

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Curia Calendar Notes

- **November 1** - Curia will be closed All Saints Day. SLAF will **NOT** be processing any ACH transfers, SLAF Helper Jr. or Payroll Helper entries on Monday, November 1. Transactions received after 1:00 pm on **October 29** will be processed on Tuesday, November 2.
- **November 25 & 26** - Curia will be closed for Thanksgiving holiday and SLAF will not be processing any ACH transfers, SLAF Helper Jr. or Payroll Helper entries on November 25 & 26.



To Do List

- Enter cell phone numbers for secretaries, bookkeepers and business managers in PHOL
- ACA parish list due to ACA office by December 10



PACT Newsletter Moving to Flocknote

The November issue of the PACT Newsletter was delivered to business managers, bookkeepers and secretaries as usual. Beginning with the December issue of PACT, the newsletter will be delivered by email via the Flocknote application only. Parishes do not need to sign up for or obtain an account with Flocknote in order to view the PACT Newsletter. It will not be delivered via text message. You will need to open the attached PACT Newsletter PDF file in the Flocknote email or click on the link contained in the email to read the newsletter in its entirety. We will be sending a duplicate November PACT via Flocknote as a test when our Flocknote account is up and running. If you do not receive the December PACT Newsletter by November 30 or if you are experiencing difficulties opening the email or document, please contact Sally Serbus (SallySerbus@archstl.org) or Shelley Lang (ShelleyLang@archstl.org).

Cell Phone Numbers for Emergency Texts

We are asking parish secretaries, bookkeepers and business managers to include a cell number in Parish Helper Online so we may use the Flocknote application to send text messages in case of emergencies. There are times when the Cardinal Rigali Center's phone and email systems are down and the only way to let parishes know of the outage is via a text message. This will save parishes time and aggravation trying to determine if the problem is on the parish end or an Archdiocese system. **We will only send text messages when email systems are down.**

Funds Received for All Souls Day

A reminder that funds received for **All Souls Day** are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not the Intention for Masses. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.



Status Animarum and QuickBooks Reviews

Letters were mailed from the Vicars to Pastors on October 13th detailing missing items pertaining to yearend closings. The Status Animarum is reaching its final days. The Status Animarum function in Parish Helper Online (PHOL) will be finalized and closed on Friday, November 5th. You may still (and should) enter sacraments but you will no longer be able to submit the FY21 Status Animarum. If you have yet to submit your Animarum, please do so

BEFORE November 5th.

The Yearend QuickBooks Financial Reviews have been completed. We thank you for your cooperation with this procedure. We will now begin the QuickBooks detail reviews. Those parishes scheduled for November have received an email notification from Parish Support. The Detail Review Schedule is also available on the Parish Support webpage or by [clicking here](#).

ACA Parish Prep Packets



The 2022 Annual Catholic Appeal Parish Prep packets will be mailed to all Pastors and Parish Life Coordinators in early November. The packet will include instructions for preparing your parish list and completing your online questionnaire. The instructions will also be available on the [ACA website](#).

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 their parish list **and** complete the online questionnaire by the due date.

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.

Official Catholic Directory

On October 13, P.J. Kennedy and Sons, publisher of The Official Catholic Directory, sent out emails to all parishes requesting that the parish listing information be reviewed and edited if necessary for the 2022 Directory. Please remember that the listing in the Catholic Directory verifies your tax exempt status. It is this listing that must accompany the 501(c)3 letter given to vendors. Please make sure to update your listing if necessary. If you did not receive an email, check your spam folder or contact Jan Haberberger at janhaberberger@archstl.org.



QuickBooks Update Schedule

Planning Ahead — QB Access: The IT Office schedules routine QuickBooks updates every three weeks on Sunday beginning at 5pm and finishing by 12am. In many instances this process may be complete in the early evening hours. The process takes approximately 1 to 1 1/2 hours to complete and is scheduled to begin at 5pm. Users will not have access to QB during the update. The complete schedule with dates and times is on the Parish Support page on the website. Please plan your accordingly.



[Click Here for QuickBooks Update Schedule](#)

Employee Benefits Reminders

Qualifying Life Events Reminder:

*This is a friendly reminder that if an employee experiences a qualifying life event and would like to make changes to their health benefits, they have **31 days from the qualifying life event date** to complete the Employee Health Insurance Form (including any required documentation), submit to their employer's business manager/local benefits contact, and make sure it is received by the HR Coordinator at the Archdiocese for review and processing. Please be aware as the business manager/local benefits contact, that untimely requests submitted by you to the HR Coordinators cannot be accepted or processed. The request **must** clearly document receipt within 31 days of the life event date in order for it to be processed.*

Also, as a special reminder to employees, you must take action and follow the above mentioned qualifying life event steps to add ANY newborn to your Archdiocesan health coverage. This is not done automatically so please make sure your paperwork is submitted within the 31 day timeframe to ensure there is no gap in your child's coverage.

Flexible Spending Account Reminder

This is a reminder message for Flexible Spending Account (FSA) participants that Tristar has a NEW online portal (tristar.summitfor.me) and mobile access to check your account balances and submit claims for reimbursement. The old online portal and mobile access can no longer be utilized. Information regarding the new online portal and mobile access was communicated to all participants at the end of June via email, which included an attached letter ([click here for referenced letter](#)) with personalized registration information (TPA ID, Employer ID, and Participant ID) for each participant to be able to create a new login for the online portal and mobile access. If employees can't find this communication to retrieve their registration information and need access to submit a claim for reimbursement, they will need to call Tristar at 1-800-456-4584 Opt. 4 for assistance.

*Lastly, **December 15th, 2021** is the deadline to submit **prior plan year** reimbursement requests for medical and dependent care claims incurred between **July 1st, 2020 and September 15th,***

2021. As always, we appreciate all you do to serve the Archdiocese and are here to help in any way we can. Thank you!

Contribution Entry Reminder

As we approach the end of the year, parishes are advised to stay up-to-date on entering contributions into Servant Keeper. Remember all contributions must be entered into Servant Keeper, even those donations given online. Parishes are required by the IRS to mail or make available a comprehensive contribution statement by January 31. Although some parishes allow their on-line giving users the ability to download a giving statement from the online provider portal, parishes must still enter all contributions into Servant Keeper and send annual statements to parishioners that include those contributions.



We also suggest reminding parishioners in the upcoming weeks to have all their end of the year gifts to the parish office by December 31, 2021. Making donors aware of this deadline can save time and help parish staff avoid having to adjust and reprint contribution statements due to late donations.



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.

Sally Serbus, Parish Support Manager

Phone: [314.792.7716](tel:314.792.7716) | Email: SallySerbus@archstl.org

Michele Fisher, Parish Support Representative

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

Steve Hunk, Director of Parish Accounting Services

Phone: [314.792.7111](tel:314.792.7111) | Email: SteveHunk@archstl.org

PACT Archives

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

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