

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 8, Issue 1, January 2023

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Calendar Dates to Note:

- 1/2/23 New Year's Day Holiday Curia Closed.
- 1/16/23 Martin Luther King Jr. Day Curia Closed

To Do List

- Distribute 1099-NEC to independent contractors and non-employees by January 31, 2023
- Distribute 2021 Contribution statements to donors by January 31, 2023

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](#)

Servant Keeper Usage

Servant Keeper is the only software supported and approved by the Archdiocese for contribution and membership management. If you have not done so already, we highly recommend an upgrade to Servant Keeper 8 with the cloud. Please do not use the Flocknote Fund It feature. We understand that Flocknote has bombarded you with messages to add Flocknote Fund It. However, we are unable to offer support for the Fund It feature, and the Fund It feature is not vetted by the Archdiocese. We are offering classes at the Rigali Center for Servant Keeper beginning in February.



1099 Processing



Form 1099-NEC (not 1099-MISC) is used to report non-employee compensation. Please review the 1099-NEC instructions to ensure compliance with the IRS regulations. Penalties for not filing correctly or providing all necessary information can be costly. Please remember to order your 1099-NEC. Once QuickBooks updates, the 1099 detailed instructions will be on the Parish Support Webpage on the Calendar Year End Fiscal Page. For more information on the processing, please follow the link below from Internal Audit.



Internal Audit Risk Alert

1099-NEC Processing

Do you pay independent contractors for services?

- Lawn care
- Information Technology (IT)
- Sports officials
- Visiting priests
- Other individuals for services

Depending on the amount paid and the contractor's federal tax classification you may be required to complete a Form 1099-NEC to report nonemployee compensation.

Did you get a Form W-9 from these individuals?
The Form W-9 clearly identifies the federal tax classification to determine if a Form 1099 should be prepared.

The **DUE DATE** to file the Form 1099-NEC is **January 31, 2023**.

PENALTIES for not filing correctly and providing all necessary information can be costly.

Please review the 1099-NEC instructions to ensure compliance with the IRS regulations.
<https://www.irs.gov/pub/irs-pdf/f1099mec.pdf>

If you have any questions regarding whether a Form 1099-NEC should be issued to a contractor or individual, please don't hesitate to contact us.

If you suspect fraud or financial misconduct
REPORT IT!

 Hotline
1-866-458-3960 Website
archstl.org/internal-audit InternalAudit@archstl.org Whit Madère (Director)
314-792-7241



Contribution Statement Policy

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. Donors may also contact the parish office and request that a statement be mailed.



If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: 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, 2023.

Non Profit 501(c)3 Collections

Msgr. Stehly, Vicar General, reminds parishes that account 244950 Other Non-Profit Collections is used only for funds collected and sent to non-profit 501(c)3 entities that are listed in the Official Catholic Directory (OCD). Funds for all other entities post to 435100 Gifts-Restricted (when received) and 532100 Contributions (when disbursed).

QuickBooks User Permissions

In July, we announced the modification of QuickBooks user permissions prevent further additions or changes to the Chart of Accounts and Class Lists. Currently there are over 47,000 accounts and over 2,000 classes used in the one-hundred and ninety-one QuickBooks files. It takes many hours to compile standard consolidated reports for comparative purposes with the current COA and Class lists..

Securing the COA and Class lists does not prohibit future additions or changes. It simply means the additions/changes are vetted and discussed before implementation.

Recording Sacraments

Sacraments are recorded in Parish Helper On-Line (PHOL) after the information is recorded in the sacramental registers. PHOL is the Archdiocesan online tool for recording Sacraments. There is no need to record sacramental information in Servant Keeper. Our Sacrament Classes, PHOL Classes, and Servant Keeper classes at the Rigali Center clarify all procedures and requirements. Please see the front page article with a link to the sign-up for the classes. Sacramental records are legal documents and must be recorded properly.

Minimum Wage Increase

Effective January 1, 2023, the minimum wage in Missouri has increased to \$12.00 per hour. Lawson payroll handles the update. You do not have to submit a PAF for your minimum wage employees.



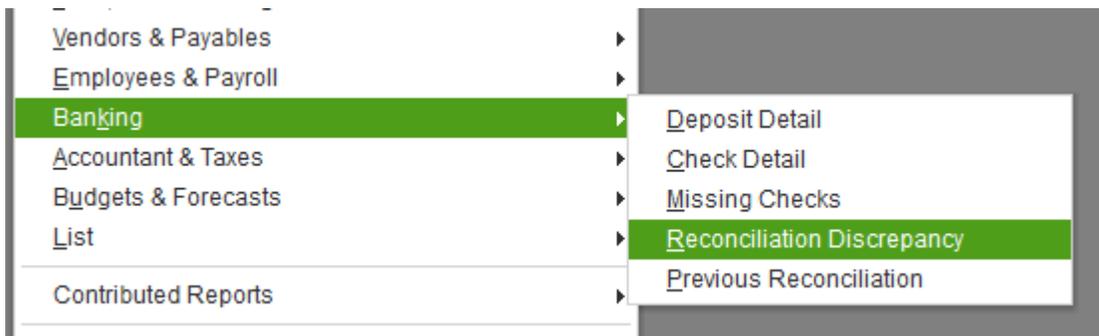
Mileage Reimbursement Rate

To date, the Internal Revenue Service has not released the 2023 standard mileage rate. We will inform you when it is released or you may check on the rate on the IRS website by [clicking here](#). The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

QuickBooks Helpful Hint



If you have done your bank reconciliation and the balances do not match with your bank statement, or if the difference is not what you expected, run a report from QuickBooks called Reconciliation Discrepancy. This report shows changes made since your last reconciliation.



Contact List/Information In PHOL

It is important that parishes regularly update their staff assignments in Parish Helper Online. Make sure to include a cell phone number for at least one parish staff member in case we need to send an emergency text message. Every parish must list a business manager, bookkeeper and parish secretary but many other offices in the Curia communicate with other parish staff members. Please make sure all your parish assignments are up-to-date, and your parish information is up-to-date for Mass times. Updates are made in PHOL by going to the Procedures tab, selecting Location Information, then the Administrative tab. To update Mass times, select the procedures tab then Mass, Reconciliation and Eucharistic Adoration times.



CatholicMassTimes.org

CatholicMassTimes.org is contacting parishes asking that parish information be updated. This is a legitimate company and, with your pastor's approval, you may update your information and put the company link on your parish website. Catholic MassTimes.org publicizes churches and their Mass times across the country. This is a great resource for Catholics traveling out of town trying to find a local parish to attend Mass.

St. Louis Review Subscription Support

The St. Louis Review parish subscription campaign starts on January 21, 2023 and runs throughout the year. This year there will be no print items sent to your parish. However, we will have the artwork and logos available to download and use in newsletters, bulletins, social media, and website, as well as talking points, at archstl.org/st-louis-review/parish-subscriptions. Please share this information with your webmaster or content manager for your website and social media.



For Fiscal Year 2024, the requirement remains that all household that contribute at least \$100 are to be included in your parish subscription list. We don't anticipate a change in the parish assessment of \$30. Parishioners are asked to contribute \$35 to help the parish cover the cost of subscriptions.

Consecrated Life

The Office of Consecrated Life invites all archdiocesan parishes to share this image of the 2022-2023 Consecrated Religious poster.

Our Church is blessed to have so many from the Archdiocese of St. Louis who responded to the call to Consecrated Life. We celebrate and request prayers for all on this Archdiocese of St. Louis 2022-2023 biennial poster who are working towards profession of perpetual vows.

You are welcome to share this image in your bulletin or in parish emails, add this to your digital displays for those who have a screen in your Gathering Space, post on your website if you have a vocations page, and/or share [our Facebook](#) post.





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.

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| Sally Serbus, Parish Support Manager: | Phone: 314.792.7716 | Email: SallySerbus@archstl.org |
| Michele Fisher, Parish Support Representative: | Phone: 636.579.1674 | Email: MicheleFisher@archstl.org |
| Shelley Lang, Parish Support Representative: | Phone: 314.792.7072 | Email: ShelleyLang@archstl.org |
| Jim Kistner, Parish Support Representative: | Phone: 314.792.7016 | Email: JimKistner@archstl.org |
| Jeff Martin, Director of Parish Accounting Services: | Phone: 314.792.7111 | Email: JeffMartin@archstl.org |