

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 9, Issue 1, January 2024



**Merry Christmas and Happy New Year  
from Parish Support**

Thank you for all you do for our parishes everyday. •

## Inside This Issue

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## Calendar Dates to Note:

- 1/1 Curia Closed New Years Day Holiday.
- 1/15 Curia Closed Martin Luther King, Jr. Day.
- 1/21 Special Collection St. Louis Review Subscription.

## To Do List

- Distribute 1099-NEC to independent contractors and non-employees by January 31, 2024.
- Distribute 2023 Contribution Statements to donors by January 31 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](#)

# Parish Support and the Holidays



Parish Support is working remotely from December 21st through Tuesday, January 2nd. We are monitoring our emails and voice messages regularly and will respond as soon as possible. We can be reached at: Sally (314-792-7716, SallySerbus@archstl.org), Michele (314-792-7829, MicheleFisher@archstl.org), or Shelley (314-792-7072, ShelleyLang@archstl.org). Don't forget to leave your name, parish name, and number along with a detailed message.

## 1099 Processing

After weeks of research and QB updates, it has been determined that Intuit is not updating the 1099 'wizard' until after Dec. 31. While 1099s are still printed and mailed to vendors as usual, the IRS requires that parishes issuing 10 or more forms file the forms and 1096 electronically. This is all handled through QB during the 1099 process. Unfortunately, the entire procedure can't be processed and documented without 'live' data. Beginning on January 2nd, we are working with a parish to complete and document the entire process. We will send a 'blast' as soon as those detailed instructions are available. Sally is addressing the procedure at the January Curia Connection Meetings—be sure to register through your Vicariate. We appreciate your patience and understanding.



## Contribution Statement Policy Including Merged and Subsumed Parishes

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Statements may also be mailed. If the parish is not using Servant PC Cloud, all statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be received by the donor or made available by January 31, 2024.



**Merged and Subsumed Parishes:** Contribution statements for 2023 must be processed from files of merged and subsumed parishes (if not done since August 1). Once those statements are processed, please contact Parish Support to pull archivable records and officially 'close' the file.

## Mileage Reimbursement Rate



According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile increased by 1.5 cents from 65.5 to **67 cents** per mile beginning January 1, 2024. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

## Minimum Wages

Effective January 1, 2024, the minimum wage in Missouri has increased to \$12.30 per hour. Lawson payroll handles the update. You do not have to submit a PAF for your minimum wage employees.



# STL Review

The St. Louis Review parish subscription campaign starts on January 21, 2024, and runs throughout the year. No subscription promotion items will be sent to your parish. Announcement talking points, campaign artwork, and logos for newsletters, bulletins, social media, and websites will be available to download at [archstl.org/st-louis-review/parish-subscriptions](http://archstl.org/st-louis-review/parish-subscriptions).



For Fiscal Year 2025, the requirement remains that all households that contribute at least \$100 are to be included on your parish subscription list. Parishioners are asked to contribute \$35 via an offertory envelope or online giving. The FY2025 parish assessment is anticipated to be \$35 per household subscription.

Updates to the St. Louis Review mailing list should be submitted regularly to [subscriptions@archstl.org](mailto:subscriptions@archstl.org). Instructions for creating and submitting lists are found at <https://www.archstl.org/st-louis-review/parish-subscriptions>. For more information about Servant Keeper, contact Parish Support.

The calculation of parish subscription assessments through consolidated billing will occur in mid-to-late June. If you want to know how many subscribers your parish has, please contact us at [subscriptions@archstl.org](mailto:subscriptions@archstl.org).

# Official Catholic Directory

Parishes were sent an email from P.J. Kennedy & Sons, the publisher of The Official Catholic Directory with detailed instructions on updating parish information. The deadline for updating your listing is **January 12, 2024**. Please visit [ocdedits.com/login](http://ocdedits.com/login) to review and update your organization's information. If you don't know what email address was used for your account in the past, we recommend you use your parish###@archstl.org email address and set up a new account.



# Excess Mass Intentions

When more offerings are received for Mass intentions than can be offered within a year, the offerings along with the intentions should be sent to either Regina Cleri to the attention of Mike Miller, 10 Archbishop May Dr., St. Louis, Mo 63119 or to the Cardinal Rigali Center to the attention of The Office of Worship, 20 Archbishop May Dr., St. Louis, Mo 63119. Please include a list of the names with the dollar amount.

# Internal Audit

Please [click here](#) for our Financial Misconduct Hotline flier. We recommend that you post this flier in public places, e.g. the staff lunch room, public bulletin boards, etc.



**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.*

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