

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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June To Do List

- Attend Yearend Meeting
- Finish recording sacraments
- Complete budget for 2021-2022
- Submit loan forgiveness application for PPP loans received in 2020



Yearend Meetings - It's Not Too Late to Register

It is not too late to register for the upcoming Yearend Meetings held at the Rigali Center. The dates and times are listed below. We will maintain social distancing guidelines and follow current safety protocols to keep everyone safe. We encourage all bookkeepers, secretaries, and business managers to attend this year to meet our many new Curia members. Representatives from Archives, Communications, Central Purchasing, HR, Internal Audit, and others will be present to inform you of their services and answer your questions. You may register online by clicking on the link below, or by going to the Parish Support webpage - Fiscal Yearend Meeting Registration <https://www.archstl.org/parish-accounting-services/registration-for-fiscal-yearend-meeting>

Date of Meeting

Wednesday, June 9, 9am-12pm

Thursday, June 10, 9am-12pm

Tuesday, June 15, 1pm-4pm

Thursday June 17, 9am-12pm

Location

Rigali Center

Rigali Center

Rigali Center

Rigali Center

[CLICK HERE TO REGISTER](#)

From Human Resources

Open Enrollment Reminder

This is a friendly reminder that Open Enrollment employee elections (effective 7/1/2021) will be reflected on the Health Deduction Data report and/or Enrolled Benefits report for your reference. These reports are provided by Payroll each pay period and a notification email is sent advising when the reports are available to view through Citrix or in your Payroll Report file folder.



New! “Ending Employment” Icon on Benefits Page

New “Ending Employment” icon has been added to the Benefits webpage. It is a busy time of year for employer’s due to exiting employees. The Benefits Team realizes this so, in response, we have created an “Ending Employment” icon on the Benefits webpage that houses information for exiting employees regarding their options to continue their coverage and how to enroll. This is a great resource to reference or refer employees to if you receive questions.

Account Confirmations

It’s audit time again! Every year our external auditors, **Rubin Brown**, request that we distribute confirmation letters to parishes and agencies as a way to verify balances in the Depositors Fund, Investment Fund, and loan accounts. These letters will include balances as of March 31, 2021. Although the detailed information already resides in our banking system, the auditors require SLAF to distribute the confirmation letters as part of the audit. Some confirmation letters will only require a response if the information presented is not accurate, while other confirmation letters require a response for both accurate and inaccurate information. Please read carefully and follow the instructions on each individual letter. Contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

PPP Loan Forgiveness Application Deadline

If your parish received a PPP loan in 2020, you have 10 months from the last day of the covered period for your loan to apply for loan forgiveness. If you do not apply for forgiveness within that time, then PPP loan payments are no longer deferred and according to the Archbishop's mandate, the entire loan amount will need to be repaid. Depending on the covered period for your loan, this deadline may be approaching soon. You may want to contact your PPP lending institution to confirm this date. More information regarding PPP loan forgiveness and application forms can be found on the [sba.gov](https://www.sba.gov) website.



From The Mission Office

Reminder: If you are in need of 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!

Recording Sacraments

Now's the time to finish recording ALL sacraments in both the official registers and Parish Helper OnLine (PHOL). If everything is entered and current completing the Status Animarum is an easy task. It's important that all parishes keep PHOL up-to-date. All parishes have access to the complete file and, if a sacrament is missing, the record is incomplete. This can be a problem when a current Baptismal Certificate is needed. Please remember that keeping the sacramental record current not only gives you peace of mind but affects the ability of other parishes and Curia offices to service the faithful effectively.



if you have any questions regarding the entering of sacraments please refer to the Sacramental Records Handbook found in PHOL on the Help tab or contact Parish Support.

Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. This year 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 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 there are no sacraments 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.

Lawson Payroll Conversion - Employee Records

As of March 1st all parishes in the Archdiocese of St. Louis have converted to the Lawson Payroll system. Parishes are reminded that it is the responsibility of the parish to retain QuickBooks payroll records and employee records prior to the conversion. Please refer to the Parish Records Management Manual found on the Help Tab in Parish Helper OnLine (PHOL) for employee files/records retention requirements.



From Internal Audit

The office of Internal Audit has issued a memo to parishes and agencies regarding the treatment of gifts to employees and volunteers based on our prior audit findings. We encourage you to review the memo [here](#).

We are always available to assist with any questions. Contact us at InternalAudit@archstl.org.

Necessary Archdiocesan Fields in Servant Keeper

Before preparing your Status Animarum it is a good idea to verify that the mandatory Archdiocesan fields are completed correctly. On your members Family profile "More Information Tab" you should have 3 Archdiocesan fields, **Type of Household, ACA Y/N and Review Y/E/N/O/D**. The **Type of Household** field should contain Catholic or Mixed. **This field is essential to generate the necessary report for the Status Animarum.** The **ACA Y/N** field should contain a Y or N, Y meaning they should receive an ACA pledge card. **The Review Y/E/N/O/D** should contain one of the letters that represents their Review Subscription codes. [CLICK HERE](#) for a detailed Review subscription code explanation. When entering new families in Servant Keeper be sure to complete these important fields.



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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