

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## September To Do List

- **Status Animarum - if not completed**
- **Reply within 7 days to Balance Review**
- **Keep parish sacramental records up-to-date in PHOL**



## PHOL - Sacraments and Notifications

COVID19 has had a significant impact on parish and sacramental life. Sacraments are being delayed and/or celebrated later than normal. In order to assess the impact of COVID19, we are instructing all parishes to enter sacraments into Parish Helper Online within one month of their occurrence. While you are not required to 'submit' the monthly counts like you do for the annual Status Animarum, we are requesting that parishes keep the sacramental records in PHOL up-to-date so that sacramental counts and statistics can be pulled for tracking and planning purposes. The following procedures should be followed.



1. Record the sacrament in the corresponding parish sacramental register.
2. Record and save the sacrament in Parish Helper Online. To avoid duplicate records, always search for the individual before entering a new record.
3. If your parish is **not** the church of baptism, print the sacrament notification in PHOL and mail to the church of baptism.

Note: When a sacrament is entered in PHOL and the parish of baptism is within the Archdiocese of St. Louis an email notification will be sent to the parish of baptism. In this case, you should receive both an electronic and hard copy notification. You are required to record these sacraments in your baptismal register. Use the sacrament ID number to retrieve the necessary sacramental information from PHOL, then record the information in the baptism register for that individual.

[Click Here For Important PHOL Guideline](#)

## Yearend Status

Thank you to everyone, who has submitted/completed their Status Animarum.

<b>Submissions as of August 27</b>	<b>2019</b>	<b>2020</b>
Status Animarum - submitted	86.98%	90.76%
Sacramental Registers - received	53.52%	69.36%
Status Animarum - outstanding	25	17

On September 4th a list will be generated showing parishes with missing Status Animarum items. These items include Status Animarum submission, Status Animarum Verification Form, Baptism Register, Confirmation Register, Marriage Register, Parish Budget, and School Budget if applicable. Letters will be mailed to pastors listing the outstanding items. If you need assistance completing these items please contact Parish Support as soon as possible.

## August Benefits Email Reminder

On August 21, 2020, all parish, school, and agency business managers received an email from the Archdiocese of St. Louis - Office of Human Resources that included the annual Medicare Part D Notice, along with several other valuable benefit informational pieces such as the H&H Health Screening schedule and Flu Vaccination schedules. It was kindly requested that all business managers distribute this email communication 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/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms> for your reference.

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## From Internal Audit

Internal Audit is currently evaluating how parishes and other entities are selected for an audit or review. In the past, Internal Audit would select parishes who recently had a pastor change, and we may continue to do that, but because of our limited staff, we are working to develop a more risk-based and value-added model for selecting parishes and agencies for audits or reviews.



We might still contact you to schedule a visit for a traditional audit, but if you think a more limited review into particular areas would add more value, or if you have more immediate needs, please let us know. Audits and reviews can add insights to help you and your teams be more successful. As always, please contact our office if you have any concerns or need assistance.

Remember, the part people often miss about “internal audit” is the first word... *internal*. We are a part of *your* team and we are here to support *you*. Let us know if we can help in any way.

[InternalAudit@archstl.org](mailto:InternalAudit@archstl.org)  
[Financial Misconduct Hotline](#)

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## Reminder: Fixed Asset Capitalization Policy Effective July 1, 2020

Parishes should not capitalize fixed assets on the balance sheet and record the related depreciation expense on the income statement. Rather, these costs should be expensed immediately as incurred using the guidelines below to distinguish between operating versus non-operating (extraordinary) expenses.

Generally, all purchases of new assets costing \$5,000 or more, and having an expected useful life exceeding one year, should be recorded in the appropriate account number between 611000

– 611800 in the capital expenditures section of the income statement to identify the type of fixed asset acquired. This does not apply to the purchase of a group of items that individually cost less than \$5,000 and are not part of a larger project, e.g. textbooks. Repairs or improvements to existing assets may be treated the same way if they extend the original useful life of the related asset and exceed \$10,000.

Capital expenditures in excess of 3% of the prior year's ordinary revenues or \$10,000, whichever is greater, must first be approved by the Archbishop.

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## PHOL Parish Assignment Updates

It is important that parishes regularly update their staff assignments in Parish Helper Online. Parish Support is most concerned with business manager, bookkeeper and parish secretary, but many other offices here at the Curia communicate with other parish staff members. Please make sure all your parish assignments are up-to-date, including DRE, Youth Minister, Communications Coordinator, Respect Life Coordinator, CRE, Bulletin Editor and any others that may be helpful. Updates can be made in PHOL by going to the procedures tab, selecting location information, then the administrative tab. From there you may add the staff member's assignment and contact information.

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## Archdiocesan Directories

Several years ago the Archdiocese discontinued producing hard copy directories (Yearbooks). The Archdiocesan directories are available on the Archdiocese Intranet "Louie". Open "Louie" and click on the "Directory" tab. There you will find directories for Administration, Affiliated Ministries, Agencies, Deacons, Parishes, Priests, Rigali Center, Men Religious and Women Religious. You may choose to view, print or save them to your desktop. If you choose to print or save, keep in mind these are living documents and are updated and ***change frequently.***



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## Parish Viability Grant

Pastors received a letter from the Archbishop with details pertaining to the Ensuring Parish Viability Endowment Grants. The EPV Fund provides grants in two areas, High Growth Grants and Stability Grants. If you are unsure of whether or not your parish would qualify for one of these grants, or if you are unsure of which type of grant to request, please contact Brian Niebrugge, Executive Director of Stewardship and the Annual Catholic Appeal, at 314-792-7681. The application deadline is September 18, 2020.

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## Roman Catholic Foundation Distributions

The Roman Catholic Foundation is a separately incorporated 501(c)3 public charity, independent of the Archdiocese. All funds transferred to RCF for beneficiary endowments post as a contribution to the foundation in QuickBooks. The endowment itself does not appear on the parish/school financial reports. We recommend that all donors make their checks payable to RCF - not the parish. If the check is made payable to the parish, it is a restricted gift and posts to 435100 Gifts - Restricted. Account 532100 Contributions is used to post parish/school payments to RCF while 461700 Grants-RCF-Parish/School is used to record the endowment income.



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## Parishes Running Payroll in QuickBooks 3rd Quarter 941

With more changes coming to 941 calculations this quarter, we ask that you **not** prepare your 3rd quarter 941 until Parish Support contacts you directly.

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## Log Out of Parish Helper and QuickBooks

Please make sure to log out of Parish Helper Online and QuickBooks each day. This allows our IT Department the ability to make updates to these systems as necessary. We remind you to turn off your computer nightly or at least occasionally to clear cache, install updates and reboot your machine for optimal performance.



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## Missionary Plan of Cooperation Appeal

Thank you in advance for your help in the transmission of funds from your parish for the Missionary Plan of Cooperation Appeal of the Mission Office of the Archdiocese of Saint Louis!

While this year the in-person appeals are canceled, we still are asking parishes to hold a second collection for their assigned missionary if at all possible.

**Please note:**

**When remitting, please clearly indicate that the funds are for the MISSIONARY CO-OP**

## **COLLECTION.**

The funds may be forwarded to the Archdiocesan Finance Office in any of the following ways

- \*NetTeller Online, the account number is: 7 + your Parish# + 11
- Forwarding the collection by ACH
- A check made payable to the **Archdiocese of St. Louis**, memo: **Missionary Cooperation Collection**. Please mail the check to: Mission Office, 20 Archbishop May Dr., St. Louis, MO 63119.

Please remit the funds by the end of the 2020 calendar year for reporting purposes. The Mission Office records your parish donation and includes the amounts in our yearly report to the National Office of the Pontifical Mission Societies. The Archdiocese Finance Office also records these donations for their records.



### **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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