

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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August To Do List

- Submit Status Animarum - Due August 16
- Prepare QuickBooks file for Balance Review - Due August 16
- Enter budget in QuickBooks - Due August 16
- Internal Questionnaire is optional

Check Over Status Animarum

Thank you to the 70 parishes (37%) that have already submitted their 2021 Status Animarum. For those who have not yet submitted, we remind you to take the time to carefully check the Baptisms, Confirmations and Marriages you entered against your registers. Look for any misspelled names, duplicate entries, missing information or incorrect dates. We have noticed instances where the Bride has been listed as the groom and the groom listed as the bride and some baptisms and marriages have been entered in PHOL twice. Some parishes may be entering old records and neglect to put in the correct date and then old sacraments show up on the current years' Status Animarum. If you discover any errors on your baptism, confirmation or marriage registers **after** you have submitted the Status Animarum and printed your registers, please contact Michele at 314.792.7072 or michelefisher@archstl.org or Sally at 314.792.7716 or sallyserbus@archstl.org to have your report reset so you may correct the errors and resubmit.

Non-Shared Accounting Balance Review

Beginning August 16, all parishes not on Shared Accounting will undergo an Annual Balance Review. There is no need to notify Parish Support that your QuickBooks file is ready. If your files are ready earlier and you would like us to begin your review early, you may send an email to parish_support@archstl.org letting us know your files are ready and we will begin your review asap. The QuickBooks file will be closed after the balance verification is complete.

Priest Accountable Plan

Each priest is eligible to receive reimbursements up to \$2,800.00 annually for business related expenses under the Priests' Accountable Plan, which must meet strict requirements defined by the Internal Revenue Service (IRS). The Accountable Plan runs on a **calendar** year basis. Qualifying business-related expenses include automobile mileage reimbursement, parking fees and tolls, business travel, business meals and entertainment, clerical vestments, dues and subscriptions, books, tapes, CD's, DVD's and other equipment used for business purposes. If a priest is reassigned during the calendar year, parishes need to contact the priest's previous parish to determine if the maximum reimbursement has been reached.



The Continuing Education Benefit available for priests runs on a fiscal year basis and the limit is \$1,000.00 annually. Similar to the Accountable Plan mentioned above, documentation of such expenses is necessary for reimbursement.

For additional information please see the Financial Management and Control Manual on the Parish Support Webpage .

PHOL End of Year Submission Checklist

An End of the Year checklist is available in Parish Helper Online (PHOL) on the procedures tab for you to view the status of your submissions. Click on End of Year Checklist 2021 to view the status. When mailing sacramental registers and Status Animarum Verification Form, please allow Parish Support a week or so to verify and record your submissions in PHOL.

Updating PHOL Staff Changes

Reminder when staff changes are made at your parish it is important that you make the staff changes in PHOL. Go to the Procedures tab and select Location Information to add the new staff or assignment. New staff members should also have their own access to Citrix and PHOL and not use or share credentials of a current or previous staff member.



Latin America Apostolate is Closed

The Archdiocese of St. Louis has closed the Latin America Apostolate, withdrawing ministry in Bolivia, and transferring Mary Queen Parish in La Paz to the jurisdiction of the Archdiocese of La Paz. The special collection scheduled for the weekend of August 1 is cancelled. You should remove the Latin America Apostolate special collection from your online giving provider.

Ensuring Parish Viability (EPV) Grants.

- The window for requesting 2021-2022 Ensuring Parish Viability Grants has opened.
- To request an application, please contact Mr. Jason Barfield at jasonbarfield@archstl.org or call him at 314.792.7685.
 - To ensure that you have enough time to complete the application, please request it by August 6.
- Completed applications are due by September 17.
- Applications will be evaluated on the questions below:
 - How great is the need in the parish, and how critical is the proposed project to the operation of the parish?
 - Does the parish meet the demographic qualifications required by the Ensuring Parish Viability Endowment?
 - Does the parish have an active Stewardship Education Program?
 - Does the parish make a concerted effort to support programs of the archdiocese, especially the Annual Catholic Appeal?



Servant Keeper - Importing Online Contributions

Parishes are required to enter all offertory and special collections into Servant Keeper, this includes those donations that are made online. This can be accomplished by generating the donation report from your online giving provider and entering the donations manually into Servant Keeper. The preferred option is downloading the giving report in an Excel format and importing them into Servant Keeper. This method is accurate and can save you valuable time, especially as more donors are using online giving. In order to import online donations, donors will need an envelope number which is assigned in Servant Keeper and included in the donor's online giving profile, even if they are not receiving envelopes. We recommend you enter online donations weekly. If you are not importing your online donations into Servant Keeper, please consider doing so. If you need assistance with importing contributions in Servant Keeper, please contact Michele in Parish Support 314.792.7072.



Office of Sacred Worship - Annual Book Order

Please click on the link below for information on the 2021-2022 annual book order offered through the Office of Sacred Worship. Please be sure and fill out the complete order. Once we have received your order you will receive an email confirmation . All orders are due by **Friday, October 1, 2021**.

[Book Order Form and Information](#)

Reminder from Building and Real Estate Office

If you plan to lease space on an ongoing basis (more than a one-time rental like a trivia night or wedding reception), please contact Cheryl Harness in the Building and Real Estate Office. Cheryl may be reached at 314-792-7087 or cherylharness@archstl.org. She will draft the appropriate lease for you. Since parishes do not own the property they cannot legally enter into a lease agreement with another party. All parish property is owned by the Catholic Church Real Estate Corporation in the county in which they reside. For example, Cure of Ars Parish property is owned by the St. Louis County Catholic Church Real Estate Corporation, St. Joseph-Imperial is owned by the Jefferson County Catholic Church Real Estate Corporation.

Ownership by the Real Estate Corporations also means that parishes cannot receive rent payments directly. All rent payments are sent to their respective county's lockbox, deposited in the bank, recorded as payment received by our accountant then transferred to the parish's SLAF account. The deposit will show up on your statement as REPYT for Real Estate Payment. If you have more than one Lessee, payments may appear on your statement individually or in one lump sum depending on when the payments are received.

Leases are needed for use of parish property/facilities by all outside parties, including other parishes or religious communities should they be using your gym, athletic fields, convent or other spaces. This applies even if they are not paying rent. Having a lease in place protects the parish on many levels but most importantly our leases require that the Lessee carry general liability and workers compensation insurance and that the Real Estate Corporation is named as an additional insured on the policy. The Building and Real Estate Office has the experience, knowledge and resources to help ensure, to the best of their ability, that all of the details to define each party's responsibilities are included in the lease agreements. Please contact Cheryl Harness for assistance with your leases.

OSV - PCI DSS Compliance

It has been brought to attention that OSV is emailing parishes regarding their annual Payment Card Industry and Data Security Standard compliance around the time of the anniversary date of their contract. This is not a scam, it is a requirement of PCI DSS compliance. They are asking parishes to log into the OSV portal and



answer questions about how your parish accepts payments and the security of those payments. Please comply with this request.

Reminders from the Mission Office

- If you need envelopes for the Missionary Plan of Cooperation appeal at your parish, please contact our office at 314.792.7655 or email us at missions@archstl.org
- Proceeds from the collection may be forwarded to the Archdiocese Finance Office in any of the following ways:
 - Net Teller Online using the account number 7 + your Parish# +11
 - Forwarding the collection by ACH
 - A check made payable to the Archdiocese of St. Louis with the memo Missionary Cooperation collection. Please mail the check to 20 Archbishop May Dr., St. Louis, MO 63119



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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