

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 8, Issue 10, October 2023

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### Calendar Dates to Note:

- 10/1 Special Collection Formation of Permanent Deacons
- 10/9 SLAF—Columbus Day. All transactions processed on Friday 10/6 will arrive to the bank on Tuesday 10/10.
- 10/22 Special Collection World Mission Sunday
- 10/25 Rigali Center Staff Enrichment

### To Do List

- Verify contact information for secretary, bookkeeper and business manager in PHOL
- Communicate the 2023 Wellness Event schedule to employees
- Clean up Servant Keeper Data to prepare for ACA list generation due in December.

### 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 Review Status

We have 60% of the financial QuickBooks reviews emailed and 47% are completed. We appreciate everyone getting their information into us and responding to the completed financial reviews. Please make sure to respond within 7 days of receiving your balance review.

### Education Grants

- [Click here](#) for the Education Grant Application
- Submit grant applications to [JeffMartin@archstl.org](mailto:JeffMartin@archstl.org) no later than October 6<sup>th</sup>, 2023.
- Applications will be reviewed / prioritized, based on need, the following week and presented to the Archbishop for approval on October 16<sup>th</sup>.
- We anticipate funds to be disbursed the week of the 16<sup>th</sup>.

## Duo Verification

Please do not accept a Duo verification request unless you have requested a Duo verification and are logging into Citrix. Duo is used to prevent hackers from accessing our system and is one defense to protect our computer systems.

## Volunteer Service/Confidentiality Agreements

Best Practices recommend that only parish employees access confidential parish information. This includes, but is not limited to, parish internal communications, financial, donor, and sacramental information. If the work load is such that a volunteer is needed, a signed confidentiality agreement must be in place. Volunteers working in Parish Helper OnLine, Servant Keeper, and QuickBooks must have an agreement in place and have their own username and password for the applications. Parish Support has copies of both the Volunteer Service agreement and Citrix access forms.



## Direct Deposit Scams via Emails

Scammers have made their impact again. They have acquired the direct deposit form and employee id numbers. Please use your PARPR###@archstl.org email account for all sensitive information including ALL employee matters.

Stress to all employees, to check bank accounts, (checking and savings) to verify that they are receiving their pay. Even if they are savings accounts or accounts not frequently accessed.

Lessons to learned from the latest compromised account:

- a. **Always directly contact the employee submitting the form to verify that the change should be and verify account information.**
- b. If it is an account for Meta Bank – in this case the form said Meta Bank, but the financial institution was Pathward National Association, question it
- c. If it is a digital signature, question it.
- d. Always remember that if it doesn't look right, smell right, or act right, it probably is not right. Question it!

Please have your employees give you the direct deposit change forms in person. The parish should submit he changes to HR through your secure PARPR account only. Do not forward, copy or share this email address with anyone.

## Fundraising Expenses vs Profits

Parishes undertake fundraising to raise money for both specific purposes, such as repaving the parking lot or purchasing Chrome Books for the school; or general purposes for parish needs. Fundraisers are expected to show a profit on parish financial statements.

Fundraising expenses are expenses directly related to the actual cost of the fundraising event/activity; typically food, beverages, advertising, printing, etc. Those expenses are booked in QuickBooks against the fundraising income resulting in net profits for the fundraiser.

The profits are then used to purchase the goods and services meeting the **purpose** of the fundraiser. These purchases are NOT an integral part of the fundraising event/activity and may not be coded in QuickBooks as such. They are recorded in their natural expense account (repairs and maintenance, capital expenditures, etc. ), including donations to other archdiocesan agencies.



# Human Resources



Human Resources has a new logo on the left and is preparing to roll out a new Human Resources system in January with enhanced employee access and improved employer reporting. Human Resources is requesting that you please print and post the poster on the right in your buildings and offices to keep your employees informed. [Click here](#) for a printable copy of the poster for your facilities.



# World Mission Sunday

Parish materials for World Mission Sunday on October 22<sup>nd</sup> will arrive soon, and digital copies can also be found at [www.archstl.org/wms](http://www.archstl.org/wms). Materials include posters, pew envelopes, bulletin announcements, and other additional materials.. Questions? Contact Kim Specht at [kimspecht@archstl.org](mailto:kimspecht@archstl.org) or 314-792-7664. Thank you for your help in supporting the more than 1,100 mission dioceses of the Church around the world!





## 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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