

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



**Volume 6, Issue 12, December 2021**

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### Calendar Dates to Note:

- **12/8/2021:** Curia closed for Feast of the Immaculate Conception.
- **12/23/2021:** Curia closing at noon with normal office hours returning on Tuesday, January 4, 2022. — essential services will be available during this period.

### To Do List

- Update Christmas Mass times in PHOL and parish website.
- Submit the ACA parish list and online questionnaire by Friday, December 10th to the ACA.



### Update Your Christmas Mass Times

To ensure the faithful have the most up-to-date information please update your parish's Christmas Masses and Reconciliation times in Parish Helper OnLine (PHOL). This enables the archdiocesan website to display these schedules for each parish. Detailed instructions begin on page 6 of the User Manual which is located under the Help Menu in PHOL. The Start Date drop down menu lists the various Masses.—ie Christmas, Christmas Eve, etc.



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# Posting iGIVECATHOLIC in QuickBooks

The Finance Office has requested that all gifts for the giving Tuesday on November 30th, be posted to account 415100 Gifts-Unrestricted. In the memo field please put "give day".



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# Parish Support and the Holidays

Parish Support is working remotely from noon, December 23rd, through the end of the day, January 3rd. Please leave a voicemail message or send an email for Sally (314-792-7716, [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org)) or Shelley (314-792-7072, [Shelleylang@archstl.org](mailto:Shelleylang@archstl.org)). Don't forget to leave your name, parish name, and number along with a detailed message. Sally or Shelley will contact you as soon as possible.



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# SLAF Holiday Hours

SLAF is closing at noon on December 23rd. Hours for December 27th through January 3rd are 10am until 2pm, Monday through Friday.



Just a reminder that the deadline for submitting both your parish list and the online questionnaire is **Friday, December 10, 2021**. Again this year, one parish incentive ticket will be awarded to parishes that return both their parish list and complete the online questionnaire by the due date.

Instructions for preparing your list are detailed in the prep packet that was mailed to the attention of your Pastor/Parish Life Coordinator on November 2. The instructions are also available on the [ACA website](#).

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.

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# Cemetery Addresses in PHOL

A recent database change affected PHOL funeral registers. When a cemetery is selected in PHOL, the address is showing as Resurrection Cemetery's address even though Resurrection was not selected. Please be sure you are entering the correct name of the cemetery where the deceased is interred. If you have any questions please contact Parish Support.

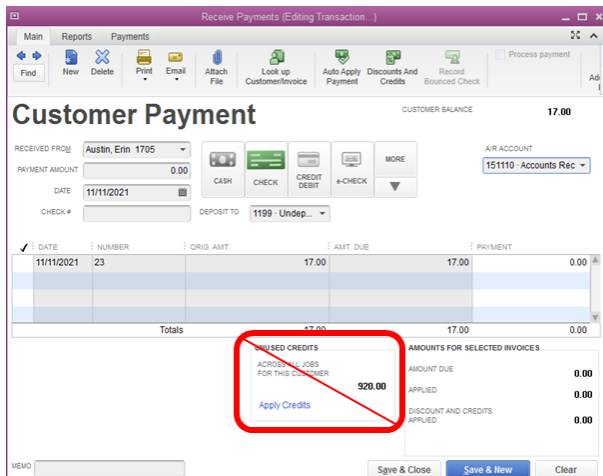


# Update on PACT Format

Parish Support has decided not to move the monthly PACT Newsletter to the Flocknote platform at this time. We will continue to deliver PACT via the current means for the foreseeable future. However, we are making changes to PACT in order to make the eventual transition to Flocknote easier. Parish Secretaries, Bookkeepers, and Business Managers are still encouraged to enter a cell phone number in PHOL for emergency communications.

# QuickBooks A/R Feature Causing Problems

A new feature in QuickBooks is causing problems with the yearend processing and we are asking everyone to refrain from using that feature.



The problem occurs if you have multiple Jobs for your school families (Customers). The jobs may be for different school years, K-8, Pre-school, PSR, etc. When entering a Customer Payment, QB gives you the option to apply unused credits from all jobs for the customer. By clicking on Apply Credits, QB automatically creates a JE entry and a new account called Account for Credit Transfer. QB creates the account without an account number and the account usually does not appear on the standard Balance Sheet report. However, it does appear on the Trial Balance, which then disables the program the Finance Office uses to calculate Annual Assessments which results in manual handling of the file, requires additional time and possible errors. Please DO NOT use this credit feature. Part of future Parish

Support reviews will include checking for the invalid "Account for Credit Transfer" account. If the account appears, you will be asked to void the JE and credit the customer jobs using Credit Memos and Invoices.

The feature is marked in the example above. Please contact Parish Support with any questions.

# Year End Contributions

Internal Audit would like to remind parishes of the following as we approach the end of the calendar year:

- Donor contributions mailed are deemed delivered to the parish by the Internal Revenue Service (IRS) when the check is delivered to the U.S. Postal Service. Thus, checks postmarked before December 31, 2021 should be included in the donor's 2021 contribution statement (regardless of when it was deposited by the parish).
- Donor contribution statements must be mailed to donors by January 31, 2022 per IRS guidelines. We recommend these year-end statements include each individual contribution because the IRS requires contemporaneous written acknowledgement for each charitable contribution of \$250 or more. The consistent practice of acknowledging individual monetary gifts minimizes the possibility of failing to issue necessary acknowledgements and assists in maintaining good relationships with donors.

Additionally, the Internal Audit department has recently issued a Risk Alert related to the security of credit card terminals due to a recent attempt by fraudsters to post unauthorized credits to a personal credit card and gift card. We encourage you to read the memo [here](#) and ensure your parish is taking the steps necessary to protect against this type of fraud.

If you have any questions, feel free to contact us by e-mail at [InternalAudit@archstl.org](mailto:InternalAudit@archstl.org) or by phone 314-792-7241.

# 1099-NEC and W2-G Forms

Last year the IRS changed guidelines for reporting non-employee compensation on Form 1099 MISC to Form **1099-NEC**. Given the changes, Form 1099 MISC is generally no longer used by parishes. For tax year 2021, non-employee compensation should continue to be reported on form **1099-NEC**. Parishes will need to order 1099-NEC forms and not 1099-MISC to create the forms in QuickBooks. For more information click on the links below:

<https://www.irs.gov/instructions/i1099misc>

Below is an article that explains the change that happened last year and is form 1099– NEC  
<https://www.thebalancesmb.com/what-is-form-1099-nec-for-nonemployee-payments-4781974>

Form W2-G is used for prizes, etc. This requirement has not changed.



# Sacramental Recordkeeping Tip from the Archives!

## Software vs. the Physical Register

Parish Helper Online (PHOL) is an excellent tool for cataloging and sharing sacramental records within the archdiocese, but this **does not replace** the physical sacramental registers. You **must always check the physical book** for the record and compare it to PHOL, regardless of when the record was created in PHOL. **Canon Law requires** that certificates be issued from the physical sacramental register, not from the surrogate software. Please practice responsible stewardship over our sacramental records. Find more answers to your questions in the Sacramental Records Handbook, located under the Help menu in PHOL. Still unsure? Contact Archives at 314-792-7020 or [info@archstl.org](mailto:info@archstl.org) for assistance anytime!



# Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed. If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be mailed or made available by January 31, 2022.



# Reminder from the Mission Office

If you have not already done so, please remit the Missionary Plan of Cooperation and World Mission Sunday special collections by the end of December. These can be forwarded in any of the following ways:

1. Net Teller Online using the account number 7 + your Parish# + collection #  
World Mission Sunday is collection #10  
Missionary Plan of Cooperation is collection #11
2. Forwarding the collection by ACH
3. A check made payable to the **Archdiocese of St. Louis**, with the name of the collection on the memo line. Please mail the check to: Mission Office, 20 Archbishop May Dr. St. Louis, MO 63119.

Questions? Contact Kim Specht at 314-792-7664 or [kimspecht@archstl.org](mailto:kimspecht@archstl.org)

# Catholic Charities Christmas Concert

**Joy to the World: A Christmas Concert to Benefit Catholic Charities, Live-Streaming from the Cathedral Basilica, Dec. 3**

*Joy to the World: a Christmas Concert* is a celebration of community and faith to benefit Catholic Charities of St. Louis. The performance will be live-streamed from the Cathedral Basilica on Dec. 3, 8-10 pm, at [ccstl.events](http://ccstl.events).

Learn more and register for the livestream at [ccstl.events](http://ccstl.events). For those unable to view live, a recording will be posted Dec. 4. Performers include Cathedral Concerts Musicians' tenor Scott Kennebeck, organist John Powel Walsh, and violinist Lenora-Marya Anop; the Archdiocesan Handbell Choir, and Cor Jesu Academy, SLUH, and Visitation Academy Choirs.



Joy to the World: A Christmas Concert  
to benefit

Catholic Charities  
ARCHDIOCESE OF SAINT LOUIS



Streaming Live from  
the Cathedral Basilica  
Friday, Dec. 3  
8-10 pm  
[ccstl.events](http://ccstl.events)



Scan to RSVP!

## From the Vocations Office

Please put the following vocation image in your bulletin and on your social media page. The Vocation office is building Vocation Awareness and is asking for your support.



VOCATIONS@ARCHSTL.ORG 314.792.6460

@STLVOCATIONS



**ALL THINGS NEW**

STEADFAST IN FAITH • FORWARD IN HOPE

## 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)

### **Shelley Lang, Parish Support Representative**

Phone: [314.792.7072](tel:314.792.7072) | Email: [ShelleyLang@archstl.org](mailto:ShelleyLang@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)

## PACT Archives

[Click here](#) for immediate access to back issues of PACT — including a comprehensive Index for all issues.