

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 8, Issue 2, February 2023

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Calendar Dates to Note:

- 2/20/23 President's Day Curia Closed.

To Do List

- Start on FY24 Budgets
- Return Endowment Elections– due by March 17
- St. Louis Review Servant Keeper export due March 10

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](#)

Mileage Rate 2023

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile increased by 3.0 cents from 62.5 to 65.5 cents per mile beginning January 1, 2023.

The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.



Endowment Elections

- Parishes and agencies with endowments and non-endowments that have funds available for distribution will receive their election statements for FY2023 this month.
- Election Statements are due Friday, March 17, 2023. If election statements are not received by the due date, the elected withdrawals not be available on the disbursement date of July 3, 2023.
- To request disbursement, please take the following steps.
 1. Receive approval for the disbursement from the appropriate body according to the terms of the endowment operating policy.
 2. Complete the election form.
 3. Scan the completed form and email it to investfund@archstl.org by Friday, March 17, 2023.
- More information will be included with the election form. Thank you for your stewardship of these funds.

Reminder: Consolidated Billing Allocations

A friendly reminder that in QuickBooks, the school allocation that is on the Consolidated Billing Statement may not be divided with the Pre-school, PSR, or any other program. If you need to allocate a portion of the bill to those areas, you may pull it from the parish allocation.



Teacher Contract Prep

Emails are being sent in early to mid-February for teacher contracts. If you do not receive the email by mid-February, please contact Sharon Giesecking at 314.792.7308 or sharongiesecking@archstl.org



Consolidated Billing Estimates

The information for the Consolidated Billing Estimates is currently being reviewed and compiled. We will notify you as soon as they are completed. Thank you for your patience.

Media Inquiries & Social Media: Archdiocese Employee Protocol

All Archdiocesan parish, school and Curia employees are asked to review and adhere to our Media Relations and Usage Protocol below. The guide also includes contact information for Director of Community & Media Engagement, Lisa Shea, your key contact for media and social media support. We recommend printing and keeping this document near your phone for quick access in the event of a media inquiry

[Click Here for the Arch Media Relations and Usage Protocol](#)

Today and Tomorrow Scholarships

Today and Tomorrow Educational Foundation administers scholarships to all the Archdiocese's elementary schools. The application process opened on January 17, 2023, and the deadline for some programs is February 28, 2023. Apply online to TTEF-STL.ORG. If you have questions or need more information please contact Laura George at 314.792.7623.



MOScholars

MOScholars program applications begin on February 1st. Any income received for MOScholars is posted as Tuition payments in QuickBooks. No special accounts are needed for posting.



St. Louis Review Subscription Support

Parish subscription updates are due by Friday, March 10, to allow ample time for Fiscal Year 2024 consolidated billing assessments and budget preparations. Subscriber list updates are to be emailed to subscriptions@stlouisreview.com; directions for Servant Keeper parish subscription changes and updates can be found on the [parish support webpage](#).



Please remember that all parishioners who contributed at least \$100 are to be included in the parish subscriber lists unless the parishioner specifically requests to be omitted.

Questions about St. Louis Review subscriptions should be directed to subscriptions@stlouisreview.com or (314) 792-7507. Questions about Servant Keeper should be directed to the Parish Support team.

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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