

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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Volume 5, Issue 10, October 2020

## October To Do List

- Reply to balance review within 7 days
- 941/SchB for parishes running payroll in QuickBooks (see article below)
- Clean-up Servant Keeper data to prepare for ACA list generation due in December



## More Scams

Another email scam has surfaced. This new scam appears to be an invoice or a receipt from a legitimate vendor with an attached excel file ending in **.xlsm**. Often **.xlsm** files contain a macro which can infect your computer with a virus. Remember when reading external emails, always check to see where it is coming from and if you don't know the person, don't know what the email is regarding, or if it just seems odd, don't click on any links or attachments. Be especially cautious with excel files and don't open any excel files ending with **.xlsm**.



We have also had reports of a resurgence of the iTunes gift card scam. The scammers are

sending text messages pretending to be priests asking for help purchasing gift cards. Please remind your parishioners that these types of email or text messages are scams.

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## PPP Loan Forgiveness

Once a parish has been notified that their PPP Loan has been forgiven in full, the following transactions should be posted in QuickBooks:

1. JE: Debit 291200 or other account where the loans proceeds were originally credited, and credit 601000 PPP Loan Forgiveness
  2. To zero the restricted cash account, post a transfer from parish cash to the restricted account
  3. If the loan has NOT been forgiven in full, a check must immediately be written for the balance due
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## Do Not Install QuickBooks Updates

When you log onto QuickBooks and receive a message that says "There's a new QuickBooks software update waiting for you. This update fixes issues that folks like you have told us about" and you see two options "Install Now" or "Install Later" **always choose "Install Later"** unless directed otherwise by IT or Parish Support. **DO NOT download or install QB updates** it affects all files and crashes servers.



## Help Us Help You

To help us serve you better, we ask that you include your parish name, parish number and your contact information with extension on ALL phone and email messages. Even better, set up a signature with your name, parish name, parish number and phone number with extension in your email. This enables those who serve you to respond quicker and saves us from searching for your contact information or listening to long automated attendant messages.



## Parishes Running Payroll in QuickBooks

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Parish that received a PPP loan are now able to complete their 941/SchB in QuickBooks. You must submit your 941/SchB along with Payroll Summary to Parish Support for approval.



Parishes running payroll in QuickBooks who **did not** receive a PPP loan on or prior to June 30<sup>th</sup> and, therefore, were eligible for both employee retention and COVID sick/family leave pay credits on your 2<sup>nd</sup> quarter 941 should have received an email from Sally with instructions regarding your 3<sup>rd</sup> Quarter 941/SchB. To insure an accurate 3<sup>rd</sup> Quarter 941/SchB, we asked you to complete the questionnaire included with the email to determine the parish eligibility for 941 credits. Please complete and return it as soon as possible after running your last September payroll but no later than **Monday, October 5<sup>th</sup>**. After reviewing your questionnaire, we will again complete and return your 3<sup>rd</sup> quarter 941/SchB and supporting documents.

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## Corporate Matching Gifts

We continue to receive emails and phone calls regarding the change corporations have made in their matching gift policies. In the past, corporations would match gifts given to parish schools. Now, however, that has changed.

The problem is with corporation's attitude toward religious organizations, not with how the parish school is structured. Our schools are religious (Catholic) to the core and under Canon Law must remain that way. They are operated as ministries of the parishes, which are 501c3 corporations. Some corporations have revised their matching program screen to exclude religious organizations which makes it impossible for us to qualify. This, of course, is something very easily changed by a corporation, should it be willing to do so. If enough employees and retirees complain to their employer perhaps they would reconsider their change in policy.

**Thomas M. Buckley**  
General Counsel  
Archdiocese of St. Louis

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## Elementary Teacher Tuition Benefit Payment

With all of the challenges during this time, especially with teacher staffing in our schools, the normal transfer of funds for the Teacher Tuition Benefit will be delayed in order to provide ample time for all teachers/schools to submit the necessary paperwork. Normally, parishes/schools would receive these funds in late September or early October. We anticipate the funds being transferred in late October or early November. While we realize this might be a financial hardship on some parishes/schools, we want to make sure that as many teachers receive this benefit as possible.



## From Internal Audit

The use of mobile payment services has been on the rise. This includes mobile payment services such as Venmo, PayPal, Zelle, Square, and many others. Internal Audit has reviewed several payment services and their controls, and we strongly discourage the use of services that are designed for peer to peer use, that can be linked to personal accounts, and/or from which funds can be disbursed.



The Clover device recommended by the Archdiocese does offer sufficient controls, and units can be borrowed or purchased from SLAF.

Look for our Mobile Payment Services memo on our website on the Alerts & Tips tab, which will be posted soon. Please contact our office if you would like help evaluating a mobile payment service.

<https://www.archstl.org/internal-audit>  
[InternalAudit@archstl.org](mailto:InternalAudit@archstl.org)  
[Financial Misconduct Hotline](#)

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## Archdiocese Benefits Reminder

On September 10, 2020, all parish, school, and agency business managers received an email from the Archdiocese of St. Louis - Office of Human Resources that included information on two Financial Wellbeing Educational Webinars that employees have access to view at their convenience. In addition, it announced the new "Communications Corner" located on the Archdiocese Benefits and HR webpages that was created to be a one-stop-shop for important benefits communications that are sent out throughout the year so employer business managers and employees can reference as needed. It was kindly requested that all business managers distribute this email to all benefit eligible employees. If you have not done so already, please send this email out to employees as soon as possible.

The email message is posted on our Benefits/Communications Corner webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms> for your reference.

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## Teacher/Staff Appreciation Gifts

At this time of year, we remind parishes, schools and PTO's that the IRS only allows employers to provide some type of "de minimis" benefits to individuals. Examples of "de minimis" gifts would be a ham, fruit basket, candy or flowers.



The IRS considers giving gift cards to teachers to be the same as giving cash and, therefore, the gift card creates a taxable event for the recipient. The value of the gift card is considered income and must run through payroll and be included on the teachers' W-2.

Raffling non "de minimis" gifts to teachers and staff as a "door prizes" is also not allowed. In order to raffle gifts, it would require the teacher or staff member to purchase a ticket and raffles are considered to be a type of gambling and then the parish follow must follow gambling regulations. Raffle regulations may require the parish to complete a W-2 G for winners.

Many parishes have chosen to host a teacher and staff appreciation breakfast or lunch as a way to express their gratitude.

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## Email Tip

When you reply to an email copied to one or more individuals, "Reply All" is the more appropriate option to choose. If the sender copied another recipient, it may be because your response is necessary and pertinent to those copied on the email thread. Often those copied on an email will be impacted by your response and may be waiting or confused if they don't see your reply.



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## World Mission Sunday

World Mission Sunday is celebrated on **October 18<sup>th</sup>**. On this day, Pope Francis invites the entire Church to support mission dioceses in Africa, Asia, the Pacific Islands, and parts of Latin America and Europe, where priests, religious and lay leaders serve the world's most vulnerable communities.

Materials for this special celebration such as bulletin announcements, graphics, sample intercessions, and more can be accessed at [www.archstl.org/wms](http://www.archstl.org/wms). If you have any questions, please contact the Mission Office at 314-792-7655 or [missions@archstl.org](mailto:missions@archstl.org).

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Beginning at 10 a.m. on **Sunday, October 18**, join the Respect Life Apostolate (RLA) virtually for an inspirational and educational day of prayer, dynamic speakers on the Gospel of Life, awards and Walking with Moms ministry partners – all live from the Ritz-Carlton, St. Louis. Watch the Convention live-stream with your family, parish, school, youth group or pro-life organization!

During the **44<sup>th</sup> Annual Respect Life Convention: Walking with Moms**, learn the latest from local, state and national pro-life and Catholic leaders. Prayers and presentations those by:

- *Most Rev. Mark S. Rivituso* (Auxiliary Bishop of St. Louis)
- *David Bereit* (Founder, 40 Days for Life)
- *Elizabeth Westhoff* (award-winning Catholic communications professional)
- *Dr. James Sherley* (Charlotte Lozier Institute & Asymmetrex LLC)
- *Dr. Patrick Yeung* (St. Louis University & Catholic Medical Association)
- *Cynthia Haehnel JD* (Respect Life Director, Archdiocese of St. Louis)
- *Sr. Sue Ann Hall & Sr. Delores Vogt* (Our Lady of Guadalupe Pro-Life Convent)

The Convention also includes a special complimentary Teen Track Pre-Release which will be made available to archdiocesan parish youth groups and schools in early October with presentations by *Jacinta Florence* (Regional Coordinator, Students for Life of America) and *Brian Westbrook* (Executive Director, Coalition for Life St. Louis).

**Sign-up online today now through October 14!** Registration, pricing, sponsorship opportunities, limited live-seating options, video challenge contest, and other details available at: <https://prolifestl.regfox.com/2020-respect-life-convention>

For questions or registration help, please contact the RLA at [prolife@archstl.org](mailto:prolife@archstl.org) or 314-792-7555.

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## Catholic Charities offers Covid-19 Support

**To GET Help:** If you are experiencing pandemic-related financial hardship, Catholic Charities may be able to help with mortgage, rent, utilities or other direct financial assistance. Contact our COVID Relief Call Center at 314.256.5984, M-F 8am – 4:30pm.

**To GIVE Help:** Our Call Center processes over 75 referrals a day and has already served more than 1,000 families/individuals, distributing \$550,000-plus in direct aid. We have also served about 1,000 households through food and personal care item distribution events. The need continues!

Donations are always appreciated, online at [ccstl.org/get-involved/donate](https://ccstl.org/get-involved/donate) or by mail: **Catholic Charities, P.O. Box 952393, St. Louis, MO. 63195-2393.**

## Saint Louis Counseling is Here to Help

Saint Louis Counseling, a Catholic Charities agency, offers counseling and psychiatric services for children and adults; trauma-focused cognitive behavioral therapy; veterans counseling, parenting classes, college coaching, and more.

Locations throughout the metro area are currently open for a limited number of office sessions.

Tele-health sessions are available for those who prefer to shelter in place. **To learn more or make an appointment, call 314.554.3800, or visit [www.saintlouis counseling.org](http://www.saintlouis counseling.org).**

Many private insurance companies and employee assistance programs (EAPs) cover the cost of our mental-health services. We are happy to process insurance claims for reimbursement. For clients who do not have health insurance, we offer sliding-scale rates.

## Is Your Group or Family Looking for Service Ideas?

While we have limited onsite volunteer opportunities available due to current social distancing restrictions, the need for community support is greater than ever. If you, your family, prayer group, scout troop, or other organization are looking for a way to help others, our agencies are always grateful for in-kind donations, such as food, cleaning supplies, and hygiene items.

To see which items are most needed, visit [ccstl.org/donate/in-kind-donations](https://ccstl.org/donate/in-kind-donations). If you have questions or would like help organizing an in-kind donation drive for any Catholic Charities agency, please contact Lisa at [lisa.shea@ccstl.org](mailto:lisa.shea@ccstl.org) or 314.256.2927.

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<b>MOVE-IN SPECIAL</b>	<b>CALL TODAY FOR DETAILS!</b>
<b>Our Lady of Life Independent Senior Living Apartments</b>	<b>314.447.6305</b>
7655 Watson Rd St. Louis, MO 63119	Join a place of friendship, fun, and stress-free living!
This is a fee based community. Entrance fee starts at \$95k.	

## Senior Living Apartments Available

Cardinal Ritter Senior Services, a Catholic Charities of St. Louis agency, provides compassionate care for senior adults through a continuum of high quality residential, healthcare and supportive social services. Currently, there are apartments available in our Shrewsbury independent living apartment community, Our Lady of Life.



### 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.*

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