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July To Do List

- Begin working on 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

Yearend Meetings

We would like to thank Archbishop Rozanski and Bishop Rivituso for so graciously taking the time to greet our attendees and lead us in prayer during our Fiscal Yearend meetings. We would also like to thank our Curia presenters: Cory Nardoni, Steve Hunk, Whit Madere, Eric Fair, Eric Holt, Peter Frangie, Leah Secreto, Maria Lemakis, Mark Weaver, Reginald Williams, Paul Giljum, Patrick O'Donnell, LaWanda Barnes, Laura Stobbs, Tom Dubois, and Sally Serbus. A special thanks to all parish staff for taking time out of their busy schedules to attend this year's Fiscal Yearend Meeting. We are happy to report we had record setting attendance. We had 190 attendees from 125 parishes. We hope you found this meeting informative and beneficial to your parish. Handouts and PowerPoint presentations from the meeting are available on the Parish Support webpage or by clicking on the link below. If there



was something that was not covered in the meeting that you would like us to cover in future meetings, please send your suggestions to Parish Support.

[Click Here for Yearend Meeting Powerpoint Presentation and Handouts](#)

Status Animarum

The end of the fiscal year means that the Parish Status Animarum is due. The due date is August 16, 2021.

To complete the Status Animarum, you need the following five counts from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household
5. Total number of households

There should be existing Status Animarum groups in your Servant Keeper that will give you the needed numbers. If not, the Statistical Report Instructions are available on the Parish Support Website or by [clicking here](#) for the detailed directions on how to create the groups.

Instructions for Preparing the Status Animarum are available by [clicking here](#). Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage.

As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages and Confirmations along with the Verification/Reminders page will automatically print out. **These are the only documents** that need to be mailed in. Please verify that the pastor has signed each page of the registers—even if no sacraments are listed. Mail to Parish Support at 20 Archbishop May Dr, Saint Louis, MO 63119. As always, please don't hesitate to contact Parish Support for assistance. .

Annual Balance Review

In August and September, all parish files undergo an Annual Balance Review. The QB file will be closed after the balance verification is completed. Parishes should be using the 'Monthly Financial and Administrative Checklist for Parishes' to prepare for this review. Completing the monthly check list insures that the QB file is up-to-date each month. The list is on the Parish Support webpage and is designed as a 'To Do' list. This list is a 'living' document and is edited as needs arise. [Click here](#) for the checklist. You may want to bookmark/add the page to your Favorites list. Parish Support will begin Balance Reviews on **August 16, 2021**. We intend to complete the process by the end of September.



Latin American Apostolate 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. The vice-chancellor has notified several of the national envelope suppliers about the cancellation of the August 1, 2021 special collection for the Latin America Apostolate. Our Sunday Visitor informed her that individual parishes will have to contact them about not providing the envelope for this collection since OSV has a contract with the parish, not the Archdiocese of St. Louis. You should remove that special collection from your online giving provider and you should contact your envelope provider to see if that envelope can be pulled if it hasn't already been mailed out to parishioners.

Internal Questionnaire

The Internal Questionnaire has been revised by Internal Audit, is now only 8 pages in length and is no longer mandatory. Parishes may voluntarily use this questionnaire to determine procedural risks and procedures. The Internal Audit team is happy to review the responses at the request of the parish. Please feel free to call Whit Madere at 314.792.7241 at any time, even if it is just to bounce ideas around, or ask for another opinion regarding challenges or questions you might be facing.



Vice Chancellor Office Reminder

Parishes received the following information in a June 7th email from Jennifer Stanard, Vice Chancellor. We were asked to remind everyone of the July 21, 2021 deadline. Please contact Jennifer Stanard at Stanard@archstl.org or 314-792-7812 with any changes to your parish order.

Many of the special collections that your parish participates in are managed through the USCCB National Collections office.

The collections included are:

- Church in Central and Eastern Europe
- The Catholic Relief Services Collection
- Catholic Home Missions Appeal
- Catholic Communication Campaign
- Peter's Pence Collection

- Catholic Campaign for Human Development
- Retirement Fund for Religious Appeal

The USCCB collections office offers **free printed materials** for these collections.

This includes:

- Bulletin inserts
- Collection envelopes
- Pastor kit
- Posters

EANS Grant Posting

Parishes may have already begun receiving their allocation of funding under the Emergency Assistance for Nonpublic Schools (EANS) program, so we want to provide parishes with guidance on the accounting for these monies.



As with PPP loan forgiveness, a parish's EANS allocation funding will also be excluded from assessment by the Archdiocese. We recommend that parishes create a new account number 601100, labeled "EANS Allocation," in the Other Extraordinary Income section of the income statement in QuickBooks to record the receipt of funds from DESE. To avoid commingling of funds, please do not record EANS funding received in the same account as PPP loan forgiveness income (account number 601000). Expenses that are submitted for reimbursement under EANS should be recorded in their normal expense accounts as incurred.

To record reimbursement of FY21 expenses, you will create an invoice to the Department of Elementary and Secondary Education for those items only. The item should be named "EANS Reimbursement" and tracked to the account noted above, 601100. We recommend invoicing for each submission with details on the invoice to track reimbursement by category (1R, etc.) DESE / MoBuys may ask for documentation to support the payment of the expenditure. We suggest providing a vendor balance detail report for the expenditures submitted. This will provide both the invoice details as well as the payment details. This report should be modified to include columns "Memo" and "Paid." As new expenses are incurred for this program, include the memo "EANS" in the memo field on the top portion of the bill entry screen. Additional documentation on proof of payment may be requested.

From the Mission Office

Reminder: 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. Thank you!

Completing a W-9

The Internal Revenue Service classifies nonprofit corporations as being tax-exempt, but it also requires them to complete a W-9 Form, Request for Taxpayer Identification Number and Certification, if they receive funds from another business. This form provides the taxpayer identification number (TIN) to any company with which the nonprofit corporation does business. The W-9 helps businesses accurately report the payments they made to another business or individual during the year. Although the W-9 isn't sent to the IRS, it is an important element in filing taxes. If another business has asked the parish to complete a W-9, you must do so. Enter the legal name of your parish, as it appears on all tax forms and corporation documents. If you are completing the W-9 for a school enter the name of the school on the DBA line. On line 3 check the "Other" box and enter 501(c)(3). Skip line 4 which asks for the payee code. Enter the parish or school address on lines 5&6. On part 1 enter the parish's EIN number not a social security number. Ensure that the pastor signs and dates the form. Contact Parish Support for 501(c)3 letter and supporting documents to accompany the W-9.



Certificate of No Tax Due

When renewing/purchasing a liquor license, parishes are often required to furnish a Certificate of No Tax Due. In the past, the Archdiocese was able to obtain the Certificate for parishes. The Missouri Dept. of Revenue now requires that each parish request the Certificate for their specific location.

[Click Here for Certificate of No Tax Due Instructions](#)

Servant Keeper - Shortcuts

Right clicking on an Individual or Family Profile will give you a drop down menu of things you can do with that particular profile. You can do a quick print of a label, send an email, schedule an appointment (Individual Profile), edit the profile, view their picture (if linked), or view a map of their address.

Many of the buttons in Servant Keeper have a upside down triangle, this indicates there are more options available with that feature. To see the additional options just click on it. These can often save you time and make things easier.





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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