

# PARISH ACCOUNTING SERVICE CENTER



## PASC OVERVIEW

The Archdiocese of Saint Paul and Minneapolis in an effort to carry out its Strategic Plan introduces its initiative to support parish back office functions.

Consistent with the spirit of the Strategic Plan, the Parish Accounting Service Center (PASC), provides comprehensive accounting services in order to further the ability of parishes to focus on their pastoral mission.

The Parish Accounting Service Center is designed to partner with parish stakeholders for the purpose of gaining economies of scale and delivering services that are in support of the pastor and his staff. The center has organized a professional staff that is focused on the parish and has substantial accounting, managerial, and parish experience.

The PASC combines technology along with accounting best practices in order to assist parish leadership with vital financial data. The center's purpose is to compliment and support parish operations. It accomplishes this goal by working in close collaboration with the pastor and his designated staff. The center operates in a manner to complement and support pastoral management.

Please contact the Parish Accounting Service Center to discuss the service offerings in detail and how this resource might be helpful to your parish. The PASC can provide detailed information regarding its operational processes and the related cost structure.

## SERVICES OFFERED

### Comprehensive Services

- Petty Cash
- Accounts Payable
- Accounts Receivable
- Payroll Services—Outsourced
- Cash Management
- Full Transaction Audit Participation
- Financial Reporting to Parish
- Reporting to the Archdiocese
- Financial Planning and Management
- General Ledger Processing
- Bank Account Reconciliation
- Closing Services

### Staffing

- Qualified Accounting Professionals
- Service-oriented Support Staff

### Technology

- Secure Technology Systems
- SAS 70 Certification
- Desktop Support Services

## SERVICE CENTER OFFERINGS

### INTRODUCTION

The Parish Accounting Service Center (PASC) provides comprehensive accounting services to Archdiocesan parishes and schools with the goal of implementing approved processes, financial controls, and proper oversight. The PASC will assist parishes with its accounting needs providing financial reporting to the pastor and other parish stakeholders.

### TECHNOLOGY & SECURITY

The PASC uses LOGOS Management Software System to record, generate and process all parish accounting transactions. Each parish and school has a separate LOGOS License which includes, GL, Census, and Ministry Connect modules. All parish assets remain in the name of and control of the parish. Financial reports are generated from LOGOS. The LOGOS system is used to create, generate and report on actual to budget activity providing actionable financial data for the pastor, business administrator, finance council and trustees.

Parish financial data is maintained in strict confidence and proper financial controls are maintained. The PASC Operations Manager and the accounting staff are the only members authorized to create or change transactions within the GL module of the dataset. The LOGOS system provides for a comprehensive audit trail. The Archdiocese is currently engaged in the audit process that will provide SAS 70 Certification for financial accounting systems. Additional information regarding this process and certification can be provided upon request.

### COMMUNICATION & REPORTING

Each parish establishes a unique email address whereby communication between the parish and the PASC team can be maintained. The pastor or his designee will have immediate real-time access to the parish LOGOS financial system. The monthly financial reports will be provided in a PDF format to the priest and/or canonical administrator, regional vicar, business administrator, and finance council chair. Commentary will be included regarding parish financial activity. Documentation as needed will be sent by courier service between the parish and the PASC.

### BENEFITS OF THE SERVICE CENTER

The Parish Accounting Service Center provides economies of scale to its parish clients. This enables a parish to have quality, service-oriented accounting professionals to serve their needs. The services provided are managed under strict financial controls while allowing the parish to maintain control of approval of key financial management decisions.

## SERVICE CENTER OFFERINGS *(CONTINUED)*

### Accounts Payable Processing

- Process complete Accounts Payable for parish
- Receive invoices electronically or in paper form
- Invoices will be approved and coded with GL account number by the parish
- Generate bill payments
- Supporting materials filed and stored at PASC
- Generate Accounts Payable aging at month-end
- Prepare and distribute check register to parish
- Checks signed and mailed from the PASC

### Accounts Receivable Processing

- Record Journal Entries for tuition collected through FACTS, TADS or SMART
- Record credits approved by parish client

### Payroll (Outsourced)

- Receive Payroll Register from outsourced provider
- Create the journal entry for cost distribution
- Funding of the payroll account from parish operating account
- Receive the tax related liabilities
- Fund the tax liability from the parish operating account to affect an ACH transaction from the governing entity
- Enter pay period data into the outsourced payroll system

### Banking

- Validate the electronic check imaging/deposit performed at the parish and approves the batch for posting
- Record parish deposits and posts transaction to the GL
- Advise parish staff regarding cash requirements and other banking concerns
- Reconcile bank statement to the ledger balance using the reconciliation process in LOGOS

### Budgeting

- Review assumptions used in budget preparation
- Review mid-year trends
- Generate reports for the pastor and financial council
- Assist in the budget process as requested by Pastor
- Record new budget in LOGOS
- In person consultation with PASC accountant
- Periodic meetings with finance council chair, regional vicar, and pastor

### Petty Cash

- Record transactions to and from parish account
- Replenish petty cash account

### Reporting Review & Entries

- Utilize standardized Chart of Accounts
- Create monthly-memorized journal entry to recognize monthly and quarterly expense
- Balance Sheet review for accuracy and reconciliation

### Monthly Financial Reports

- Balance Sheet
- Profit & Loss Statement
- Cash Flow Requirements
- Narrative of key monthly results

## CONTACT INFORMATION

### Parish Accounting Services Center—Project Manager

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### Logos Systems Support Team—Contact Information

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