

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Inside This Issue

- January To Do List • QuickBooks Update • SLAF Holiday Hours • Curia Office Closed • Update Christmas Mass and Reconciliation Times in PHOL • Contribution Statement Policy • Servant Keeper Statement Training and MAC Update • 2020 Yearend Forms • From Internal Audit IRS Form 1099-NEC • Detail Review Schedule • Internal Questionnaire • St. Louis Review • From Respect Life Apostolate •

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January To Do List

- 2020 W2s and 1099 NEC (replaces the 1099 MISC), if needed
- Distribute 1099's to independent contactors and non-employee's paid \$600 or more
- Distribute 2020 contribution statements to donors via mail or Servant Keeper Cloud



QuickBooks Update

Due to the new Federal Form 1099-NEC, we will be performing a QuickBooks update beginning this evening, Friday, **December 18**. QuickBooks will be unavailable tonight, **Friday, December 18 at 7:00 pm through Sunday, December 20**. We will let you know as soon as the update is completed. We apologize for any inconvenience this may cause.



SLAF Holiday Hours

On Thursday, December 24, all ACH transactions must be received into ACH@archstl.org or SLAF@archstl.org mailboxes by 10am for processing on the 24th.

Between Christmas and New Year's, the SLAF staff will be in the office from 10am to 2pm daily and any ACH transactions for those days must be received by noon, otherwise it will wait until the next day for processing.

Curia Offices Closed

The Curia offices will be closed from noon on Thursday, December 24, until Monday, January 4th, however Sally Serbus and Michele Fisher of Parish Support will be checking voicemail and email daily if you need assistance. Please leave us a detailed message so we can assist you better when we return the call or respond to your email.



Update Christmas Mass and Reconciliation Times in PHOL

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, if your parish has not done so already. This will enable 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.

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, 2021.

Servant Keeper Statement Training

Servant Keeper will be offering detailed Contribution Statement training for **free** if you are a Servant Keeper Help Desk subscriber. Previous attendees have described the webinar as very helpful. There are two remaining training dates available January 7 and January 19. There is a \$49 fee for non-subscribers. Parishes are required to send contribution statements to all those who have given \$250 or more during the calendar year.

Servant Keeper Help Desk subscribers [click here](#) to register.



Servant Keeper Mac Update

Servant Keeper has released an important Servant Keeper Update for Mac Users. Servant Keeper 8.0.42 Web Update for Mac OS Big Sur is now here! [click here](#) for instructions on how to install the the Web update

2020 Yearend Tax Forms

Parishes that converted to Lawson payroll after January 1, 2020 and those still running payroll in QuickBooks are reminded to issue W2s to their employee for the time payroll was run in QuickBooks. We anticipate delivery/installation of the 2020 W-2, and W-3. forms January 10, 2021. We understand this is much later than usual. Be assured we will notify you as soon as QuickBooks releases the necessary forms. Before running your employee W-2's, we ask that you submit your completed W-3 to Parish Support for approval. Please remember the 4th Quarter 941/Sch B cannot be reviewed or approved without the completed W-3. Employees must receive their W-2 no later than Federal deadline of January 31, 2021.



Parish Support will again complete the 4th Quarter 941 for those parishes that chose not to receive a PPP loan or for those issuing COVID Sick or Leave pay through QuickBooks. You should have received the quarterly 941 survey in early December. Please complete it and return as soon as possible after completing the final 2020 payroll run. If you have any questions please send an email to Parish_Support@archstl.org.

From Internal Audit IRS Form 1099-NEC

Many parishes have prepared the IRS Form 1099-MISC to report non-employee compensation. Beginning in January 2021, these payments for services will now be reported on a separate form, 1099-NEC. All parishes should carefully review the instructions to forms 1099-NEC and 1099-MISC to ensure compliance with the IRS regulations. Penalties for not filing correctly and providing all necessary information can be costly. As a best practice, parishes should receive a completed W-9 before any payments for services are made to a vendor as these forms help identify vendors that are 1099 eligible.



IRS Instructions for Forms 1099-MISC and 1099-NEC

<https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>

<https://www.archstl.org/internal-audit>

InternalAudit@archstl.org

[Financial Misconduct Hotline](#)

Detail Review Schedule

With the Annual Balance Reviews now complete, Parish Support has begun the detail review process. Parish Support will send you an email the month prior to your review as a reminder. The Detail Review Schedule is available on the Archdiocesan website by [clicking here](#). The Monthly Financial and Administrative Checklist for Parishes is also available on the website or by [clicking here](#).



Internal Questionnaire

The annual Parish Internal Control Questionnaire normally conducted by the Internal Audit Department will not take place for FY2020. Please disregard the "incomplete" notation in Parish Helper OnLine on the End of Year Submissions page.

St. Louis Review

The *St. Louis Review* parish subscription campaign kicks off January 16, 2021. This year there will be no print items sent to your parish, however we do have artwork and our logos available for you to download and use in your newsletters, bulletins, social media and website. You can find all this information and talking points by [clicking here](#).



The parish subscription campaign runs throughout the year. Please

share this information with your webmaster or content manager for your website and social media.

<https://www.archstl.org/st-louis-review/parish-subscriptions>.

From Respect Life Apostolate

Annual Memorial Mass

Join the Respect Life Apostolate for the **Archdiocese of St. Louis Roe v. Wade Memorial Mass** celebrated by *Archbishop Mitchell T. Rozanski* on Saturday, January 16 at 10 a.m. at the Cathedral Basilica. Mass will include the *Pro-Life Generation Memorial* and the *LifeLine Coalition collection*, which benefits over 10,000 local women and families annually. The Rosary and Benediction will follow Mass, which commemorates the 48th anniversary of the Roe v. Wade Supreme Court decision which legalized abortion on Jan. 22, 1973.

- Promote the Mass on social media at: <https://www.facebook.com/events/681320415913059/>
- Live-stream also available at: cathedralstl.org/live
- More details available from the Respect Life Apostolate at 314.792.7555, prolife@archstl.org or STLRespectLife.org

2021 Archdiocesan Young Adult Pro-Life Holy Hour

Join young adults (19-39) throughout the archdiocese to pray for an end to abortion and promote a greater respect for all human life. This annual archdiocesan event, co-sponsored by the Office of Young Adult Ministry and Respect Life Apostolate, will be held on Thursday, Jan. 28, 2021 at 7 p.m. at the Cathedral Basilica of St. Louis. We'll begin with a talk by Brian Westbrook (Coalition for Life St. Louis) followed by Adoration, the Rosary, and an opportunity for the Sacrament of Reconciliation. For more information contact: stlya@archstl.org or 314.792.7555

- Visit online: <https://stlyoungadults.com/calendar/young-adult-pro-life-holy-hour/>
 - Visit our Facebook event page: <https://www.facebook.com/events/867594807338869>
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May the Lord bless you and your family during this Christmas season and may your new year be filled with happiness



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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