

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 8, Issue 6, June 2023

Inside This Issue

- Yearend Meetings • Flocknotes from Parish Support • Fiscal Yearend Dates & Procedures • Booking Tournament Registrations • SLAF and Fiscal Yearend • External Annual Audit Confirmations • From the Mission Office • #giveCatholic

Calendar Dates to Note:

- 6/27 Tuesday, Curia Staff Enrichment
- 6/4 Special Collection for Glennon Sunday submit donations by end of the month

To Do List

- Attend Yearend Meetings
- Ensure Sacrament Recording is current.
- Complete Budget for 2023-2024

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](#)

Yearend Meetings – Postponed

Due to the All Things New announcement on Saturday, the Annual Parish Support Yearend Meetings are being postponed. There are many details and procedures yet to be finalized and rather than inconvenience you by asking you to attend multiple meetings, the decision was made to postpone the June meetings. The new dates and agenda will be published as soon as they become available. We apologize for any inconvenience and thank you for understanding.



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. The Monthly Administrative & 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](#). Please notify Parish Support if we can start your QuickBooks financial review prior to July 31.

Flocknotes from Parish Support

It has been brought to our attention that several individuals did not see an email from the Parish Support Flocknote account due to the vast number of emails sent from Flocknotes. We witnessed firsthand how difficult it is to distinguish Parish Support emails from other offices’ emails. Due to the sheer volume of emails, individuals have mentioned they can not keep up, so several have been skipped over. Parish Support works diligently keeping you up to date on important matters. We ask that you read our emails so you are aware of issues and information, and items are completed in a timely manner. To differentiate our Flocknote from other offices’, Parish Support Flocknote now lists the sender as **Parish Support of the Archdiocese of St. Louis**. The subject line states **“From Parish Support”** followed with the balance of the subject. Please make sure to read and act upon the messages sent from Parish Support. Parish Support limits the number of our communications, yet at the same time, keeps you up to date and informed. We appreciate all you do and we strive to make your workload as light as possible.



Booking Tournament Registrations.

How should you record funds you are collecting to participate in a tournament, but forwarding the fees to another parish location? The assessments are placed on whoever receives the new money first. The parish that the funds are forwarded to, is not assessed. The posting of the monies for the parishes is as follows. The parish receiving the funds for the first time should post the monies to 446600 – Athletic Fees-Revenue. When sending the fees to the other parish for the tournament, the funds post to 553950-Trfs-Arch-Other Entities. The second parish records the receipt in account 462200 Contributions Other Parishes.



Special Collections and Fiscal Yearend

SLAF reminds us that June 30, 2023, is the fiscal year end. **All special collections** are to be remitted prior to this date and please **DO NOT** wait until the last week of the month for processing the collections.



External Annual 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.

From the Mission Office

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.
- 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.

#igiveCatholic

SAVE THE DATE - #iGiveCatholic – November 28, 2023

For the third straight year, the Archdiocese of St. Louis will celebrate the **#iGiveCatholic Giving Day** on **Tuesday, November 28, 2023**. We hope that every parish, school, and ministry will consider joining us in this effort. This will be a great chance to raise funds to help with special projects or for non-restricted purposes. Last year, 72 parishes, schools, and ministries raised \$362,871 for their mission.



- For more information visit archstl.org/igivecatholic.
- [Click here to join our email list.](#)

Should you have any questions, you can reach us at igivecatholic@archstl.org.

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.



Sally Serbus, Parish Support Manager:

Phone: [314.792.7716](tel:314.792.7716)

Email: SallySerbus@archstl.org

Michele Fisher, Parish Support Representative:

Phone: [636.579.1674](tel:636.579.1674)

Email: MicheleFisher@archstl.org

Shelley Lang, Parish Support Representative:

Phone: [314.792.7072](tel:314.792.7072)

Email: ShelleyLang@archstl.org

Jim Kistner, Parish Support Representative:

Phone: [314.792.7016](tel:314.792.7016)

Email: JimKistner@archstl.org

Jeff Martin, Director of Parish Accounting Services:

Phone: [314.792.7111](tel:314.792.7111)

Email: JeffMartin@archstl.org