boeing Matching Gifts

Parishes are reporting that apparently Boeing has agreed that religious parishes/schools again qualify for matching gifts. Since each parish has their own Tax ID number, the Parish will need to validate their charitable status by completing the vetting process on the YourCause website. The parish will have to submit a 501c3 letter, OCD listing, OCD cover, and Parent Verification Letter. For more information [click here](#).



Office of Child & Youth Protection Background Check Billing

Beginning in January 2020, locations who cover the expense of background checks were emailed invoices directly from Selection.com. The fees post to account 531110 Fees-Background Check. For locations who do not cover this expense, a self-pay feature has been set up and affiliated with your location. When a user chooses your parish or school they will be asked to pay for the background check by credit or debit card. The Office of Child and Youth Protection will pay for the cost of all current users who register in the new system. Parishes, schools and agencies will be billed for those who enter the system as a brand new user beginning January 2020. Please direct any billing questions to Sandra Price sandraprice@archstl.org or 314.792.7271.

QuickBooks Updates

The tri-weekly QuickBooks update schedule through December 2021 is available on the Parish Support page on the Archdiocesan website. QuickBooks will be unavailable to users during the scheduled Sunday evening update from 5pm to midnight so please plan accordingly. If logged in, you will receive a message prior to 5:00 p.m. asking you to log



out. If you do not log out, the process will log you out at 5:00 p.m. [Click here](#) for the update schedule.



PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
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.

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