

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 6, June 2022

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Calendar Dates to Note:

- 7/31/2022 Status Animarum submission due
- 8/01/2022 QuickBooks Financial Reviews Begin

To Do List

- Attend Yearend Meeting
- Enter Sacraments in PHOL
- Complete Budget for 2022-2023

Training with Parish Support:

Parish Helper Online classes held monthly at Rigali Center

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

Yearend Meeting

It is not too late to register for the upcoming Yearend Meetings held at the Rigali Center, The dates and times are listed below. All bookkeepers, secretaries, and business managers are asked to attend this year. Representatives from several departments will present current projects and answer your questions. You may register by clicking the link below.

Meeting Date & Time

Thursday, June 2, 9am–Noon

Tuesday, June 7, 9am–Noon

Wednesday, June 8, 1pm–4pm

Tuesday, June 14, 9am–Noon

Thursday, June 16, 9 am-Noon

[CLICK HERE TO REGISTER](#)



Fiscal Yearend Procedures

The fiscal year ends on June 30th and the procedures remain the same except for the due Dates. The Status Animarum is due on July 31st, and financial reviews begin on August 1st.. Please have all sacraments in Parish Helper OnLine and work in QuickBooks completed by this date. The Monthly Administrative & Financial Checklist for Parishes and other information is on the Parish Support Fiscal Year End Financial Documentation webpage. To reach yearend documents, [click here](#). If you need assistance with any yearend procedure, contact Parish Support as soon as the problem arises.

QuickBooks Updates Reminder

Please **DO NOT** update QuickBooks when prompted unless instructed to do so by Parish Support



On Friday, May 20th, the QuickBooks outage started because someone selected the update button in QuickBooks. This update caused the server to crash, resulting in the outage of QuickBooks. Please remember: DO NOT update QuickBooks unless instructed by Parish Support.

Sacrament Notifications

Now's the time to finish recording ALL sacraments in both the official registers and Parish Helper OnLine (PHOL). It's important that all parishes keep PHOL up-to-date. Please verify that all information correct. **After completing the individual's Sacrament, click on 'save' to save the record. After saving the record, click on the Print Notification Button. This notification must be mailed to the Parish of Baptism.**



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.

Servant Keeper Releases Update

Servant Keeper just released version 8.1. Parishes using Servant Keeper 8 are asked to install the update. The new version has some display improvements, a new date tool and other features that are beneficial. If you have any questions regarding the update please contact the Servant Keeper Support Team at 800-785-3416 or sk-support@faithlife.com



Substitute Teacher Pay Rates

Substitute teacher pay rates can vary from school to school. For budgeting purposes, the HR and Catholic Education Offices recommend the following:

- \$100/day
- 8 hour day x \$12 = \$96.00
- Long term Subs are typically \$120 - \$125 a day

External Audit Confirmations

Account Confirmations: It's audit time again! Every year our external auditors, Rubin Brown, request us to distribute confirmation letters to parishes and agencies as a way to verify balances in the depositor fund, investment fund, and loan accounts. Although the detailed information already resides in our banking system, the auditors require the 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. We anticipate the letters going out in June or early July. Contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Open Enrollment Reminder



This is a friendly reminder that Open Enrollment employee elections (effective 7/1/2022) will be reflected on the BNErollment report and PREEExpenseListing report (whichever report format you prefer to use) for your reference. Please note when you open the reports in the Payroll Report file folder, the BNErollment report is titled "Enrolled Benefits Report" and the PREEExpenseListing report is titled "Payroll Distribution Report". These reports are provided by Payroll each pay period and a notification email is sent advising when all reports are available to view through Citrix in your Payroll Report file folder.

PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
archstl.org/parish-accounting-services/parish-support



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

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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