

PROCESSING AND REPORTING INSTRUCTIONS

All Catholic Charities returns are due by **Friday, March 30, 2007.**

Please mail to:

Catholic Charities Annual Appeal
1404 East Ninth St., Eighth Floor
Cleveland, OH 44114-1722

It is very important these returns are received in a timely manner to ensure the proper processing of donor pledges. Failure to do so may result in the duplication of effort and expense on the part of Catholic Charities.

The pledge envelope is designed to make your job easier – If a single donation comes into the parish office weeks after you processed the initial returns, simply drop the envelope in the mail to Catholic Charities. There is already postage on the envelope.

Supplies needed for processing and reporting:

- All the **in-pew pledge envelopes** and **donations** from the in-pew Parish Appeal weekend (March 3rd-4th)
- Yellow Report Cards
- Summary Sheets

Step 1: Group the in-pew pledge envelopes in batches of 50

- Within each batch of 50, separate envelopes into 4 groups:
1 - Cash 2 - Checks 3 - Credit cards/direct debits 4 - Pledge only

Do not include in above groups but band together separately:

- In-pew envelopes from visiting parishioners. Band and mark “Visitor”.
- Envelopes that are marked “Already Pledged,” “Sent to Catholic Charities” or “Unable to Donate.” Band and mark “Other”.
Diocesan personnel will process these groups internally.

Step 2: Cash and pledge verification

- Remove cash and checks from each batch of envelopes
Verify the amount enclosed in each envelope by noting the amount written in the “paid” box; if no amount is written, enter the correct amount in the “paid” box.

Step 3: Prepare Annual Appeal Yellow Batch Header Cards and Summary Sheets

- Prepare a **Yellow Batch Header Card** for each group of 50 envelopes.
 1. Enter total # of envelopes in this batch in the circle on the yellow batch card
 2. Enter the Total dollar amounts for Checks and Cash; add these two totals and enter it as Total Amount Paid cash/checks (this is your exchange check amount). Enter Total Amount Paid in credit card/direct debit for envelopes in this batch
 3. Place Yellow Batch Card on top of sorted empty in-pew envelopes and rubber band together
- The **Summary Sheet** compiles all batches sent to Catholic Charities from a parish. Each batch gets its own line on the Summary Sheet
 1. In the first column, list the Batch Header Card No. (located in upper right hand corner of each Yellow Batch Card)
 2. Transfer Total Amounts Paid from each Yellow Batch Card onto summary sheet (Cash/Checks and Credit Card/Direct Debit)
 3. In the box below the Total Line, please mark your exchange check total amount (This should be the same amount as the Total Amount Paid Cash/Checks)

Step 4: Prepare Exchange Check

- Prepare a deposit for each **Summary Sheet**
Endorse any checks made out to Catholic Charities; deposit any checks and cash into your parish account. **Prepare an exchange check made out to Catholic Charities that matches the amount deposited into your parish account.**

Attention: Parishes using Diocesan Coding System

1. Checks made out to the Catholic Charities that are deposited in your parish account must be **coded 1106** for Diocesan Designated Collections Received.
2. Exchange checks made out by your parish to Catholic Charities must be **coded 3107** for Diocesan Designated Collections Remitted.

Step 5: Return Procedure

- **By Friday, March 30th** → Prepare and return a package that includes:
 - Exchange Check
 - Summary Sheets
 - Yellow Batch Cards with *all* the empty Annual Appeal in-pew pledge envelopes.
- Mail the entire package to:
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Cleveland, OH 44114-1722