

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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February To Do List

- Start working on FY 22 budgets
- Return endowments elections forms by March 12, if applicable
- St. Louis Review Servant Keeper export due March 15



Covid-19 Vaccine

We have received numerous questions about the vaccine – particularly inquiries as to our ability to provide access to COVID vaccinations onsite, similar to our practice with the annual flu vaccine. At this time, we have not been able to set up such an arrangement. While highly encouraged, receiving the COVID vaccine is totally voluntary and an individual decision. If you live in one of the counties listed below and are interested in registering for the vaccine when available for individuals with your specific demographic details, the following links (you may have to cut and paste it into your browser) can be used:



Residents of St. Louis County can preregister for the vaccine at:
<https://bit.ly/35D2Ao7>

Residents of St. Charles County can preregister at
<https://www.surveymonkey.com/r/sccmoCOVIDvax2>

Residents of St. Charles or St. Louis Counties can preregister at:
https://www.kmov.com/news/st-louis-county-and-st-charles-county-offer-pre-registration-for-covid-19-vaccine/article_3a5b1dc8-542f-11eb-b95e-ab84f60f61d2.html

Residents of Franklin County can registration for Phases 1B – Tiers 1 & 2 at
https://www.franklinmo.org/index.asp?SEC=9C427D33-FD50-4AD7-AD7E-74F56E383AA0&Type=B_BASIC

We will communicate other such regional registries as they are made known to us.

From the Finance Office

As you are likely aware, passing of the Economic Aid Act has made additional funding available through a second round of forgivable loans via the Paycheck Protection Program. Should your individual parish or agency choose to apply for a “Second Draw” forgivable loan, it must be completed prior to March 31, 2021.

[Click here to read the full memorandum.](#)

Endowment Elections

Endowment Election forms were mailed to parishes this week. Parishes wishing to receive funds from their endowment(s) must remit their signed election statement by March 12th. It is important to observe the March 12th deadline. By the terms of SLAF, if you do not return your election form(s) by the due date, SLAF will not be able to make any disbursement. Any undistributed income will remain in the endowment, and no distributions will be made in FY2022. Please scan your completed form and email it to investfund@archstl.org. Submitting completed election forms electronically will allow us to better serve your agency or parish

providing you a with confirmation receipt.

SecurEd Training Videos - Digital Defense

Those of you using an Archdiocesan email address may have received an email from the Archdiocese of Saint Louis informing you that you need to complete SecurEd training videos. The email includes a link "Access your training plan now". This is **NOT** a scam, the Archdiocese entered into an agreement with Digital Defense, a company that produces these short security awareness videos. Every quarter you will be asked to watch the training videos and complete a small test. Last quarter you were aske to watch two videos and February 1st three more video were added to your training plan. Please complete them as requested. Should you require assistance, you can contact support at support@digitaldefense.com or call 1-888-273-1412.



Central Purchasing - Technology Orders

Stocking levels of computers and other technology are going to be extremely tight again this year. (It's estimated that the backlog of Chromebooks reached 5 million last spring). It is highly recommended that orders for computers and related technology be placed in the next 30-40 days to be able to receive your order by June. Orders placed after this time may not be received until September or later, according to information provided by Hewlett Packard. For more information please contact Mark Weaver 314.792.7067 or markweaver@archstl.org.



Reminders From SLAF

Money Market Accounts

Please keep in mind that if you are taking funds from a SLAF money market account, you are allowed 3 withdrawals within 1 month, the 4th withdrawal will assess a \$50.00 penalty and so on.

You can *deposit* to money market account as many times as you wantwe LOVE to take in funds with no penalty.

This is standard banking practice at any bank as well as with a SLAF money market account.

Online Donation Confirmation Emails

There was a problem with online donation emails not being delivered to the parishes/agencies

from 1/19 – 1/26, which has been resolved. If you notice emails are not coming through as they should, notify SLAF at SLAF@archstl.org as soon as possible and we will be sure to troubleshoot and resolve the problem. Emails are not always 100% guaranteed.

From the *St. Louis Review*

Please submit your parish subscription export/list by March 15, 2021. All lists submitted by this date will be used for the 2022 parish assessment. More information regarding the parish subscription can be found here: <http://www.archstl.org/st-louis-review/parish-subscriptions>



CLICK HERE for Servant Keeper instructions to generate the Annual *St Louis Review* export.

Mileage Rate



According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile decreased by 1.5 cents from 57.5 to 56 cents per mile beginning January 1, 2021. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

E-Giving Pitfalls of Non-Vetted Vendors

There are many online charitable giving platforms and mobile apps not vetted by the Archdiocese available for parishes/donors to use. Although indirect giving through such third-party platforms can be easy and convenient for donors, it is not without inherent risks and disadvantages. Listed below are some of the disadvantages of those online giving and mobile platforms:

- Software, licensing, and transaction fees can potentially add up to 5-10% of the total donations received.
- Some systems will only deposit donations directly into your nominated account, which puts the parish bank accounts at risk.

- Many platforms hold onto your funds for a period of time. Facebook's new fundraising tool says it can take 60-75 days to receive funds.
- Several platforms have no built-in option for recurring gifts.
- There can be a high and low caps placed on donations.
- When donors call or email the church office to make sure their donations gets to the right account or organization, the parish staff has no ability to assist the donor and must refer them back to donor platform. Often these platforms have very limited customer service.
- Parish Staff must manage reports from multiple platforms to ensure donations are entered into Servant Keeper.
- It is possible that the third party vendor may go out of business and the parish may never receive the donations.
- In the case of mobile apps, many do not capture donor data to help you keep building on the relationship initiated through text-to-give. The parish will receive the donor's name and email address only if the donor decides to share .

We recommend that parishes encourage donors to use the authorized e-giving vendors, FACTS, SMART, or simply their personal bill pay option through their personal bank.

From Internal Audit: "Risk Alert" Retirement Eligibility



While parishes have converted or will be converting to Archdiocesan Payroll Services (Lawson Payroll) for payroll processing, it remains the responsibility of all parishes to ensure employees are properly coded in the payroll system and to monitor the hours worked by employees to ensure that eligible employees receive retirement benefits. Failure to monitor the eligibility of employees could result in additional costs to the parish.

Please see our [*Risk Alert*](#) for further information.

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

PACT Index

The PACT index is a comprehensive searchable PDF file. The index is available on the Parish Support webpage on the Archdiocese website. The easiest way to find the page is to type " PACT Index" in the search bar on the Archdiocese homepage. This will take you to the PACT Page. On the PACT page you can access back issues of PACT or the PACT Index. Simply open the index, type Ctrl F and a Find box appears in the upper right-hand corner. Type in what you're needing and click 'Next'. Finding specific information on a specific issue is just a few clicks away! [Click here](#) for instant access to the index.



Boeing Matching Gifts

When Boeing cleaned up its "Your Cause" database earlier this year, the same tax ID/registration ID was no longer allowed for religious organizations and schools. The Boeing Your Cause focal was able to make a "Child ID" for our Catholic schools in the system and now we are eligible for the company matching (\$ for \$ with a minimum \$25 submittal and volunteer hours matched at a rate of \$10/hour with a minimum 10 hour submittal, totaling up to \$10K per employee!).

The Your Cause focal created a child organization under the Church's Tax ID number in the Your Cause system. The child organization is now eligible as it was set up as an education organization in the system. Someone at the parish/school just needs to make sure a "child ID " is set up underneath the Parish/Church ID. You do not need to create a new profile in Your Cause and all notices/approvals will flow up to the parent organization (the Church).

Tamper Evident Bags

The parish should utilize tamper proof bags to secure the offertory collection with each mass collection kept in a separate bag. Each bag should be pre-labeled with the date and mass time. At least two ushers should place the offerings in the labeled bag and then secure the bag, placing the bag in a safe or locked location as soon as practical after mass. Coupa recommends MMF bags which are the highest level of security, and are readily available at Office Essentials. Free delivery, usually next day. They have several sizes to fit different safes. If you are not set up to order through Office Essentials please contact Edith Tierney prior to first purchase at 314.792.7066 or ETierney@archstl.org



Consolidated Billing

The Finance Office is currently working on the FY22 Consolidated Billing Estimates. We will keep you posted on their availability.

Today Tomorrow Education Foundation

Starting January 11, 2021 scholarships were made available for the 2021-2022 school year to families seeking tuition assistance at

- All Catholic elementary schools in the Archdiocese of St. Louis
- All Catholic high schools
- Any private elementary school in the City of St. Louis

One unified online application is available at TTEF-STL.org for all scholarships funded by the Today and Tomorrow Educational Foundation (TTEF), the Roman Catholic Foundation of Eastern Missouri, and the Office of Catholic Education and Formation. For questions, please contact the TTEF scholarship office at 314-792-7777 or email ttef@archstl.org.



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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PACT Archives

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

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