

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 7, July 2022

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Calendar Dates to Note:

- 7/04/2022 Monday, Curia Closed Independence Day
- 7/31/2022 Status Animarum due
- 8/01/2022 QuickBooks Financial Reviews begin

To Do List

- Complete Status Animarum due July 31
- Complete Budget for 2022-2023 due July 31
- Prepare QuickBooks for Balance Review
- Internal Questionnaire is optional

Training with Parish Support:

Parish Helper Online classes held monthly at Rigali Center

[Click here for PHOL Class dates and registration](#)

Yearend Dates



June 30th is fiscal yearend. The Status Animarum and completed budget are due July 31st. QuickBooks Yearend Reviews begin on August 1st. The Parish Support – Fiscal Year End Financial Documentation webpage contains detailed instructions for yearend procedures. Please [click here](#) for all instructions.

If you need assistance with the Servant Keeper groups, please contact Parish Support. Parishes who would like their QB review to start prior to August 1 are asked to contact Parish Support.

Yearend Meeting Docs on Website

It was great to be able to gather and meet for the Fiscal Yearend meetings this year. We would like to thank our Curia presenters: Rev. Chris Martin, Linda Putnam, Whit Madere, Kate Hazen, Lauren Beatty, Lisa Shea, Jenna Walters, Paul Giljum, Shauna Hollingsworth, Laura Stobbs, Tom Du Bois, Eric Fair, Mark Weaver, Reginald Williams, Lawanda Barnes, and Sally Serbus. A special thanks to all parish staff for taking time out of their busy schedules to attend this year's meeting. We had a great attendance at the meetings. We had 139 attendees from 94 parishes. We hope you found the 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](#)

Federal Mileage Rate



Internal Revenue Service increased the standard mileage rate for business use of a personal automobile for the rest of 2022. The rate increased by 4 cents from 58.5 to 62.5 cents per mile beginning July 1, 2022. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

Reconciling Health Insurance Benefits and Costs

Stephanie Weider sent out a memo on Friday, June 10th, announcing the new *Health Insurance Benefit and Cost Reconciliation* procedure. Please contact Stephanie Weider at 314.792.7544 or StephanieWeider@archstl.org if you did not receive her memo.

QuickBooks Yearend Closings and User Permissions



The QuickBooks yearend closing procedure includes updating the closing password once the annual review is completed. This ensures that no changes are made to the file after final reports are pulled and the file closed.

In addition to updating the closing password this year, User permissions will be modified to prevent further additions or changes to the Chart of Accounts and Class Lists. Currently there are over 47,000 accounts and over 2,000 classes used across the one-hundred and ninety-one QuickBooks files. It takes many hours to compile standard consolidated reports for comparative purposes with the current COA and Class lists. Fully automating this reporting process with memorized reports is not possible as parishes can unexpectedly change their COA and Class lists at any time.

Securing the COA and Class lists does not prohibit future additions or changes. It simply means the additions/changes are vetted and discussed before implementation.

PHOL

Parish Helper On Line access is limited to **Parish** staff only. We recommend only two individuals have access to the personal, legal, and sensitive information in sacramental registers and PHOL. If other offices in the parish need the sacrament information, instead of access, they should be contacting the main Parish Office to acquire that information. Please do **NOT** share your credentials with anyone for PHOL.

Special Collection refunds

You completed the submission of the special collection entered for Regina Cleri through NetTeller. There was a check for a \$100. It was entered as a \$1000. The \$1000 amount was submitted through NetTeller for the special collection. You realize while reconciling the account, the amount was incorrect and should have only been \$100. What do you do?

Refunds of Special Collections must be processed by SLAF. When you remit them, they are automatically transferred to the main Collection accounts. You do not have a balance sitting in your parish special collections accounts. If you realize you have overpaid a collection, please send an email to ACH@archstl.org requesting a refund. If the national collection has not been remitted yet, we should be able to refund. If it has been remitted, we have to confirm there are still funds here sufficient to cover it.

Internal Audit Risk Alert

The Internal Audit department recently issued a Risk Alert related to the Financial Misconduct Hotline, which enables employees and parishioners to report suspected fraud and suspected financial misconduct. We encourage you to read the linked information below and take steps to ensure people are aware of the Hotline as an opportunity to report anything suspicious.



If you have any questions, contact InternalAudit@archstl.org or 314-792-7241.

The link to the flyer on our Internal Audit homepage is this: <https://www.archstl.org/internal-audit>

From the Vice Chancellor's Office

Many of the special collections your parish participates in are managed through the USCCB National Collections office. You can request materials for the following National Collections:

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| Church in Central and Eastern Europe | Peter's Pence Collection |
| The Catholic Relief Services Collection | Retirement Fund for Religious Appeal |
| Catholic Home Missions Appeal | Catholic Campaign for Human Development |
| Catholic Communication Campaign | |

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

This includes: Bulletin inserts
Collection envelopes
Pastor kit
Posters

Please contact Jennifer Stanard at stanard@archstl.org with any changes to your materials order. You should email changes by **Wednesday, July 20**. These changes will impact your materials for the 2023 collections.

From HR

Please be advised that effective July 1, 2022, health insurance (medical, Rx, dental, and vision) start and stop dates for benefit eligible new hires and terminating employees will change to the following.

Start Date = First of the month following date of hire

Stop Date = End of month of termination date

This change is intended to assist all of us, by addressing the current administrative challenges associated with the timely:

- submission of enrollment/termination forms
- data entry of payroll deductions
- vendor notifications and issuance of ID cards
- monthly reconciliation process of health insurance premiums/deductions

If you have any questions, please don't hesitate to reach out to Stephanie Weidner: 314.792.7544 or stephanieweider@archstl.org



The Archdiocesan DMI survey results have been published in the June 20th issue of the St. Louis Review and on the All Things New website.

Please let your parishioners know the Archdiocesan DMI results have been published and where to find them.

<https://www.archstl.org/editorial-disciple-maker-index-survey-results-show-clearer-picture-of-strengths-opportunities-for-growth-in-archdiocese-7686> and <https://allthingsnew.archstl.org/DMI-Results>

The Catholic Education Survey results are scheduled to be published at the end of July.

Missionary Plan of Cooperation

The Missionary Plan of Cooperation (MPC) is coordinated by the Mission Office of the Archdiocese of St. Louis in which mission organizations or dioceses apply to make summer appeals for prayerful and material support at archdiocesan parishes. This program is carried out through (arch)dioceses across the country and encouraged by the United States Conference of Catholic Bishops ([Best Practices to Teach the Spirit of Mission](#)).

Please contact the Mission Office at 314-792-7655 or missions@archstl.org if you are in need of envelopes for the MPC appeal at your parish.

Click [here](#) for information regarding the remittance of funds. View results from the 2021 MPC [here](#). For more information, visit www.archstl.org/mpc.



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 outside 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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