

# *Building His Church, Fulfilling His Mission*

## Parish Campaign Reports and Pledge Processing

The Catholic Foundation at the Pastoral Center will maintain all records of contributions to the Annual Catholic Appeal.

### **Reports**

Each parish will generate its own Donor List Report. A Parish Summary by Fund will be included each Wednesday during the Appeal through the Diocesan Weekly Mailing "Nuntius".

### **Donors**

Donors will receive each of the following:

- Thank you acknowledgements for all donations
- Pledge reminders

### **Processing In-Pew and Direct Mail Payments**

Most important is that no cash be forwarded to the lockbox for processing. Please open all pledge envelopes, those with cash should be set aside and procedures listed below followed for processing:

- Gather all pledge envelopes and place them separately from the weekly offertory.
- Open the pledge envelopes, one by one, and look at the name of the parishioner, the total amount pledged and the total amount enclosed – making sure the amounts match. *Do not remove checks or correspondence from the envelopes.*
- All parishes are asked to count the total number of pledge envelopes and the total dollars (cash) received. (You do not need to count the total amount pledged.)
- Enter this amount on the transmittal sheet. **Complete each pledge envelope with the proper parishioner's FamilyDioID.**
- Please create a new donor record for any *new parishioners* and fill in all information. Be sure you verify the parishioner does not already have a record in ParishSOFT.
- No pledge envelopes should be sent without being completely filled in with all important information needed to be processed through the lockbox.
- Make sure each pledge card/in-pew envelope has the following information:
  - Correct name
  - ParishSoft - FamilyDioID
  - Total amount of pledge
  - Total amount enclosed
  - Payment type is checked
  - Payment frequency is checked

**If any of the above payment information is missing, please contact your parishioner to verify their intentions.**

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### **Cash Payment Processing**

To re-iterate, no cash can be forwarded to the lockbox. All cash should be deposited at the parish level with one check made payable to the Catholic Foundation. Please bind all cash envelopes together and include the parish check on top.

- For parishioners who include CASH with their gift, please separate these envelopes.
- Make sure that the amount they wrote on the pledge card actually matches the amount of cash in the envelope.
- If the amount is different, please separate that envelope so that you can call the parishioner to inform them of the discrepancy.
- All cash should be deposited at the parish level and ONE check (**payable to the Catholic Foundation**) be written to cover the pledges which contained cash.
- These pledge envelopes should be bound together (with the check on top) so that the bank will understand what the check is covering.
- Complete the transmittal form. Be sure parish name, city and ParishSOFT ID (6-digit FamilyDioID for your parish) are entered on the form.
- Include a copy of the transmittal with your lockbox transaction.
- All pledges should be mailed to the address on the bottom of the appropriate transmittal form.
- Any **anonymous** gifts should have **your parish** FamilyDioID written on it in order for us to properly credit your parish.

**PLEASE NOTE:** Any monies received and deposited in a parish bank account should be credited to Account #24000 – Courtesy Exchange. When these monies are submitted to the diocese, Account #24000 should be debited.

### **All Forms of Donations / Payments:**

For all envelopes please verify the following:

- Accuracy of name
- ParishSoft—FamilyDioID is included
- Total amount of pledge is completed
- Total amount enclosed matches enclosed payment
- Payment type is checked
- Payment frequency is checked

**IMPORTANT NOTE:** Please do not hold parishioner contributions for an extended period of time (more than 1 week). This delays parish/parishioner credit for payment and affects the timing of transactions made to their bank accounts as well as the timing of their thank you letters.