

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 9, Issue 6, June 2024

Inside This Issue

- Sacrament Recording • Year End Dates and Procedures • SLAF and Yearend • @archstl.org emails • Internal Audit • External Annual Audit Confirmations • Mission Office • Cash Counting Machines • #igiveCatholic

Calendar Dates to Note:

- 6/02 Special Collection Glennon Sunday
- 6/19 Juneteenth federal holiday: SLAF is open but no ACH processing
- 6/26 Curia Staff Enrichment 11:30am -1:30 pm.
- 6/30 Special Collection Peter's Pence (for the Holy Father).

To Do List

- Ensure Sacrament Recording is current
- Complete FY25 Budgets

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](#)

Recording Sacraments

When recording sacraments, please follow the detailed guidelines that are listed in the Sacramental Records Handbook. Instructions in the handbook are based on Canon law requirements. It is important to remember that 'word of mouth' instructions from DRE's, religious, clergy, school personnel may no longer be correct. This handbook is located in the Help tab of Parish Helper OnLine.



To ensure proper sacrament recording, please register for a training class (link above) or contact Parish Support for assistance. Our sacramental records are an important and confidential record of the souls in our archdiocese.

Yearend Due Dates and Procedures

The fiscal year ends on June 30th. The Status Animarum is “turned on” on July 1st and is due on July 31st. The procedures remain the same as last year with the added step of sending a parish membership Exel file to John Schwob, Director of Pastoral Planning, at johnschwob@archstl.org so parish scatter maps can be produced.

To complete the Status Animarum, you need the following five counts from your Servant Keeper File:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic Households
4. Number of Mixed Households
5. Total Number of Households.

There should be existing Status Animarum groups in your Servant Keeper giving you the needed numbers. If not, detailed instructions for the Statistical Reports are available by [clicking here](#). Instructions for Preparing the Status Animarum are available by [clicking here](#). Both links take you to the Parish Support- Fiscal Year End Documentation webpage. As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages, and Confirmations, along with the Verification/Reminders page will print out. These are the only documents that need to be mailed in. Please verify that the pastor has signed each page of the registers, even if there are no sacraments listed. Mail to Parish Support at 20 Archbishop May Dr., Saint Louis, MO 63119. As always, please don't hesitate to contact Parish Support for assistance.

Special Collections and Fiscal Year End

SLAF reminds us that June 30, 2024, is the fiscal year end. **All special collections** are to be remitted prior to this date and please DO NOT wait until the last week of the month for processing the collections.



@archstl.org Email Forwarding Disabled

Email accounts hosted at @archstl.org are not to be forwarded to another email account. By forwarding the email, it breaks down the safety of the email and opens you, your employees, and the Archdiocese to a less secure system. Each email containing @archstl.org must be opened by signing into that account. Please help us keep our emails safe and protected from fraudulent cyber security issues.



Internal Audit Alert

The Department of Labor says that once something of value is given as a matter of acknowledgment to a volunteer, the person is no longer a volunteer, and becomes eligible for minimum wage for all hours “worked” and social security tax, etc. must be paid on those earnings.

It is permissible for a supervisor to personally extend appreciation to employees and volunteers, but it must be an expenditure of one's own resources and one that is not eligible for reimbursement.

Monetary gifts turn volunteers into employees

Monetary gifts include cash, gift cards, and checks

Hotline: 1-866-438-3960 | Website: archstl.org/internal-audit | Email: InternalAudit@archstl.org | Office Phone: 314-992-7241

External Annual Audit Confirmations

It's audit time again! Every year our external auditors, Rubin Brown, request that we distribute confirmation letters to parishes and agencies as a way to verify balances in the Depositors Fund, Investment Fund, and loan accounts. Although the detailed information already resides in our banking system, the auditors require the SLAF to distribute confirmation letters as part of the audit. Some confirmation letters will only require a response if the information presented is inaccurate, while other confirmation letters may require responses for both accurate and inaccurate information. Please read and follow instructions carefully on each individual letter. We anticipate the letters going out in June or early July. Contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Mission Office

Please contact the Mission Office at 314-792-7655 or missions@archstl.org if you are in need of envelopes for the Missionary Plan of Cooperation appeal at your parish.

Reminders regarding the remittance of funds:

- Funds are not to be given directly to the Missionary who makes the appeal, nor sent to the Mission Group represented.
- All parishioner checks should be made out to your parish. If you receive a check made out to the mission group, missionary plan of cooperation, or otherwise, you may forward the check to our office for deposit and credit to your parish.
- Please remit the funds within 30 days for reporting and distribution purposes.
- Proceeds from the collection may be forwarded to the Archdiocesan Finance Office in any of the following ways:
 - ◇ Net Teller Online using the account number 7 + your Parish# + 11
 - ◇ Forwarding the collection by ACH
 - ◇ A check made payable to the Archdiocese of St. Louis, memo: Missionary Cooperation Collection. Please mail the check to: 20 Archbishop May Dr. St. Louis, MO 63119

About the appeal:

The Missionary Plan of Cooperation (MPC) is coordinated by the Mission Office of the Archdiocese of St. Louis in which mission organizations or dioceses apply to make summer appeals for prayerful and material support at archdiocesan parishes. This program is carried out through (arch)dioceses across the country.

Cash Counting Machines

Have you ever wished that you had a machine that could count your cash? Would your money counters like a machine to double check their numbers? Do you have large amounts of cash in your collection basket on the weekends? Do you have festivals, bingos, or other fund-raising events where large amounts of cash are received? Central Purchasing has found reliable and accurate currency (bills and/or coins) counting machines to meet your needs. They have several vendors and machines available. Costs of currency counting machines vary dependent upon machine attributes (i.e., is the currency bills, coins, or both; intent to count single denominations or varied denominations in a pass; desire to have fraud detection; etc.); for planning purposes expect to pay somewhere between \$300-\$500. Contact Mary Marx in Central Purchasing to find out more information or to purchase a machine. Mary may be reached at 314-792-7068 or by email at marymarx@archstl.org.



#igiveCatholic

SAVE THE DATE! - #iGiveCatholic – December 3, 2024. For the fourth straight year, the Archdiocese of St. Louis will celebrate the **#iGiveCatholic Giving Day** on **Tuesday, December 3, 2024**, and we hope that every parish, school, and ministry will consider joining us in this effort. This will be a great opportunity to raise funds to help with special projects or for non-restricted purposes. Last year, 65 parishes, schools, and ministries raised \$883,915 for their mission. For more information visit archstl.org/igivecatholic .



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.



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

Sally Serbus, Parish Support Manager:

Phone: [314.792.7716](tel:314.792.7716)

Email: SallySerbus@archstl.org

Michele Fisher, Parish Support Representative:

Phone: [636.579.1674](tel:636.579.1674)

Email: MicheleFisher@archstl.org

Shelley Lang, Parish Support Representative:

Phone: [314.792.7072](tel:314.792.7072)

Email: ShelleyLang@archstl.org

Jim Kistner, Parish Support Representative:

Phone: [314.792.7016](tel:314.792.7016)

Email: JimKistner@archstl.org

Jeff Martin, Director of Parish Accounting Services:

Phone: [314.792.7111](tel:314.792.7111)

Email: JeffMartin@archstl.org