

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Calendar Dates to Note:

- 7/2 Special Collection for Peter's Pence (for the Holy Father) submit by end of the month
- 7/4 Tuesday, Curia Closed Independence Day

To Do List

- Status Animarium due July 31
- Prepare QuickBooks for Balance Review

Training with Parish Support:

Parish Support offers classes for Parish Helper Online, Servant Keeper, Sacraments, 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](#)

Priest Gifts & Taxable Income

Many parishes present a gift when a pastor or associate pastor leaves the parish. It is important to remember that if **ANY** parish funds are **used** to purchase the gift, the gift is taxable income to father and the value must be reported to payroll and included on his W2. This includes all funds collected from parishioners and deposited into **ANY** parish bank account. **THE GIFTS CANNOT BE RUN THROUGH CASH EXCHANGE.** Gifts from parishioners **MAY** be collected by a volunteer or Parish Council/Finance Committee member, deposited in a **non-parish** account, and used to purchase the gift. Also, any check a parish organization gives as a gift is taxable income and must be report to payroll.

Servant Keeper Files & Subsumed Parishes

Instructions regarding Servant Keeper files of subsumed parishes are being finalized. Parish Support is contacting all subsumed parishes individually regarding this matter. Please **DO NOT** share, export, or import any Servant Keeper files with a subsuming parish.

Payroll and 'Shared' Priests

Priests assigned to multiple parishes are paid from one parish. It is the pastor's decision as to whether that parish is reimbursed for salary and PMBS costs. The pastor also determines the rate/percentage of reimbursement.

Fiscal Yearend Dates & Procedures

The fiscal year ends on June 30th and the procedures remain the same as last year. The Status Animarum is "turned on" on July 1st and due on July 31st. Please enter the data and complete the information as soon as possible. It is extraordinarily important that the parishes being subsumed turn in their Status Animarum at the latest by **July 31st**. The Monthly Administrative and Financial Checklist for Parishes and other information is on the Parish Support Fiscal Year End Financial Documentation webpage. Verify you have completed all tasks needed by following the Monthly Administrative & Financial Checklist for Parishes on the Parish Support website, or by [clicking here](#). If you need any help or have questions with the your Status Animarum, please contact Parish Support.

23-24 Substitute Teacher Rates

Substitute Teacher Pay rates for the 2023-2024 school year are per day: \$90-\$100 for a regular substitute, and up to \$125 a day for a long-term substitute.



Bulletin Gateway

Do you have information you would like published in other parishes' bulletins? Do you have open space in your bulletin and need a possible article? Check out the Archdiocese of St. Louis Parish Bulletin Gateway. How do I find this great resource? On the Archdiocese of St. Louis home page near the bottom of the webpage there is a link that says Parish Bulletin Gateway or you may [click here](#) to go directly to the page. The announcements may be placed in your bulletin, parish calendar and published online. To submit information for the Parish Bulletin Gateway, follow these simple steps:



- Anyone may submit a bulletin announcement by hitting the submit Announcement button
- The announcement should be submitted 4 weeks before the event.
- Include contact information for the announcement. You must have contact information, even if it is not part of the announcement.

Any information that you are asking to be announced may not use written materials or website information from others without their written consent. You may include a link to a website to protect the integrity of our websites.

Boiler Maintenance.

Welcome to the beginning of summer and warmer weather. Speaking of warmth, how did your boiler do last winter? This is the time to evaluate the past performance and get a head start on next winter. There are long lead times on many boilers and boiler parts. Please [click here](#) to complete a quick report with your maintenance team. Fill out as much of the information you can. If you think we need a third party to complete this, please let me know ASAP and we can assist with setting up an inspection.



If we work together we can avoid the late call in the fall stating, "Our buildings are cold" 😊
Remember, if we wait until November with a 6 to 12-week lead time, we will be looking at a January or February install.
Any questions contact Doug Lueke at 314.792.7386 or douglueke@archstl.org.



From Internal Audit

Remember, misappropriation of assets is like playing hide-and-seek, but with money. Just make sure you're always on the "seek" side and leave no stone unturned. Those missing assets won't be able to escape your detection skills!

If you suspect fraud or financial misconduct
REPORT IT!



Hotline
1-866-438-3960



Website
archstl.org/internal-audit



InternalAudit@archstl.org



314-792-7241

Missionary Plan of Cooperation

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



Reminders regarding the remittance of funds:

- Funds are not to be given directly to the Missionary who makes the appeal, nor sent to the Mission Group represented.
- All parishioner checks should be made out to your parish. If you receive a check made out to the mission group, missionary plan of cooperation, or otherwise, you may forward the check to our office for deposit and credit to your parish.
- Please remit the funds within 30 days for reporting and distribution purposes. The funds should be recorded to account 244220-Mission Co-Op.
- Proceeds from the collection may be forwarded to the Archdiocesan 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, memo: Missionary Cooperation Collection. Please mail the check to: 20 Archbishop May Dr. St. Louis, MO 63119

About the appeal:

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.

PARISH SUPPORT

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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