

PACT NEWSLETTER – INDEX

Please note that due to the development of the updated website for the Archdiocese, the former links are nonfunctioning. If you need a PACT newsletter prior to 2023, please send an email to parishcuriaintegration@archstl.org.

Numeric

2 Factor Roll-out: 2022, May
10% IRS Penalty: 2021, Sep.
501(c)3 Letter: 2018, Oct.
529 (Missouri Most): see MOST 529
945 Federal Form: 2020, Jan.
1096 Federal Form: 2019, Dec.; 2020, Jan.
1099 Federal Form: 2016, Nov.-Dec.; 2019, Jan.; 2019, Dec.; 2020, Jan.; 2020, Feb.; 2020, Dec.; 2024, Dec.;
1099-NEC Federal Form: 2021, Jan. ; 2021, Dec.; 2022, Jan. ; 2022, Dec. ; 2023, Jan. ; 2023, Dec. ; 2024, Jan.; 2025, Dec.;
2019 Withholding Tax and MO W-4 Changes: 2019, May addendum; 2019, Jun.
2020 Year End Tax Forms: 2021, Jan.
941 Federal Form/SchB: 2020, Apr.; 2020, Jun.; 2020, July; 2020, Sep.; 2020, Oct.; 2020, Jan.

A

A-Z of Parish Administration: 2026, Sep.
Account Confirmations: 2021, Jun.; 2022, Jun.
Advertising Parish Facilities: 2021, Mar.
Affordable Care Act: 2016, Sep.
All Souls Day Remembrances: 2018, Nov.; 2019, Nov.; 2020, Nov.; 2021, Oct ; 2021, Nov. ; 2022, Oct.; 2022, Nov.; 2023,; Nov, 2024, Nov.; 2025, Nov.
All Things New: See Strategic Plan
Amazon Smile Donations: 2019, Mar.

Annual Catholic Appeal: 2016, Nov.-Dec.; 2017 Oct.-Nov.; 2018 Nov.; 2019, Nov.; 2019 Dec.; 2020, Nov.; 2020, Dec.; 2021, Nov.; 2021,Dec.; 2022, Nov. ; 2022, Dec. ; 2023, Nov. ; 2023, Dec.; 2024, Nov.; 2024, Dec.; 2025, Nov.; 2025, Dec.
Annual Benefits Communication: 2019, Sep.
Annual Year End Review Process: 2019, Feb.
Archives: 2016, Oct.; 2017, Mar.; 2017, Sep.; 2017, Oct.-Nov.; 2019, Feb.; 2019, Mar.; 2019, Apr.; 2019, Jun.; 2019, July; 2019, Oct.; 2020, Jan. ; 2021, Dec.; 2022, Apr,; 2025, Apr.
Closed Parish List: 2023, Nov.
Assessments and Consolidated Billing: 2024, May
Audit Letters: 2018, May; 2021, Jun.; 2024, Jun,; 2026, Jun.
Auto Payments: 2020, Jun.
Archdiocesan Affordable Housing Appeal: 2025, Jan.
Archdiocesan Directories: 2020, Sep.; 2021, May
Archdiocesan Emails: 2023, Mar., 2024, Oct.
Archdiocesan Website: 2018, Sep. ; 2024, Jul.
Attendance Calendar: 2025, Oct.

B

Back Issues of PACT Newsletters: 2016, Sep.
Balance Reviews: 2019, Sep.; 2019 Nov.; July, 2020; 2020, Aug.; 2021, Jul.; 2021, Aug.
Baptism Certificate Request – Signature: 2017, Jan.
Baptism and Same –Sex Couples: 2022,Oct.
Benefits Email Reminder: 2020, Sep; 2020, Oct.
Bereavement and Grief Support Ministry: 2023, Aug.
Beyond Sunday – New Accounts: 2016, Aug.
Beyond Sunday Distributions: 2016, Oct.
Beyond Sunday- SLAF Accounts: 2024, Apr.
Bitdefender Anti-virus: 2022,Mar. ; 2024, Aug. , 2024, Sep.
Blue Mass: 2024, Aug.; 2025, Sep.
Boeing Matching Gifts: 2020, Nov; 2021, Feb.
Boiler Maintenance: 2023, Jul.; 2025, Jan.
Budget Guidelines: 2018, Feb.
Building and Real Estate Office: 2021, Mar.; 2021, Aug.
Bulletin Announcements: 2024, Sep.
Bulletin Article from Archbishop Rozanski: See Blue Mass, Red Mass, or White Mass.
Bulletin Gateway: 2023, Jul. See Bulletin Announcements

C

Cafeteria Bank Accounts: 2019, Nov
Calendar Year End Tasks: 2017, Jan.; 2018, Jan.
Capital Expenditure Survey: 2021, Apr.; 2021, May.
Cash Counting Machines: 2024, Jun.
Catch-Up Employee Benefit Premium Payments: 2021, May.
Catholic Directory – Official (OCD): See Official Catholic Directory
CatholicMasstimes.org: 2023, Jan.
Census: 2020, Mar.

Central Purchasing:
2021 Shortages: 2021, May
Clean Uniform: 2019, Oct
Coupa & QuickBooks: 2017, Jun.
Office Essentials: 2017, Mar.
Trash Services: 2016, Nov.-Dec.; 2018, Feb.
Janitorial Supplies; 2017, Dec.
Services Offered: 2025, Dec.;
Technology Orders: 2021, Feb.
Warning: 2022, Apr ; 2022,Sep
Certificates of Deposit: 2020, Mar.
Certificate of No Tax Due: 2019, Feb.; 2019, Apr.; 2020, Mar.; 2021. Apr.; 2021, Jul.; 2022, Apr.; 2024, Apr.; 2025, Aug., 2026, Aug.
Chart of Accounts: 2016, Nov.-Dec.; 2017, Apr.; 2017 Jun.; 2017, Aug.; 2017, Sep.; 2018, Sep.; 2019, Mar.; 2022, Nov.
Check Fraud: See Positive Pay
Chief Operating Officer (COO): 2024. Apr.
Christmas Gifts to Employees and Volunteers: 2025, Nov.
Citrix Form: 2022, Mar. ; 2022, May ; 2023, May
Citrix Updates: 2022, Jan.
Clergy Salaries: 2017 Jul. ; 2024, May
Closed Parish List: 2024, Aug.
Clover: 2018 May.; 2019, Feb.; 2022, Dec.
Collection Counting Reminders: 2021, Mar.
Communication, Office of: 2017, July; 2018, Mar.
Confidentiality Agreements: 2023, Oct.
Confirmation Recording; See Sacrament Recording
Consecrated Life, Office of: 2018, May; 2022, Sep ; 2023, Jan. ; 2024, May; 2024, Sep.; 2026, May, 2026, Jun
Consolidated Billing Allocations: 2023, Feb.
Consolidated Billing Estimates and Notices: 2017, Feb.; 2017, Jun.; 2018, Feb.; 2019, Mar.; 2020, Feb.; 2021, Mar.; 2022, Feb. ; 2022,Mar. ; 2023, Feb. ; 2023, Mar. ; 2023, Apr. ; 2023, Sep.; 2024, Mar. ; 2024, Apr.; 2025, Mar,
Consolidated Billing Instructions: 2020, July ; 2024, May
Consolidated Billing PMBS; 2023,Aug.
Contribution Statement Policy: 2020, Dec.; 2021, Jan.; 2021, Dec. ; 2022, Jan. ; 2022, Dec. ; 2023, Jan.; 2023, Mar. ; 2023, Dec; 2024, Dec.; 2025, Jan.; 2025, Dec.
Merged and Subsumed Parishes: 2024, Jan.
Corporate Matching Gifts: 2020, Oct.
Credit Card Fees: 2017, Jun,; 2020, Mar
Curia Connections: 2024, Feb ; 2024, Mar. ; 2024, Apr. ; 2024, Jul. ; 2024, Oct.; 2024 Dec.; 2025, Jan.; 2025, Mar.; 2025, April,; 2025, June; 2025, July; 2025, Oct.; 2025, Dec.; 2026, Mar.; 2026, Apr.; 2026, June; 2026, Jul.; 2026, Sep.; 2026, Oct.

D

Deacon and Priest Compensation: 2025, May
Deaneries – Restructuring: 2017, Sep.

Detail Review Schedule: 2019, Dec.; 2021, Jan.; 2022,Nov., 2023, Dec
Disability Insurance: 2017, Feb.; 2017 Jun.; 2018, Feb.; 2020, Aug.
Duo Verification for Citrix: 2022, Apr ; 2022,Aug. ; 2023, Oct.

E

EANS Grant: 2021, Jul.; 2021, Oct.
Emergency Assistance for Nonpublic Schools (EANS): 2021, May
Electronic Giving Vendors: 2016, Nov-Dec.; 2021, Feb. ; 2023, May
Elementary Teacher Tuition Benefit Payment: 2020, Oct.
Employee, Volunteer or Vendor?: 2016, Oct.
Employee Self Service: 2020, Dec.; 2021, Apr.
Email Forwarding of Archstl.org emails: 2024, Jun.
Email Home Addresses & Emails: 2019, Jan.
Email Signatures: 2019, Aug.
Email Tips: 2020, Oct.
Emergency Cash Plan: 2020 Apr.
Emergency Contact: 2018, Jun.; 2021, Nov
Emergency Staff Back up Plan: 2021, Apr
Employee Self Service: 2020. Dec.; 2021, Mar.
Employee Wellness Events: 2021, Sep.
Ending Employment Icon: 2021, Jun.
Endowments: 2020, Jan.
Endowment Election Deposits: 2019, Feb.; 2019, Jul.; 2020, Feb.; 2021, Feb.; 2022, Feb. , 2022, Mar.; 2023, Feb. ; 2023, Mar. ; 2024, Feb ; 2024, Mar., 2025, Feb
Energy Efficient Initiative: 2017, Sep.
Ensuring Parish Viability Grant Process: 2016, Aug.; 2017, Aug.; 2018, Aug.; 2019, Aug; 2021, Aug. ; 2022, Aug. ; 2023, Aug.; 2024, Aug.; 2025, Aug.; 2025, Sep.; 2026, Aug.; 2026, Sep.
ERC (Employee Retention Credit): 2022,Oct.

F

Facebook See Social Media
Federal Form 990T: 2016, Oct.
Financial Management and Control Manual: 2017, Apr.; 2017, May
Financial Reviews: 2024, Aug.; 2025, Aug.
Fixed Asset Capitalization Policy: 2020, Apr.; 2020, Sep.
Flocknote: 2021, Nov.; 2022, Aug. 2022, Sep. ; 2023, Apr.; 2023, Jun. ; 2024, Sep.
FLSA Overtime Exemption Rule: 2016, Nov.-Dec.
Forwarding of Parish Emails: 2019, Jun.
Fundraising: 2023, Oct.
Funeral Recording: 2020, Nov

G

Gallagher – Financial Tools: 2025, Apr.

Gambling: 2022,Oct.
Gifts from IRA Accounts: 2018, Nov.; 2019, Mar.
Gifts to Employees and Volunteers: 2024, Dec.
GiveCatholic: 2025, Oct; 2025, Dec.; 2026, Jun.; 2026, Jul., 2026, Aug.
GivePlus by Vanco Payment Solutions: 2019, Jun.; 2019, Aug.
Giving Tree Donations: 2024, Dec.; 2025, Nov.
Grants:
ETTB: 2018, Nov.
Education: 2023, Oct.
Parish – National Fund for Sacred Places: 2018, Apr.
Unused: 2017, Jan.
Writing Workshop: 2024, Sep.
Genealogy: 2018, Jul.
Government Funds: 2020, Nov.

H

Hallow APP : 2024, Oct.
Health Insurance Spousal Surcharge: 2017, May
Health Insurance Verification: 2022, Aug.
Health Insurance Enrollment/Waivers: 2018, Oct.
Help Desk: 2020, July; 2026, Jul.; 2026, Oct.
Holy week Masses: 2026, Mar
Human Resources:
Life Insurance Change: 2018, Sep.
Benefit Information: 2018, Sep.; 2019 Sep.; 2020, Sep.; 2021, Nov.; 2022, Apr ;2022, May ; 2022, Jul.
FMLA: 2022, May
HRIS: 2023, Oct. ; 2023, Nov. ; 2023, Dec
HR Lead: 2025, July
Reconciling Health Insurance Benefits and Costs: 2022, Jul.
Wellness Events: 2021, Sep.; 2022, Oct.

I

iGIVECatholic: 2021,Dec ; 2022, Aug. ; 2023, Jun. ; 2023, Aug. ; 2024, Jun. ; 2024, Aug.; 2025, July; 2025, Aug.; 2025, Oct.; 2025, Nov.; 2026, Jun.; 2026, Jul. 2026, Aug.; 2026, Sep.
Imputed Income: 2017 Oct.-Nov.
Instagram see Social Media
Internal Audit:
Cash Handling procedures: 2025, Feb
Don't Leave it Alone: 2025, May
Drop Safes: 2024, Apr.
Financial Misconduct Hotline: 2025, Sep.
Flowcharts – Cash Handling: 2025. Feb.
Fraud Awareness: 2023, Aug. ; 2024, Sep.
Gifts to Employees: 2021, Jun.
Mobile Payment Services: 2020, Oct.

Sunday Offertory: 2016, Jul.; 2016, Aug.; 2020, Aug.;
Payroll Reports: 2021, Oct.
Phishing Emails: 2023, Sep.
Positive Pay: 2024, Mar.
Retirement Eligibility: 2021, Feb.
Reminder: 2023, Jul.
Resources: 2026, Jul.; 2026, Aug.
Risk Alert: 2022, Mar ; 2022, Jul. ; 2022, Aug. ; 2022, Sep
Risk Assessment Survey: 2026, Oct.
Sunday Offertory: 2016, Jul.; 2016, Aug.; 2020, Aug.;
Venmo: 2025, Dec.;
Volunteer Gifts: 2024, Jun.
Insurance Claims: 2026, Aug.
Internal Questionnaire: 2017, Aug.; 2018, Aug.; 2019, Oct.; 2020, Aug.; 2021, Jan.; 2021, Jul. ; 2023, Aug.
IRA Charitable Contributions: 2019, Nov.

J

JS Paluch – One Parish App: 2019, May

L

Labor Law Posters: 2017, Mar.; 2018, Sep.; 2019, Oct.; 2019, Nov.; 2020, Mar.
Latin American Apostolate Closing: 2021, Apr.; 2021, Jul.; 2021, Aug.; 2021, Sep. ;2022, Sep
Lawson Payroll Charges Waived: 2021, Apr.
Lawson Payroll Conversion: 2019, Nov; 2020, Feb.; 2021, Mar.; 2021, June.
Lay Family Alliance: 2017, July
Lent Palm & Candles: 2018, Feb.
Liquor License: 2025, Feb
Log Out of PHOL and QuickBooks: 2019, Sep,; 2020, Sep.; 2021, Sep.
Louie: 2021, May ; 2022, Aug.
LPI We Gather: 2019, Oct.

M

MAI Instructions: 2020, July
Maiden Name on Sacraments: 2021, Sep.
Mass Intention Excess: 2024, Jan.; 2024, Nov., 2025, Feb
Mass Intention Suggested Offering; 2019, July.; 2021, Oct.; 2023, Nov.
Mass Times: 2018, May; 2019, Feb.; 2017, Aug.; 2021, Jan.; 2021, Apr.; 2021,Dec.; 2022, Jan., 2022,Dec.; 2023, Dec.; 2024, Dec.; 2025, Dec
Media Guidelines: 2023, Feb.
Merged, Subsumed, and Subsuming Parishes: See Strategic Plan
Microsoft 365: 2023, Mar.
Mileage Rates: 2017, Jan.; 2019, Feb.; 2020, Feb.; 2021, Feb.; 2022, Jan. ; 2022 Jul. ; 2023, Jan.; 2023, Feb. ; 2024, Jan.; 2025, Jan.
Minimum Wage: 2024, Jan.; 2025 Jan.;
Misleading Advertising: 2026, May
Mission Office: 2023, Jun. ; 2023, Jul. ; 2024, Jun.

Missionaries of Joy: 2025, July
Missionary Plan of Cooperation: 2024, Jul.; 2025, Apr.; 2025, June 2026, Jun.
Missouri Proposition A: 2025, July
Missouri Department of Agriculture: 2024, Sep.
Missouri Tax Exempt Letter: 2024, Nov.
Monthly Update List: 2024, Oct.; 2024, Nov.; 2025, Jan., 2025, Feb.; 2025, Mar.; 2025, Apr.; 2025, Oct; 2026, Jun.; 2026, Oct.
Monthly Financial and Administrative Checklist for Parishes: Review: 2020, Jul.; 2022, Nov.
MOScholars: 2023, Feb. ; 2023, May ; 2023, Aug. 2025, Jan.
MOST 529: 2018, Mar.; 2018, Apr.; 2018, Jun.; 2018, Aug.; 2019, Jun. ; 2023, May ; 2023, Aug ; 2023, Sep
Multi Factor Authentication: 2026. Apr.
MyParish App: 2017,

N

National Fund for Sacred Places: 2018, Apr.
Newly Ordained Compensation: 2026, May
Non Profit 501 (c)3 Collections: 2023, Jan.

O

OCIA Checkbox PHOL: 2025, May
Office of Child and Youth Protection – Background Check Billing: 2019, Dec.; 2020, May; 2020, Nov,
Office of Consecrated Life: 2018, May; 2020, Jun.
Office of Sacred Worship: 2021, Aug.; 2021, Sep.
Office of Youth Ministry : 2017, Jan.
Official Catholic Directory (OCD): 2018, Jan.; 2018, Oct.; 2018, Nov.; 2019, Nov.; 2020, Nov.; 2021, Nov. ; 2022, Dec.; 2023, Dec. ; 2024, Jan.; 2024, Nov.; 2025, Oct; 2026, Oct.
Online Contributions: 2026, Jul.
OneLicense: 2021, May
Open Enrollment: 2017, Apr.; 2017, May.; 2018, May, ; 2018, Jun.; 2018, Jul.; 2019,May; May; 2020,; May; 2021,; 2021, Jun. ; 2022, Jun. ; 2023, May ; 2024, May, 2026, May

P

PACT and BLAST importance; 2022, Jan.
PACT Index: 2017, Feb.; 2018, Mar.; 2018, Jun.; 2021, Feb. ; 2022, Feb.
PACT Newsletter Changes: 2018, Oct.; 2018, Dec.; 2021, Nov.; 2021,Dec.
Parish Address: 2018, Mar.
Parish Bulletin Gateway: 2022, Jan.; 2024, Sep. ; 2024, Oct.
Parish Census: 2019, Dec.; 2020, Jan.
Parish Contacts: 2024, Jul.
Parish & Curia Integration (PCI): 2024, Jul ; 2024, Aug,; 2024, Nov.; 2025, May; 2025, Oct; 2026, May
Steering Committee: 2024, Sep. , 2024, Oct.; 2025, May; 2025, Oct; 2026, Apr.; 2026, Oct.
Parish Directory/Yearbook: 2018, Nov.; 2018, Dec.; 2021, May
Parish Email forwarding: 2019, Jun.
Parish Records Management Manual: 2019, Jul.

Parish Roster and Sharing: 2023, Apr.
Parish Staff Emergency Backup Plan: 2021, Apr.
Parish Support: 2022, Mar ; 2023, Nov ; 2024, Jan.
Parish Viability Grants: 2020, Aug.; 2020, Sep.
Passwords: 2017, May; 2019, Dec.
Pastoral Institute of Leadership (PILS): 2017, Apr.
Paycheck Protection Plan (PPP) Loan Forgiveness: 2020, May; 2020, Jun.; 2020, Aug.; 2020, Oct.; 2020, Dec.; 2021, Apr.; 2021, Jun.; 2022, Jan
Payroll:
Payroll Direct Deposit Scam: 2021, Sep. ; 2022,Aug.
PSR - 2018, Apr.; 2018, Nov. 2019, Dec.; 2020, Dec.
Shared Priests: 2023, Jul.
PCI DSS Compliance: 2021, Aug.
Peter's Pence: 2020, Jun.; 2020, July
PHOL (Parish Helper Online):
Access: 2022, Jul.
Assignments: 2020, Mar. ; 2024, Feb.; 2024, Sep.; 2025, Apr.; 2025, Sep.
Cemetery Address: 2021,Dec
Certificates: 2025, Feb.; 2025, Mar.
Contact Information: 2017, Jan.; 2017, Oct.-Nov.; 2018, Jan.; 2018, Mar.; 2018 May; 2018, Sept.; 2018, Oct.; 2019, Mar.; 2019, Apr.; 2019, Sep.; 2019, Dec.; 2020, Sep. ; 2022, Jan. ; 2022, Mar. ; 2023, Jan. ; 2023, Nov ; 2024, Jul., 2025, Feb.; 2025, Mar.; 2026, Apr.
Contact Information to Include Cell Phone: 2021, Sep.
End of Year Submission Checklist: 2019, Aug.; 2021, Aug.
Entering Sacraments: 2016, Jul.; 2016, Aug. 2018, Apr.; 2018, Jun.; 2019, Mar. ; 2020, Jun.; 2021, Jun. ; 2024, Jul.
Finding Duplicate Records: 2016, Oct.
Holy week and Easter Masses: 2021, Mar.; 2022, Mar., 2023, Mar. ; 2024, Mar.; 2025, Apr
Language Events field: 2024, Mar.
Manual: 2022,Feb.
Mission Statement: 2022, Mar
OCIA Checkbox PHOL: 2025, May
Printing Documents: 2019, Apr.
Parish Records Management Manual: 2019, July
Pulling Lists: 2022, May
Sacramental Records Handbook: 2019, July.
Sacramental Notifications: 2017, May; 2020, Sep.
Sorting Records: 2017, July
Staff Updates: 2017, Jan.; 2017, July; 2019, Sep.; 2019, Dec.; 2020, Mar.; 2021, Sep.
Training: 2022, May
Updates: 2017, Oct-Nov.; 2020, June
Positive Pay: Check Fraud: 2023, Nov.
PPP Loan Forgiveness: See Payroll Protection Plan
Prayer Chains/HIPPA: 2019, Aug
Priest Remuneration: 2026, Aug
Pre-tax Health Insurance: 2019, Jul.
Pontifical Mission Societies: 2017, Aug.
PMBS (Priest Mutual Benefit Society): See Consolidated Billing

Priests' Accountable Plan: 2021, Aug.; 2022, Aug., 2025, Feb
Priest and Deacon Compensation; 2025, May
Priest gifts & Taxable Income: 2023, Jul.
Prudential – see Retirement Plan

Q

QuickBooks
1099 Update: 2021, Jan
A/R Feature Causing Problems: 2021,Dec
Availability: 2017, Aug.
Budget: 2017, Apr.
Condensing Data: 2023, Mar.;
Emailing: 2017 Jun.
Employee Custom Fields: 2016, Nov.-Dec.
Error Message: 2023, Sep.
Exporting Excel Files: 2023, Sep.
Hints & Shortcuts: 2017, Apr., 2017 Jun. ; 2023, Jan.
Install Later: 2020, Apr.; 2020, Oct.
Other Names vs Vendor List and W-9's: : 2019, May
Out of Balance Message: 2017, Mar.; 2017, Apr.
Payroll Items: 2017, May; 2017, Dec.
Pop-Ups: 2020, Jun.
Updates: 2022, Jun.;2022, Nov. ; 2023, Sep.
Update Schedule: 2017, Aug.; 2018, Aug.; 2021, Nov. ; 2023, Nov.
Upgrade to QB17: 2017, Feb.; 2017, Mar.
Upgrade to QB23: 2022, Oct. ; 2022, Nov.
User Permissions: 2023, Jan.
Vendor File: 2017, Aug.
Version 20 Upgrade 2020, Apr.; 2020, May; 2020, Jun.
Year End closings and Permissions: 2022,Jul. ; 2022, Aug. ; 2022, Sep
Year End Financial Reviews: 2019, Mar.

R

Raffle Ticket Mailing: 2020, Apr.
Raffle Winners Reporting to IRS: 2019, Jan.; 2019, Dec.; 2020, Feb.
RCF (See Roman Catholic Foundation)
RCIA (Rite of Christian Initiation of Adults): 2017, Oct.-Nov.
Radiation Exposure Compensation Act (RECA): 2025, Sep.; 2025, Oct.; 2025, Nov.
Reclamation Center: 2026, Sep.;
Record Retention/Management: 2017, Oct.-Nov.
Red Mass: 2024, Sep., 2025, Sep.
Religious Benefits: 2017 Jun.
Regina Cleri: 2017, July; 2017, Aug.; 2018, Jul.
Registering: New parishioners: 2018, Apr.
Remittance address (PO Box): 2017, Feb.
Required Minimum Distributions: 2019, Mar.; 2019, Nov. ; 2021, May
Retired Religious: 2017, July

Retirement Plan:
Beneficiaries: 2018, Jun.
Deferral Rates/Changes: 2018, Mar.; 2019, Mar.
Employee Hiring: 2018, Sep.; 2018, Oct.
Employee questions: 2018, Jul.
Prudential conversion: 2017, Oct.-Nov.; 2017, Dec.; 2018, Jan.; 2018, Feb.
Reviews- Financial : See Financial Reviews
Roman Catholic Foundation Endowments: (RCF) 2017, Feb.; 2018, Mar.; 2018, Dec.; 2019, Mar.; 2020, Sep.; 2021, Feb.
Roundtable: 2025, May; 2025, June; 2025, July; 2025, Aug. 2025, Sep.; 2025, Oct.; 2025, Nov.; 2025, Dec.; 2026, Apr.; 2026, May; 2026, Jun; 2026, Jul.; 2026, Aug.; 2026, Sep.; 2026, Oct.
Rural Parish Clinic: 2025, Jan.; 2025, Feb; 2025, Apr.; 2025, May.; 2025, June; 2025, July; 2025, Aug.; 2025, Sep.; 2025, Oct.; 2025, Nov.; 2025, Dec.; 2026, Jul.; 2026, Aug.; 2026, Sep.

S

SAS Fees FY18: 2017, Jan.
SAM II Vendor Code: 2018, Jul.
Sacrament ID#'s: 2016, Aug.
Sacramental Notifications: 2025, July, 2026, June,
Sacramental Records Handbook; 2019, May.; 2019, July.; 2023, Mar.
Sacrament Recording: 2020, May; 2020, Jun.; 2020, Jul.; 2020, Dec.; 2021, Jun.; 2021, Oct. .; 2023,Jan. ; 2024, Mar.; 2024,Jun.; 2025, Mar.; 2025, Apr.; 2026, Apr.
Online: 2024, Mar.
Sacraments: 2017, Sep.; 2018, Mar.; 2018, Apr.; 2018, May; 2018, Jun.; 2018, Jul.; 2019, Feb.; 2019, Mar.; 2019, May; 2019, Jun.; 2020, Jul.; 2021, Sep.; 2022, Jun ; 2022, Sep
Sacred Worship Book Order, Office of: 2018, Aug.; 2021, Aug.; 2021, Sep. ; 2022, Oct. ; 2023, Sep.; 2026, Aug.
Sales Tax Exemption: 2025, May
Scam/Warnings: 2017, July; 2018, Sep.; 2018, Nov.; 2018, Dec.; 2019, Feb.; 2019, Apr.; 2019, May; 2019, Dec.; 2021, Mar.; 2021, Sep.;2022, Apr ; 2023, Oct.
Scam/Phishing Index: 2022, Mar.
Securing Email: 2026, Apr.
SecurEd Training Videos: 2021, Feb.
Sending Screenshots: 2021, Apr.
Servant Keeper
SK 5 End of Life: 2019, Nov
SK: 2022, Dec.; 2023,Jan., 2023, Apr.
Access Forms: 2026, Apr.; 2026, May.; 2026, Jun.; 2026, Jul., 2026, Aug.
Adult Children: 2024, May
Backup and Optimizing: 2021, May
Background Checks: 2019, Oct.
Background Check Manager: 2020, Apr.,
Clean up: 2022, Jan.
Cloud Conversion: 2025, Aug.
Contribution Statements: 2018 Oct.; 2018 Dec.; 2020, Nov.; 2020, Dec.; 2021, Jan.
Envelope Numbers: 2021, Mar.
'Gathering Sheet': 2018 Apr.
Hints & Shortcuts: 2017, Apr.; 2017 Jun.; 2021, Jul.

Important Fields: 2021, Apr., 2023, Apr.
Importing Online Contributions: 2021, Aug.; 2021, Nov.; 2025, Sep.
Muti-parish Access: 2026, May
Necessary Fields: 2021, Jun. ; 2023, Sep. ; 2024, Sep.
Online Office: 2022, Mar.; 2024, Feb. ; 2024, May; 2025,May; 2025, Sep., 2026, Sep.
Online Giving: 2025, Sep.
Restoring Deleted Records: 2021, Mar.
Sacraments Manager: 2020, Apr.
Sales Tax Certificate: 2020, Nov.
Smart Groups: 2021, Sep.
Subsumed Parishes: 2023, Jul. ; 2024, Feb.
Survey: 2019, Oct.; 2020, Jan.
Tools: 2023, Nov.
Training: 2020, Feb; 2020, Mar.; 2025, Oct
Type of Household, Catholic or Mixed: 2016, Aug.; 2018, Sep.
Update: 2022, Jun.
Upgrade: 2017, Mar.; 2017, Sep.; 2019, Apr
Vetted for Online Giving: 2024, Dec.
Version 8 Cloud: 2023, Apr. ; 2023, May
Webinars: 2024, Apr.
Shared Accounting
Flat Rate Billing: 2016, Sep.
Signatory: 2024, Feb
SLAF (St. Louis Archdiocesan Fund):
ACH Reminder: 2022, Nov.
Bank Account Protection: 2023, Aug
Beyond Sunday Accounts: 2024, Apr.
Contact Information: 2018, Feb.
General Information: 2024, Nov.
Holiday Hours: 2023, Dec.; 2025, Dec.;
Interest Rates: 2018, Apr.; 2020, Mar; 2020, Jun; 2021, Apr. ; 2024, Apr.
Jumbo Certificates: 2020, Mar
Money Market Accounts: 2021, Feb.
Non-Endowment Accounts: 2018, Apr.
Questions and Answers: 2022, Feb
Special Collections: 2019 Dec.; 2020, Jan.; 2021, Mar.
Statements: 2020, July
Social Media: 2023, Feb.
Special Collections: 2017, Sep.; 2019, Jan.; 2019 Sep.; 2019, Dec.; 2020, Feb.; 2021, Mar.; 2021, May; 2021, Jul. ; 2022,Jul. ; 2023, Apr. ; 2023, Jun. ; 2023, Sep. ; 2024, Feb. ; 2024, Apr. ; 2024, Jun.; 2025, June; 2026, May; 2026, Jun.;
Spire Billing Changes: 2019 Jun,
SQUARE: see Credit Card Terminals
Staff Updates: 2019, Dec.
Stale Checks: 2017, July; 2021, Sep.
State Energy Loan: 2023, Aug.
Status Animarum: 2016, Jul.; 2017, Jun.; 2017, Aug,; 2018, Jul.; 2018, Aug.; 2018, Sep.; 2019, July; 2019, Aug.; 2020, Jun.; 2020 July; 2020, Aug. ; 2021, Jun.; 2021, Jul. ; 2021, Aug.; 2021, Sep.; 2021, Nov. ; 2022, Apr ;

2022, Aug. 2202, Sep ; 2023, Aug. ; 2023, Nov. ; 2024, May ; 2024, Aug. ;2024, Sep.; 2024, Nov.; 2025, May; 2025, July; 2025, Aug.; 2025, Sep.; 2026, Apr.; 2026, Jun.; 2026, Jul.; 2026, Aug.
Type of Household, Catholic or Mixed: 2016, Aug.; 2018, Sep.
Status Animarum Training: 2025, May; 2025, June, 2026, May; 2026, Jun.
Stock Donations: 2022, Dec.; 2026, Sep,
St. Louis Review: 2017, Feb.; 2018, Mar.; 2018, Dec.; 2019, Jan.; 2019, Feb.; 2019, Mar.; 2019, May; 2020, Jan. ; 2020, Feb; 2020, Mar. ; 2021, Jan.; 2021, Feb.; 2022, Jan. ; 2022,Feb.; 2023, Jan. ; 2023, Feb. ; 2024, Jan. ; 2024, Feb. ; 2024, Oct.
Strategic Plan: coming in 2022, Feb. ; 2022, Mar ; 2022, May ; 2022, Jul. ; 2022, Aug.; 2022,Dec
Listening Sessions: 2022, Oct.
Subsumed, Subsuming and Merging: 2023, Aug.
Substitute Teacher Rates; 2019, Aug ; 2022, Jun. ; 2023, Jul. ; 2024, May; 2025,May; 2026, May
Subsumed, Subsuming and Merging Parishes: See Strategic Plan

T

Tamper Evident Bags: 2021, Feb.
Taxes – Missouri: 2017 Sep.; 2017 Oct.-Nov.; May; 2019,
Teacher/Staff Appreciation Gifts: 2020, Oct.
Teacher Contracts: 2024, Feb.
Telephone Vendors: 2017, Apr.
Text Alerts & Rigali Center: 2018, Nov.; 2021, Nov,
Time Clock Survey: 2024, Dec.
Tithing for the Poor: 2024, Jul.
Title Money: 2022, Aug.
Today Tomorrow Education Foundation: 2021, Feb. ; 2022, Feb. ; 2023, Feb. ; 2024, Feb, 2025, Feb
Tournament Registrations: 2023, Jun.
Training Seminars
Budgets: 2017, Apr.; 2017, May
QB, PHOL & Servant Keeper: 2017, Jan.; 2017, Feb.; 2017, Mar.; 2020, Feb; 2022, Apr , 2022,Aug.
Transamerica – also see Retirement Plan
Passwords: 2017, May
Trust Donations: 2022, Sep
Tuition Management Software: 2019, May
Tuition Payments: 2026, Jul.

U

Unclaimed Property: 2017, July
UNUM – see Disability Insurance

V

Vendor Liability Insurance: 2019, Aug.
Venmo: 2020, Jan.; 2025, Dec.;
Visiting Priest Compensation: 2017, May; 2017, Dec.; 2019, Aug; 2020, July ; 2022, Feb.
Volunteer Service: See Confidentiality Agreement
Volunteer Reimbursement: 2020, Nov.

W

W-2G: 2020, Jan.; 2020, Feb.; 2026. Jun.
W-3: 2020, Jan.
W-9 Vendors: 2016, Sep.; 2016, Oct.; 2016, Nov.-Dec.; 2021, Jul.
Webpage: 2023, Nov.
Website: New: 2024. Jul
Website Searches: 2018, Nov.; 2018, Dec.
Wellness Credit Sent to Prudential: 2021, Apr.
Wellness Event: 2022,Mar.
White Mass: 2024, Sep.
Windows 7 & 10: 2016, Aug.; 2019 Sep.; 2025, Mar.
World Mission Sunday: 2020, Oct. ; 2023, Oct.; 2024, Oct.; 2025, Oct; 2026, Sep.
Worker's Comp Claims: 2026, Aug.
Work From Home Order: 2020, May

Y

Yearbooks/Directories: 2018, Dec.
Yearend Contributions: 2021, Dec.; 2022, Dec. ; 2023, Dec.; 2024, Dec.
Yearend Documents: 2022, Jun.
Yearend, Fiscal: 2017, Mar.; 2017, Apr.; 2017, May; 2017 Jun.; 2017, Jul.; 2017, Aug.; 2017, Sep.; 2018, Apr.; 2018, May.; 2018, Jul.; 2019, Apr.; 2019, May; 2019, Jun.; 2019, Oct; 2022, Apr ; 2022,Jul ; 2023, Apr.; 2023, Jun.; 2023, Jul. ; 2024, Jun. ; 2024, Jul.; 2025, Aug.; 2026, Jun.; 2026, Jul.
Yearend Forms: 2020, Dec.
Yearend Meetings: 2020, May; 2020, J un.; 2021, May; 2021, Jun.; 2021, Jul. 2022, Mar ; 2022, May ; 2022, Jun ; 2022, July ; 2023, Apr. ; 2023, May ; 2023, Jun.
Yearend Prep: 2025, Aug
Yearend Status: 2021, Sep. 2022, Nov. ; 2023, Sep. ; 2023, Oct.