

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 7, Issue 11, November 2022

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### Calendar Dates to Note:

- 11/22 Tuesday, Curia Staff Recognition.
- 11/1 Tuesday, All Saints Day Curia Closed—SLAF transactions due by noon on 10/31
- 11/24 – 11/25 Thursday-Friday Thanksgiving Holiday – Curia Closed

### To Do List

- Make sure all contact information is up to date for Business Managers, Bookkeepers, and Secretaries
- ACA parish list due to ACA office by December 9

### Training with Parish Support:

Parish Support offers classes for Parish Helper Online and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish Support Training Class offerings, dates, and registration](#)

## QuickBooks Upgrade to QB23



We are upgrading to QuickBooks 23. **QuickBooks will not be available from 5pm on Friday, November 4th, through Sunday, November 6th.** QuickBooks 23 will be up and running on Monday, November 7th. If the upgrade is completed earlier than expected, a blast will be sent out. Thank you for your patience during this time.

## Detailed Financial Review Schedule



With the Annual Balance Reviews now complete, Parish Support is beginning the detail review process in November. The process remains the same as usual. Please make sure to see when your parish detailed review is scheduled. The schedule may be found by [clicking here](#).

## Chart of Accounts (COA)

The Chart of Accounts is available for your reference on the Parish Support webpage. This resource has an explanation with each account and what is included in this account number. You may find the Chart of Accounts by clicking the Chart of Accounts tab on the Parish Support Website page, or click [Chart of Accounts](#)

## Monthly Administrative & Financial Checklist for Parishes

On the Parish Support website is a base-line checklist of what should be completed every month. The checklist is a great way to make sure everything is being completed on time and to make sure you are not overwhelmed at the end of the fiscal year. This checklist is on the Parish Support Website under Fiscal Year End Financial Documentation or [click here](#)

## Do NOT update QuickBooks

When you log onto QuickBooks and receive a message requesting that you update QuickBooks and you see two options "Install Now" or "Install Later" always choose "Install Later" unless directed otherwise by IT or Parish Support. DO NOT download or install QB updates it affects all files and crashes servers.



## ACH Reminder From SLAF

Reminder that the daily ACH processing cut-off time to have a transaction into SLAF is **noon** on any given day to have funds moved to your bank for the next day. If there is an emergency, please let a SLAF member know and, if possible, they can accommodate to make an exception.



## All Souls Day Remembrances



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 Intentions 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 & Yearend Financials



Thank you all for your support in completing the Status Animarum. The FY22 Status Animarum is closed. We have completed the Fiscal Year End reviews and are waiting for a few responses from parishes on their review items. We thank you for your cooperation with the earlier schedule and getting the work complete. We will now begin the FY23 QuickBooks detail reviews.

## Reminder from the Mission Office

If you have not already done so, please remit the Missionary Plan of Cooperation and World Mission Sunday special collections by November 30<sup>th</sup>. These can be forwarded in any of the following ways:

- Net Teller Online using the account number 7 + Parish# + collection #
- World Mission Sunday is collection #10
- Missionary Plan of Cooperation is collection #11
- Forwarding the collection by ACH
- A check made payable to the Archdiocese of St. Louis, with the name of the collection on the memo line. Please mail the check to: Mission Office, 20 Archbishop May Dr. St. Louis, MO 63119.

Questions? Contact the Mission Office at 314-792-7655 or [missions@archstl.org](mailto:missions@archstl.org).

## ACA Parish Prep Packets



The 2023 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 9, 2022**. 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.

### PARISH SUPPORT

[archstl.org/parish-accounting-services/parish-support](http://archstl.org/parish-accounting-services/parish-support)

*Parish Support serves 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.*



**ALL THINGS NEW**  
STEADFAST IN FAITH • FORWARD IN HOPE

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