

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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**Volume 6, Issue 9, September 2021**

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### To Do List

- **Status Animarum - if not completed**
- **Reply within 7 days to Balance Review**
- **Communicate the 2021 Fall Wellness Event Schedule to employees**
- **Keep parish sacramental records up-to-date**



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### Welcome Shelley

On August 16th, we welcomed Shelley Lang as our new full-time Parish Support Representative. Shelley comes to us from campus ministry at St. Dominic High School. We are excited to have her as a part of the Parish Support Team. Feel free to contact Shelley at 314.792.7072 and at [ShelleyLang@archstl.org](mailto:ShelleyLang@archstl.org). Michele Fisher has relocated to Huntsville, Alabama and will be assisting parishes and Shelley remotely through the end of the month.

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### Yearend Status

Thank you to everyone, who has submitted/completed their Status Animarum.

Submissions as of August 26	2020	2021
Status Animarum - submitted	90.76%	87.89%
Sacramental Registers - received	69.36%	59.00%
Status Animarum - outstanding	17	23

On September 13th, a list will be generated showing parishes with missing Status Animarum items. These items include Status Animarum submission, Status Animarum Verification Form, Baptism Register, Confirmation Register, Marriage Register, Parish Budget, and School Budget if applicable. Letters will be mailed to pastors listing the outstanding items. You may check the status on your parishes End of the Year submissions by going to procedures menu in PHOL and selecting "End of the Year Checklist" There you be able to see any outstanding items. It is possible for the mailed items to get lost in the mail. If you feel they may be lost, please resend. If you need assistance completing these items please contact Parish Support as soon as possible.

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## 10% IRS Penalty

A parish recently received a notice from the IRS charging them a 10% penalty on raffle withholdings. The IRS enacted the penalty because the parish submitted a check for the withholdings and did not pay electronically. While all parishes are now on Lawson payroll and are no longer submitting payroll tax payments (Form 941) through EFTPS (Electronic Federal Tax Payment System), the need to submit tax withholdings on raffle winnings (Form 945) electronically still exists. Parishes may submit payments via phone or online. If the EFTPS login information was discarded when the parish converted to Lawson, use the [EFTPS Quick Reference Guide for Federal Agencies](#) to obtain login information. The [Welcome to EFTPS](#) website is where online payments are processed and where the 800 number is given for making phone payments.




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## Maiden Name on Sacraments

With the submission of the Status Animarum and the receipt of the baptism, marriage and confirmation registers, we have noticed that the **Maiden Name of Mother** is not always entered correctly. The **Maiden Name of Mother** field should contain **only** the maiden name of the mother. This field should contain her name as it appears on her birth certificate or baptismal certificate. Her maiden last name should not be in parentheses and her married name should **not** be listed in this field. For additional information or clarification please refer to the Sacramental Records Handbook available on the Help tab in Parish Helper Online.

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## Update PHOL Contacts to Include Cell Phone

It is important that parishes regularly update their staff assignments in Parish Helper Online. Parish Support will be changing platforms for the distribution of the PACT Newsletter and blasts to Flocknotes. Due to the change, we are asking parish secretaries, bookkeepers and business managers to include a cell phone in Parish Helper Online. Since many other offices here at the Curia communicate with other parish staff members, please make sure all your parish assignments are up-to-date, including DRE, Youth Minister, Communications Coordinator, Respect Life Coordinator, CRE, Bulletin Editor. We have added a new assignment for **Rice Bowl**

**Coordinator**, please add contact information for the Rice Bowl Coordinator if you have one. Updates can be made in PHOL by going to the procedures tab, selecting location information, then the administrative tab. From there you may add the staff member's assignment and contact information.

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## Payroll Direct Deposit Scam Reminder

We have received reports from both parishes and the Human Resources Office of an increase in direct deposit scams.

Due to the increase of this type of scam, we are **strongly recommending** that employees requesting changes in banking information for direct deposits do so **in person** and that emails are not accepted as legitimate authorization. Parishes are reminded to submit the direct deposit form with bank information through secure email addresses (@archstl.org). HR, as well as Payroll, continue to be on extra alert for scams.



These SCAM emails are sent, presumably from an employee, stating that there is a problem with their account used for direct deposit.

While not honoring email requests may seem to place a burden on the employee, you are ensuring that they securely receive their paychecks.

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## Office of Sacred Worship - Annual Book Order

Please click on the link below for information on the 2021-2022 annual book order offered through the Office of Sacred Worship. Please be sure and fill out the complete order. Once we have received your order you will receive an email confirmation . All orders are due by **Friday, October 1, 2021**.

[Book Order Form and Information](#)

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## From Human Resources

The Archdiocesan 2021 Fall Wellness Event will take place October through mid-November this year!

This year's on-site wellness event will offer:

- Flu vaccinations
- H&H Wellness Screenings

An announcement email was sent out 8/24/21 to all Archdiocesan employer benefit contacts with event and wellness information for distribution to all employees; ([click here](#) for the PDF version). Please email and/or print and post the 2021 Fall Wellness Event information to ensure everyone is aware of the upcoming events and how to participate.



For full details regarding eligibility, deadlines, participation, and incentives please click on the link below. Thank you for your support of employee wellness, stay safe and healthy!

## Employee Wellness Programs

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### Stale Checks

You're 'cleaning up' your check register and there are uncashed/stale checks in the account. What is the proper way to clear these outstanding checks? The first step is to contact the payee and verify that the monies are still owed. If it is still owed and the check is lost, you can simply reissue the check. If the monies are no longer owed, you should write the check off to the original expense account, (if within the same fiscal year or use 655200—Prior Period Adjustment, if not). If neither circumstance applies, then a journal should be entered debiting the checking account and crediting 271900 Unclaimed Property. This allows you to clear the check and still retain it on the books for the five years required by state law. If, after five years, the funds are still outstanding, they should be submitted to the State of Missouri following the state's prescribed procedure.

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### PHOL and QuickBooks Reminder

Please make sure to log out of Parish Helper Online and QuickBooks each day. This allows our IT Department the ability to make updates to these systems as necessary. We remind you to turn off your computer nightly to clear cache, install updates and reboot your machine for optimal performance.



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### From the Mission Office

#### Latin America Apostolate (LAA)

- If you received donations from parishioners for the LAA appeal, please contact those parishioners to explain that the parish of Maria Reina in La Paz, Bolivia is no longer under the authority of the Archdiocese of St. Louis (what was formerly the Latin America Apostolate) but rather has been transferred to the Archdiocese of La Paz.
- However, we do have the ability to transfer gifts to Maria Reina if a parishioner would still like to support this parish or if you received cash and cannot determine the donor. Submit all funds no later than September 30, 2021 either via NetTeller (using Account 07); or send an email to [ach@archstl.org](mailto:ach@archstl.org) with instructions to transfer funds to the Mission Office for Maria Reina; be sure to include the dollar

amount and from which account the funds should be withdrawn (last four digits of checking account or SLAF account number); or send a check to the Missions Office.

### **Missionary Plan of Cooperation (MPC)**

- If you need envelopes for the MPC appeal at your parish, please contact our office at 314.792.7655 or email us at [missions@archstl.org](mailto:missions@archstl.org)
- Proceeds from the collection may be forwarded to the Archdiocese Finance Office in any of the following ways:
  - Net Teller Online using the account number 7 + your Parish# +11
  - Forwarding the collection by ACH
  - A check made payable to the Archdiocese of St. Louis with the memo Missionary Cooperation collection. Please mail the check to 20 Archbishop May Dr., St. Louis, MO 63119

### **Missionary Childhood Association (MCA)**

- Recently, materials were mailed to all PSRs regarding a new school year with MCA. You can view a copy of this newsletter at [t.ly/7P2T](https://t.ly/7P2T) or by visiting [www.archstl.org/mca](http://www.archstl.org/mca).

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## **Servant Keeper - Smart Groups**

When you create groups in Servant Keeper, the group you created and saved will appear in your Smart Groups List for you to use again in the future. Often times it is not necessary to date the group since it will automatically update when you select a group and choose the Display Group icon. The displayed group will update automatically and reflect the changes made in your database. For example: If you created the group a year ago and you click on the display icon today, it will display the group as of today, not the prior year. The only exception to this would be when your group criteria contains a specific date range. For example: the Status Animarum Contributors group would **not** automatically update to the current year because you have requested contribution data for a specific time period. To see the current contribution data, you would need to change the contribution date criteria to the current year.



### **PARISH SUPPORT**

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119  
[archstl.org/parish-accounting-services/parish-support](http://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](mailto:SallySerbus@archstl.org)

**Michele Fisher, Parish Support Representative**

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

**Steve Hunk, Director of Parish Accounting Services**

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

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