



The Roman Catholic
Diocese of Phoenix

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602) 257-0030

January 2012

CDA Pledge/Gift Auditing and Reporting Chairs
2012 Charity and Development Appeal

Dear Friends and Co-workers,

Thank you for your great service to the local Church in the vital task of chairing the auditing and reporting function for your parish for the 2012 Charity and Development Appeal.

Though the processing of pledges and reports for the CDA is a major undertaking, the Financial Database Office is here to make your job as easy as possible. Members of the Database staff are available to assist you as needed:

Joan Amuso (Manager)	602-354-2187	Jamuso@diocesephoenix.org
Frank Knoell	602-354-2193	fknoell@diocesephoenix.org

Following is the "Gift Processing Guide" which has been developed as a tool and reference to assist you in your work.

Thank you once again for your service. I look forward to a successful and smooth completion of the Appeal.

Sincerely,

Joseph C. Anderson
Chief Financial Officer

P.S. Parishes should refrain from sending in any parish address changes, new additions or deletions between January 1 and April 30th.



The Roman Catholic
Diocese of Phoenix

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602) 2

DATE: January 2012
TO: Parish CDA Coordinator &
Audit /Reporting Coordinator
FROM: Joan Amuso, Database Manager
RE: 2012 CDA Reporting Procedure

Thank you for your support of the Charity and Development Appeal.

As we move forward donors will continue to have the ability to make pledges and payments OnLine. This year they will be able to make pledges and payments for the 2012 Appeal or they may pay their balance for the 2011 Appeal.

As in the past, all our contributions (with the exception of those made OnLine) are handled by a data processing center at JPMorgan Chase. All report forms with corresponding donor cards and **personal checks** must be mailed directly to the bank. Mailing labels addressed to JPMorgan Chase will be provided.

In order to facilitate the processing of all these pledges, we ask that you follow the steps outlined in this Guide. Following these procedures will enable the bank and the Diocesan Financial Database Office to finalize all pledges, mail reminders to those donors who request them and process all credit card charges and checking account deductions in a timely manner. This Guide is also available on the diocesan website www.diocesephoenix.org/cda .

We thank you for your past and continued diligence in processing the donor cards and for the effort you put into creating high quality reports. We know it takes a lot of hard work in a very short period of time. Without your help there is no way we could do our job of processing over 36,000+ donor cards in time to send the March reminders.

Between January 1st, 2012 and April 30th, 2012 we ask that parishes refrain from sending in any parish address changes, new additions or deletions.

We wish to extend our appreciation to all pastors, volunteers and parish staff for your support. Your suggestions and requests are well appreciated. I encourage you to please call if you have any questions or suggestions. I am available to assist you in any way possible **(602) 354-2187**.

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Diocesan Contact Staff 2012 Charity & Development Appeal

Finance (CDA) Database Staff

Call if you have any questions regarding:

- Labels (white & green) to be affixed to donor envelopes
- Processing the Parish Report form, donor envelopes, and personal checks
- Donor pledges and/or payments
- Addition of new parishioner at your parish
- Removal of parishioner from your parish

Joan Amuso, Database Manager 602-354-2187
E-Mail jamuso@diocesephoenix.org
Fax # 602-354-2434

Frank Knoell, Finance Assistant/Database 602-354-2193
E-Mail Fknoell@diocesephoenix.org

E-Mail - pledges@diocesephoenix.org

The email address is provided on all pledge reminders mailed to donors as a resource for them to inquire about their pledge or payment.

Stewardship (CDA) Staff

Call if you have any questions regarding:

- CDA solicitation
- CDA material
- Status of parish goals
- Matching Gift Companies

Missie D'Aunoy, Director of Stewardship 602-354-2216
Carrie Aranda, CDA Coordinator 602-354-2217
Sue Schindel, Executive Assistant 602-354-2218

Fax # 602-354-2219

Website - www.diocesephoenix.org/cda

E-mail - CDAOffice@diocesephoenix.org

POINTS OF INTEREST

The Diocesan Finance Office database contains registered parishioners for each parish in the diocese.

This information is attained on a monthly basis by each parish advising the Diocesan Finance Database Office of:

- Newly registered parishioners (on the form provided)
- Parishioners no longer registered at their parish
- Name changes or address changes.

The Catholic Sun is also mailed from this database. Bishop Olmsted depends on the "Sun" as a tool to foster communication within our diocese, and with the greater Church.

After each Catholic Sun mailing the United States Postal Service generates a disc of address updates they have received. The USPS in turn sends this disc to the Finance Database Office and the database is updated accordingly. Once the update is completed address changes received from the USPS are filtered back to parish staff on a monthly basis to assist each parish in updating its files.

If you have any questions regarding your parishioner registration please call 602-354-2187 (Finance Database Office).

CDA and Sunday Collection –

When beginning your solicitation be careful CDA gifts or payments are not mixed in with the Sunday offertory collection. Donors cannot be credited for payments unless they reach the Finance Database Office.

The preprinted labels for the CDA donor envelopes are generated from this database.

PRE-PRINTED LABELS (white or green)

Labels will be delivered via UPS or USPS the first week of January.

Labels contain the Diocesan ID number, parish name and the name and address of parishioners including spouse if known.

Either a white or green label should be affixed to a donor envelope. Labeling of donor envelopes expedite the audit process and insure proper credit to each donor. All donor envelopes are tallied and noted on the corresponding 2012 Charity and Development Appeal weekly report.

WHITE LABELS

12345 Sacred Heart, Prescott

Mr. & Mrs. James Smith (Mary)
8765 W Union Blvd
Phoenix, AZ 85001

1. White labels designate all 'Registered Parishioners' recorded on the Diocesan Finance Database for the parish.
2. The parish will receive at least two sets of white labels unless otherwise noted on the CDA material order form.

GREEN LABELS

52469 St Mary, Chandler

Mr. Sam Tyler
780 Walker St
Chandler, AZ 85224

1. Green labels designate parishioners you have identified as no longer registered at your parish.
2. Parishioners no longer registered at your parish are flagged on the database as 'Non-Registered'. This occurs as soon as notification is received from each parish to remove a parishioner.
3. These parishioners continue to be linked with your parish until they register at another parish.
4. NON-REGISTERED parishioners DO NOT RECEIVE The Catholic Sun newspaper.

Any white labels the parish receives for parishioners that are no longer registered can be clearly noted "delete" in RED and returned to the Diocese of Phoenix- Finance Database Office, 400 E Monroe St, Phoenix, AZ 85004-2336 after April 30, 2012. The records will be flagged as Non-Registered. If at this time you know that the parishioner has moved out of state, perhaps is deceased, or another reason, it would be most helpful if noted on the label.

REPORT SAMPLES AND REPORT DATES

On a weekly basis the pledge envelopes and personal checks/cash will have to be:

- Talled
- Totals entered on the appropriate report
- Report faxed to the Stewardship Office
- Pledge envelopes, personal checks, and report mailed to JPMorgan/Chase for processing

DONOR ENVELOPES WITH DIOCESAN ID NUMBERS report is used to record all donor envelopes you were able to match with a white or green label.

This report contains batches one through seven respectively: Paid in Full, Balance due with Partial Payment, Balance due with No Payment, Automatic Checking Account Deduction, Credit Card, and Gifts of Stock/Securities , Online (a donor may notate he/she will be making a pledge online).

The personal checks submitted with this report should reflect the total paid on these envelopes only. Personal checks should be made payable to Diocese of Phoenix – CDA.

DONOR ENVELOPES WITHOUT DIOCESAN ID NUMBERS report is used for donor envelopes that you did not locate a white or green label for.

This report contains batches one through seven respectively; Paid in Full, Balance due with Partial Payment, Balance due with No Payment, Automatic Checking Account Deduction, Credit Card, and Gifts of Stock/Securities, Online (a donor may notate he/she will be making a pledge online).

The personal checks submitted with this report should reflect the total paid on these envelopes only. Personal checks should be made payable to Diocese of Phoenix – CDA.

Report With Diocesan ID Number Labeled Donor Envelopes

2012 CHARITY and DEVELOPMENT APPEAL		First Report - Wednesday February 15, 2012	
ENVELOPES WITH DIOCESAN ID NUMBERED <u>WHITE</u> and/or <u>GREEN</u> LABELS			
PARISH _____		CITY _____	
AUDIT & REPORTING CHAIRPERSON _____		DATE _____	
<small>Make sure:</small>			
<small>a) to remove the lower part of the donor envelope</small>		<small>d) to include PERSONAL checks paid on envelopes submitted</small>	
<small>b) to include ONLY donor envelopes with Diocesan ID labels</small>		<small>e) to make a copy of the report form for the parish file</small>	
<small>c) to include calculator tapes with each batch</small>		<small>f) to fax a copy of the report form to CDA office: 602-954-2219</small>	
Batch One Paid in Full	# of Gifts	Amount Contributed	Amount Paid
Batch Two Balance Due with Partial Payment	# of Gifts	Amount Contributed	Amount Paid
Batch Three Balance Due with No Payment	# of Gifts	Amount Contributed	Amount Paid
Batch Four Automatic Checking Account Deduction	# of Gifts	Amount Contributed	Amount Paid
Batch Five Credit Card	# of Gifts	Amount Contributed	Amount Paid
Batch Six Gifts of Stock/ Securities	# of Gifts	Amount Contributed	Amount Paid
Sub Totals	Total # of Gifts Batches 1-6	Total Amount Contributed Batches 1-6	Total Amount of PERSONAL checks Paid on Batches 1-6
Batch Seven Online Pledges	# of Gifts	Amount Contributed	Amount Paid
Grand Total	Total # of Gifts Sub Total & Batch 7	Total Amount Contributed Sub Total & Batch 7	Total Amount of PERSONAL checks Paid on Sub Total & Batch 7

MAIL ORIGINAL REPORT, DONOR ENVELOPES AND PERSONAL CHECKS TO: JPMorgan Chase 124 29398
Attn: Catholic Diocese of Phx AZ1-2170
1820 E Sky Harbor Cir South
Phoenix, AZ 85034-9398
Form 1017 RPT WITH LABELS.xls

Report Without Diocesan ID Number No Label Donor Envelopes

2012 CHARITY and DEVELOPMENT APPEAL		First Report - Wednesday February 15, 2012	
ENVELOPES WITHOUT DIOCESAN ID NUMBERED (NO DIOCESAN LABEL AVAILABLE)			
PARISH _____		CITY _____	
AUDIT & REPORTING CHAIRPERSON _____		DATE _____	
<small>Make sure:</small>			
<small>a) to remove the lower part of the donor envelope</small>		<small>d) to include PERSONAL checks paid on envelopes submitted</small>	
<small>b) to include ONLY donor envelopes with Diocesan ID labels</small>		<small>e) to make a copy of the report form for the parish file</small>	
<small>c) to include calculator tapes with each batch</small>		<small>f) to fax a copy of the report form to CDA office: 602-954-2219</small>	
Batch One Paid in Full	# of Gifts	Amount Contributed	Amount Paid
Batch Two Balance Due with Partial Payment	# of Gifts	Amount Contributed	Amount Paid
Batch Three Balance Due with No Payment	# of Gifts	Amount Contributed	Amount Paid
Batch Four Automatic Checking Account Deduction	# of Gifts	Amount Contributed	Amount Paid
Batch Five Credit Card	# of Gifts	Amount Contributed	Amount Paid
Batch Six Gifts of Stock/ Securities	# of Gifts	Amount Contributed	Amount Paid
Sub Totals	Total # of Gifts Batches 1-6	Total Amount Contributed Batches 1-6	Total Amount of PERSONAL checks Paid on Batches 1-6
Batch Seven Online Pledges	# of Gifts	Amount Contributed	Amount Paid
Grand Total	Total # of Gifts Sub Total & Batch 7	Total Amount Contributed Sub Total & Batch 7	Total Amount of PERSONAL checks Paid on Sub Total & Batch 7

MAIL ORIGINAL REPORT, DONOR ENVELOPES AND PERSONAL CHECKS TO: JPMorgan Chase 124 29398
Attn: Catholic Diocese of Phx AZ1-2170
1820 E Sky Harbor Cir South
Phoenix, AZ 85034-9398
Form 1017 RPT WITHOUT LABELS.xls

Deposit cash received and issue a parish check for the total amount of **each individual cash report**. This is the only time you will need to issue a parish check. **DO NOT MAIL CASH.**

CASH Report With Diocesan ID Number Labeled Donor Envelopes

CASH Report Without Diocesan ID Number No Label Donor Envelopes

2012 CHARITY and DEVELOPMENT APPEAL First Report - Wednesday February 15, 2012

Cash Donations Received
Parish check required for this report ONLY

ENVELOPES WITH DIOCESAN ID NUMBERED WHITE and/or GREEN LABELS

PARISH _____ CITY _____

AUDIT & REPORTING CHAIRPERSON _____ DATE _____

Make sure:
a) to remove the lower part of the donor envelope
b) to include ONLY donor envelopes with Diocesan ID labels
c) to include calculator tapes with each batch
d) to include PARISH check for total cash submitted
e) to make a copy of the report form for the parish file
f) to fax a copy of the report form to CDA office: 602-354-2219

Batch One Paid In Full	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Two Balance Due with Partial Payment	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Four Automatic Checking Account Deduction	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Five Credit Card	# of Gifts	Amount Contributed	Cash Amount Paid
Grand Totals	Total # of Gifts Batches 1-6	Total Amount Contributed	CASH CHECK to cover Cash Received on Amount Paid in above batches

MAIL ORIGINAL REPORT FORM, DONOR ENVELOPES AND PARISH CHECK TO:
This is the only time you will need to issue a parish check.

Phoenix Check Line 29398
Attn: Catholic Diocese of Phoenix
1820 E Sky Harbor Cir South
Phoenix, AZ 85034-9398

Also fax a copy of the report form to CDA Office: 602-354-2219

Form 101 Cash-SP with labels.xls

2012 CHARITY and DEVELOPMENT APPEAL First Report - Wednesday February 15, 2012

Cash Donations Received
Parish check required for this report ONLY

ENVELOPES WITHOUT DIOCESAN ID NUMBERED (NO DIOCESAN LABEL AVAILABLE)

PARISH _____ CITY _____

AUDIT & REPORTING CHAIRPERSON _____ DATE _____

Make sure:
a) to remove the lower part of the donor envelope
b) to include ONLY donor envelopes with Diocesan ID labels
c) to include calculator tapes with each batch
d) to include PARISH check for total cash submitted
e) to make a copy of the report form for the parish file
f) to fax a copy of the report form to CDA office: 602-354-2219

Batch One Paid In Full	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Two Balance Due with Partial Payment	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Four Automatic Checking Account Deduction	# of Gifts	Amount Contributed	Cash Amount Paid
Batch Five Credit Card	# of Gifts	Amount Contributed	Cash Amount Paid
Grand Totals	Total # of Gifts Batches 1-6	Total Amount Contributed	PARISH CHECK to cover Cash Received on Amount Paid in above batches

MAIL ORIGINAL REPORT FORM, DONOR ENVELOPES AND PARISH CHECK TO:
This is the only time you will need to issue a parish check.

Phoenix Check Line 29398
Attn: Catholic Diocese of Phoenix
1820 E Sky Harbor Cir South
Phoenix, AZ 85034-9398

Also fax a copy of the report form to CDA Office: 602-354-2219

Form 101 Cash-SP without labels.xls

The four weekly report forms for each of the ten (10) weekends of the Appeal can be accessed on the Diocesan website – www.diocesephoenix.org/cda or, will be available at the Leadership training sessions.

Reports are for:

- Donor envelopes with labels (white or green)
- Donor envelopes without labels
- Donor envelopes including **cash** donations with labels (white or green)
- Donor envelopes including **cash** donations without labels.

Report Title

- First Report
- Second Report
- Third Report
- Fourth Report
- Fifth Report
- Sixth Report
- Seventh Report
- Eighth Report
- Ninth Report
- Tenth Report
- Cash Donations Received during 2012 CDA

Due Date

- Wednesday, February 15, 2012
- Wednesday, February 22, 2012
- Wednesday, February 29, 2012
- Wednesday, March 7, 2012
- Wednesday, March 14, 2012
- Wednesday, March 21, 2012
- Wednesday, March 28, 2012
- Wednesday, April 4, 2012
- Wednesday, April 11, 2012
- Wednesday, April 18, 2012
- Weekly as received

PLEDGES RECEIVED AFTER THE 10TH REPORT:

- ❖ Any donor pledge envelopes received after the 10th report should be mailed with the personal checks directly to:
 - Diocese of Phoenix
 - Finance Database Office
 - 400 E Monroe St
 - Phoenix, AZ 85004-2336
- ❖ If cash is received, deposit the cash and issue a parish check.
- ❖ There is no need to complete a report.
- ❖ Notification of receipt of these gifts will be sent to you from the Stewardship Office.

PAYMENT for PLEDGES PREVIOUSLY RECORDED

- ❖ Any personal checks received on pledges previously recorded on a parish report should be sent directly to:
 - Diocese of Phoenix
 - Finance Database Office
 - 400 E Monroe St
 - Phoenix, AZ 85004-2336
- ❖ If cash is received as a payment, deposit the cash and issue a parish check.
Remember to include identification of the donor making the payment.
- ❖ There is no need to complete a report.

PREPARING DONOR ENVELOPES for Parish Report Forms

Sample of opened pledge envelope (arrow designates the perforation between the envelope flap and actual pledge envelope).

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE

① Parish Where Registered _____

First Name(s) (Head of Household and Spouse) _____ M.I. _____ Last Name _____

Street Address _____ Apt/Space/Unit _____ New Address PRAYER PLEDGE

City _____ State _____ Postal Code _____


Phone _____ Email Address _____

② TOTAL GIFT \$ _____

AMOUNT PAID TODAY \$ _____

③ Select payment method:
 CHECK ENCLOSED - Check # _____
 CHARGE MY CREDIT CARD (Over)
 CHECKING ACCOUNT DEDUCTION (Over)
 ONLINE
 SECURITIES _____

④ Select payment reminder frequency:
 MONTHLY (Through December, 2012)
 QUARTERLY (Mar, June, Sept, Dec)
 SEMI-ANNUALLY (May, Nov)
 ANNUALLY (Nov)



Parish use only - Place label here

Donor's Signature _____ Date _____

1. Donor Information:

- Print your full name, address, phone number or email address and the parish where registered.
- Please sign and date the bottom of the card.

2. Pledge Information:

- To make a prayer pledge, please check the box.
- Write the total pledge amount in "Total Gift".
- If you are making a payment today by cash or check, enter the amount in "Amount Paid Today".

3. Select Payment Method (how pledge will be paid):

- If you are making a payment today, enclose cash or check. **Checks should be made payable to Diocese of Phoenix - CDA.**
- If you would like to set up payments by credit card or automatic dedication, please complete the reverse side.
- Check "Online" if you plan to set up payments online. **Please include your email address.**
- If your gift is securities, please call 602-354-2187.

4. If you would like reminders mailed, please select the desired frequency.

Thank you for your support of the 2012 Charity and Development Appeal.

FOR PARISH USE ONLY

PRAYER PLEDGE

TOTAL GIFT \$ _____

AMOUNT PAID TODAY \$ _____

Parish envelope no. _____

NAME _____

STREET ADDRESS _____ APT/SPACE _____

CITY _____ STATE _____ ZIP _____

PHONE/EMAIL _____

Appeal Volunteer _____

1. A pre-printed WHITE OR GREEN LABEL is placed in the designated area
 - a. of the top portion of each donor's donor envelope. **(Do not place it over the handwritten name and address)**
 - b. a matching label is placed on the actual envelope which is for the parish record.


The top portion is the part of the envelope sent to JP Morgan Chase (with checks and reports). DO NOT SEND THE ENVELOPE PORTION which is for your records.

2. Compare the handwritten name and address filled in by the donor with the pre-printed label.
 - a. If there is a change, please indicate the change in RED on the label (as shown on page 11).
3. KEEP ALL CASH AND CHECKS WITH THE DONOR ENVELOPES AT ALL TIMES.
4. Carefully check each donor envelope to see that it is filled out correctly and clearly. Be especially careful that zeros and decimal points are clear so that \$5.00 does not become \$500 or vice versa.

5. 'TOTAL GIFT' box should have a dollar amount.
6. 'AMOUNT PAID TODAY' where there is a payment. Make sure the dollar amount is verified against cash or check enclosed.
7. You have the option of entering the donor's check number on the donor envelope.
 - a. This would be a good reference if there were any questions by the donor at a later date during the Appeal.
8. When there is no payment a zero or slash should be entered in the 'AMOUNT PAID TODAY' box.
9. If the gift is paid in full, the 'TOTAL GIFT' and 'AMOUNT PAID TODAY' figures should be the same.

DONOR ENVELOPE WITH A DIOCESAN LABEL


NOTE: This envelope also has a change of address. Donor envelopes with name or address changes should be placed in the front the corresponding batch.

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE					
1 <u>Holy Spirit</u>					
Parish Where Registered					
<u>Tom & Tami</u>		<u>Pearl</u>			
First Name(s) (Head of Household and Spouse)		M.I.	Last Name		
<u>4610 1st Ave</u>		<u>25</u>			
Street Address		Apt/Space/Unit		<input type="checkbox"/> New Address	
<u>Mesa</u>		<u>Az</u>		<input type="checkbox"/> PRAYER PLEDGE	
City	State	Postal Code		2 TOTAL GIFT	
		<u>85204</u>		\$ <u>25.00</u>	
Phone		Email Address		AMOUNT PAID TODAY	
				\$ <u>25.00</u>	
3 Select payment method:					
<input type="checkbox"/> CHECK ENCLOSED - Check # _____					
<input type="checkbox"/> CHARGE MY CREDIT CARD (Over)					
<input type="checkbox"/> CHECKING ACCOUNT DEDUCTION (Over)					
<input type="checkbox"/> ONLINE					
<input type="checkbox"/> SECURITIES _____					
4 Select payment reminder frequency:					
<input type="checkbox"/> MONTHLY (Through December, 2012)					
<input type="checkbox"/> QUARTERLY (Mar, June, Sept, Dec)					
<input type="checkbox"/> SEMI-ANNUALLY (May, Nov)					
<input type="checkbox"/> ANNUALLY (Nov)					
123569 Most Holy Trinity, Phx Mr. & Mrs. Tom Pearl 5420 E Broadway Mesa, AZ 85203					
Donor's Signature				Date	

DONOR ENVELOPES WITHOUT a WHITE OR GREEN LABEL (with a name)

Make sure the listing of donations received at the finance office (sent from the Stewardship Office) has been reviewed verifying the donor envelope without a label is not a duplicate pledge, or a payment on a previous donation.

- If there is no early gift, the envelope will go in the 'Report Without Diocesan ID Numbers'.

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE					
1 <u>St. Patrick</u>					
Parish Where Registered					
<u>Jack</u>		<u>Frost</u>			
First Name(s) (Head of Household and Spouse)		M.I.	Last Name		
<u>33390 Tatum</u>					
Street Address					
<u>Phoenix</u>		<u>AZ</u>		<u>85046</u>	
City		State	Postal Code		
<input type="checkbox"/> New Address <input type="checkbox"/> PRAYER PLEDGE					
Phone				2	
Email Address				TOTAL GIFT	\$ <u>350</u>
				AMOUNT PAID TODAY	\$ <u>350</u>
3 Select payment method:					
<input type="checkbox"/> CHECK ENCLOSED - Check # _____					
<input type="checkbox"/> CHARGE MY CREDIT CARD (Over)					
<input type="checkbox"/> CHECKING ACCOUNT DEDUCTION (Over)					
<input type="checkbox"/> ONLINE					
<input type="checkbox"/> SECURITIES _____					
4 Select payment reminder frequency:					
<input type="checkbox"/> MONTHLY (Through December, 2012)					
<input type="checkbox"/> QUARTERLY (Mar, June, Sept, Dec)					
<input type="checkbox"/> SEMI-ANNUALLY (May, Nov)					
<input type="checkbox"/> ANNUALLY (Nov)					
					
Parish use only - Place label here					
Donor's Signature				Date	

SUGGESTION:

- ❖ As the donor envelopes are labeled the envelopes can be separated into labeled and non labeled groups. (shoe or envelope boxes are useful tools for separating groups)
- ❖ Separate cash donations.
- ❖ Alphabetize as you separate the donor envelopes, or separate the donor envelopes into the required six batches for the audit report.
- ❖ Remember: **Do not separate the check/cash from the donor envelope.**

Credit Card method of payment

1. When a pledge is designated for payment through the credit card process, the 'AMOUNT PAID TODAY' on the front of the donor envelope should be ZERO unless a partial payment (cash or check) is included.
2. All the information on the back of the donor envelope should be completed.
3. Please remember the credit card expiration date. This is mandatory to process the charge.

Sample of the completed credit card information

PLEASE DETACH AND PLACE IN ENVELOPE.

<p>CREDIT CARD</p> <p>Please charge my credit card the amount stated:</p> <p>\$ _____ One time now</p> <p>\$ _____ One time in the month of _____</p> <p><u>25-</u> Monthly (Charged on the 20th of each month until amount pledged on the front of this card is paid in full or through January, 2013)</p> <p>\$ _____ Quarterly (Mar, June, Sept, Dec)</p> <p>\$ _____ Semi-annually (May, Nov)</p>	<p>AUTOMATIC DEDUCTION (EFT)</p> <p>PLEASE INCLUDE A VOIDED CHECK</p> <p>Please have \$ _____ automatically deducted each month from my checking account. I understand deductions are made on the 5th day of the month until amount pledged on the front of this card is paid in full or through January, 2013.</p> <p>Signature _____</p> <p>Date <u>1</u> / <u>1</u> / _____</p>																			
<table border="1" style="margin: auto;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>-</td><td>5</td><td>6</td><td>7</td><td>8</td><td>-</td><td>9</td><td>0</td><td>4</td><td>3</td><td>-</td><td>2</td><td>1</td><td>2</td><td>3</td> </tr> </table>		1	2	3	4	-	5	6	7	8	-	9	0	4	3	-	2	1	2	3
1	2	3	4	-	5	6	7	8	-	9	0	4	3	-	2	1	2	3		
<p><input type="checkbox"/> Discover Card <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Signature <u>David Boone</u> Date <u>2</u> / <u>16</u> / <u>13</u></p>																				

Automatic Checking Account Deduction method of payment

1. When a pledge is designated for payment through the Automatic Checking Account Deduction process, the 'AMOUNT PAID TODAY' should be ZERO unless a partial payment (cash or check) is included.
2. All the information on the back of the donor envelope should be completed.
3. A voided check should be attached and stapled face up in the upper left corner of the back of the donor envelope.

Sample of the completed Automatic Deduction (EFT) information

PLEASE DETACH AND PLACE IN ENVELOPE.

<p>CREDIT CARD</p> <p>Please charge my credit card the amount stated:</p> <p>\$ _____ One time now</p> <p>\$ _____ One time in the month of _____</p> <p>_____ Monthly (Charged on the 20th of each month until amount pledged on the front of this card is paid in full or through January, 2013)</p> <p>\$ _____ Quarterly (Mar, June, Sept, Dec)</p> <p>\$ _____ Semi-annually (May, Nov)</p>	<p>AUTOMATIC DEDUCTION (EFT)</p> <p>PLEASE INCLUDE A VOIDED CHECK</p> <p>Please have \$ <u>20.00</u> automatically deducted each month from my checking account. I understand deductions are made on the 5th day of the month until amount pledged on the front of this card is paid in full or through January, 2013.</p> <p>Signature <u>John Deere</u></p> <p>Date <u>4</u> / <u>12</u> / <u>12</u></p>																			
<table border="1" style="margin: auto;"> <tr> <td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td> </tr> </table>						-					-					-				
				-					-					-						
<p><input type="checkbox"/> Discover Card <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Signature _____ Date _____ / _____ / _____</p>																				

Cash donations.

1. Affix a white or green label.
2. Any cash donations received by a donor **who does not supply a name** should have a white label with your parish name and 'No Donor Name on Donor Envelope' affixed to the upper portion of the donor envelope as shown in the sample below.
3. If you receive **multiple cash** donations in the collection basket with no name or address you have the option of creating:
 - a. one paid in full donor envelope for the total amount collected (note the # of donors) or
 - b. one paid in full donor envelope for each cash donation with a 'No Donor Name on Donor Envelope' label affixed to each donor envelope
4. All these pledge envelopes are recorded on the 'Cash Donations Received during 2012 CDA – ENVELOPES WITH DIOCESAN ID NUMBERS (white or green labels)' report.

Sample of Cash donation with no donor name.

This donor envelope example states \$20 was received but the donor did not want to be recognized. The correct label to be affixed to it is the 'No Donor Name on Donor Envelope' label.

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE					
① Parish Where Registered _____					
First Name(s) (Head of Household and Spouse)		M.I.	Last Name		
Street Address		Apt/Space/Unit	<input type="checkbox"/> New Address	<input type="checkbox"/> PRAYER PLEDGE	
City	State	Postal Code		② TOTAL GIFT \$ 20.00	
Phone	Email Address		AMOUNT PAID TODAY \$ 20.00		
③ Select payment method:					
<input type="checkbox"/> CHECK ENCLOSED - Check # _____					
<input type="checkbox"/> CHARGE MY CREDIT CARD (Over)					
<input type="checkbox"/> CHECKING ACCOUNT DEDUCTION (Over) 1846 St Helen, Glendale					
<input type="checkbox"/> ONLINE					
<input type="checkbox"/> SECURITIES					
No Donor Name on Donor Envelope					
④ Select payment reminder frequency:					
<input type="checkbox"/> MONTHLY (Through December, 2012)					
<input type="checkbox"/> QUARTERLY (Mar, June, Sept, Dec)					
<input type="checkbox"/> SEMI-ANNUALLY (May, Nov)					
<input type="checkbox"/> ANNUALLY (Nov)					
Donor's Signature _____					Date _____

The 'No Donor Name on Donor Envelope' labels for the unidentified cash will be supplied at the Kickoff Leadership Luncheon Training sessions. A master of these labels will also be supplied. Place this type of label **ONLY** on any donor envelope with a donation ***that does not have a name.***

Cash – without a white or green label on donor envelope

Donor envelopes that cannot be labeled are tallied and reported on the 'Cash Donations Received during 2012 CDA -- ENVELOPES WITHOUT DIOCESAN ID NUMBERS' report.

Matching Gifts – Many corporations will match their employee’s CDA contribution.

1. It is essential that the matching gift form be filled out and signed by the donor.
2. Attach a copy of the donor envelope to the original matching gift form.
3. Mail the copy of the upper portion of the donor envelope and original matching gift form to the Diocese of Phoenix, Stewardship Office, 400 E Monroe St, Phoenix, AZ 85004-2336.
4. The original upper portion of the donor envelope is included in the weekly parish report.
5. The Stewardship Office will notify the parish when the matching gift is received from the corporation.
6. DO NOT attach the MATCHING GIFT form to the original portion of the donor envelope or mail the form to the bank.

Donations received for another parish – The parish may receive donor envelopes that are clearly designated for another parish WITHIN the Diocese of Phoenix.

1. These envelopes **should not** be included in your parish report.
2. Mail the donor envelope, along with the personal check, if there is one, to Diocese of Phoenix Finance Database Office, 400 E Monroe St, Phoenix, AZ 85004-2336.
3. Adding these envelopes to your report will **inflate** your total contributed.
4. The pledge will be subtracted from the report it is included on during the Diocesan audit process.
5. The donation will be credited to the appropriate parish.

AUDIT of PLEDGES and PAYMENTS

Auditing of the donor envelopes drives the data entry process. All reports must balance in order for JPMorgan Chase Data Processing Center to finalize each report. JPMorgan Chase is unable to process ANY REPORTS THAT DO NOT BALANCE.

This delay in the process will affect all donors wanting reminders, credit card charges, or automatic checking account deductions.

Donor envelopes with checks should be batched with each personal check placed behind its respective upper portion of the donor envelope. The sequence should be donor envelope, then donor personal check consecutively for each batch.

Before generating the calculator tapes to tally the donor envelopes:

1. Make sure the set of Diocesan pre-printed labels (white & green) provided has been checked for a matching label.
2. Check if an earlier donation was recorded.
3. If there is an unanswered question on a donor envelope set it aside for follow up. When the question is resolved the donor envelope can be included on the following weekly report. **Do not hold up the report.**
4. Ensure that each batch is alphabetized.
5. Make sure the donor's check is following his/her donor envelope, keeping each batch in alphabetical order.

NOTE:

- ❖ Any parish envelopes with a change marked in RED on the label are placed in the front of each given batch.
- ❖ Remember when generating the calculator tapes, the # of Gifts is necessary for the report.

Donor envelopes with diocesan ID Number

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE

Parish Where Registered: Tom & Tami Pearl

First Name(s) (Head of Household and Spouse): Tom & Tami M.I.: Pearl Last Name: Pearl

Street Address: 4610 1st Ave Apt/Space/Unit: 25 New Address PRAYER PLEDGE

State: AZ Postal Code: 85204

TOTAL GIFT: \$ 25.00
AMOUNT PAID TODAY: \$ 25.00

Email Address: _____

123569 Most Holy Trinity, Phx
Mr. & Mrs. Tom Pearl
5420 E Broadway
Mesa, AZ 85203

Donor's Signature: _____ Date: _____

PLEDGES PAID IN FULL

0.00	U.C
25.00	+
50.00	+
20.00	+
1000.00	+
004	# OF GIFTS
1095.00	*

004 1095.00

AMOUNT PAID

Batch One	Gifts Paid in Full
Batch Two	Gifts with Balance Partial Payment
Batch Three	Gifts with Balance Due with No Payment
Batch Four	Automatic Checking Account Deduction (with or without a payment)
Batch Five	Credit Envelope (with or without a payment)
Batch Six	Gifts of Stock/Securities
Batch Seven	Online Pledge envelopes

SUGGESTION

To make large batches easier for calculation for yourself and JPMorgan Chase data entry:

- ❖ If you are doing the paid in full and there are 956 donor envelopes alphabetized, a calculator tape can be run for the first 75 to 100 envelopes, band them together and attach the calculator tape.
 - ❖ Run a calculator tape of the next 75 to 100 donor envelopes, band them together and attach the calculator tape.
 - ❖ Continue this process until all 956 donor envelopes are calculated.
 - ❖ Then run a master tape of all the paid in full totals for the cumulative total. The cumulative total is the one you will enter on the report form.
- OR
- ❖ Process donor envelopes collected after each mass. Then run a master tape of all the same batches for each mass, (example paid in full) and enter this figure on the weekly report.

After the seven batches are created:

1. Calculator tapes are required for each batch for:
 - Total Gift
 - Amount Paid Today
 - Personal checks, which cover the Amount Paid Today
2. Run a calculator tape of the 'TOTAL GIFT' box for each batch. (Remember you also need the # of donor envelopes in each batch for the report.)
3. Follow the same process for the 'AMOUNT PAID TODAY' for each batch.

Suggestion:

- ❖ Generate the tape for the 'AMOUNT PAID TODAY' from the donor envelope.
- ❖ Remove the personal check from the donor envelope and generate a tape of the checks.
- ❖ Both tapes should agree.

4. Batch templates have been included at the end of this Guide to assist in identifying the batch type.
5. Each alphabetized batch should be banded separately, secured with the appropriate calculator tape and Batch Template to identify each batch.
6. Enter the # of Gifts, Amount Contributed and Amount Paid on the weekly report.
7. **The 'AMOUNT PAID TODAY' total should balance with the total of the personal checks.**

CASH RECEIVED DURING CDA

Batching donor envelopes received with cash payments:

1. Donor envelopes are batched in the same seven categories as the donations with personal checks.
2. Calculator tapes are run from the donor envelope.
3. The dollars/cents are separated from the donor envelope, tallied, and deposited by the parish.
- 4. DO NOT SEND CASH IN THE MAIL.**
5. Deposit the cash in your bank account.
6. Issue a parish check to cover the donations.

This is the only time you will have to issue a parish check for CDA.

Record all calculated totals in the corresponding section on the appropriate Report Form:

The calculated 'NUMBER OF GIFTS' totals in the # of Gifts box.
 The calculated 'TOTAL GIFT' totals in the Amount Contributed box.
 The calculated 'AMOUNT PAID TODAY' totals in the Amount Paid box.
 All these totals will result in a 'GRAND TOTAL' FOR EACH REPORT.

Sample of a completed First report with labels.

2012 CHARITY and DEVELOPMENT APPEAL		First Report - Wednesday February 15, 2012	
ENVELOPES with DIOCESAN ID NUMBERED WHITE and/or GREEN LABELS			
PARISH		CITY	
AUDIT & REPORTING CHAIRPERSON		DATE	
Make sure:			
a) to remove the lower part of the donor envelope		d) to include PERSONAL checks paid on envelopes submitted	
b) to include ONLY donor envelopes with Diocesan ID labels		e) to make a copy of the report form for the parish file	
c) to include calculator tapes with each batch		f) to fax a copy of the report form to CDA office: 602-354-2219	
Batch One Paid in Full	6	\$225.00	\$225.00
	# of Gifts	Amount Contributed	Amount Paid
Batch Two Balance Due with Partial Payment	5	\$650.00	\$125.00
	# of Gifts	Amount Contributed	Amount Paid
Batch Three Balance Due with No Payment	2	\$500.00	
	# of Gifts	Amount Contributed	
Batch Four Automatic Checking Account Deduction	1	\$200.00	\$20.00
	# of Gifts	Amount Contributed	Amount Paid
Batch Five Credit Card	5	\$1,000.00	\$----
	# of Gifts	Amount Contributed	Amount Paid
Batch Six Gifts of Stock/ Securities	0	\$----	
	# of Gifts	Amount Contributed	
Sub Totals	19	\$2,575.00	\$370.00
	Total # of Gifts Batches 1-6	Total Amount Contributed Batches 1-6	Total Amount of PERSONAL checks Paid on Batches 1-6
Batch Seven Positive Pledges	3	\$3,500	\$-----
	# of Gifts	Amount Contributed	Amount Paid
Grand Total	21	\$6,075.00	\$370.00
	Total # of Gifts Sub Total & Batch 7	Total Amount Contributed Sub Total & Batch 7	Total Amount of PERSONAL checks Paid on Sub Total & Batch 7

MAIL ORIGINAL REPORT, DONOR ENVELOPES AND PERSONAL CHECKS TO:
 JPMorgan Chase Lbx 29398
 Attn: Catholic Diocese of Phx AZ1-2170
 1820 E Sky Harbor Cir South
 Phoenix, AZ 85034-9398
 icma-Sample Figures 1ST RPT WITH LABELS.xls

WEEKLY REPORTING

After completing the reports:

1. Keep a copy for your files.
2. Fax a copy to the Stewardship (CDA) Office at 602-354-2219, or, complete the report form available on the Diocesan website. www.diocesephoenix.org/cda and send it electronically.
3. Mail the original report along with the upper portion of the donor envelopes and personal checks to JPMorgan Chase Data processing Center at (see page 22):
JPMorgan Chase Lbx 29398
Attn: Catholic Diocese of Phx AZ1-2170
1820 E Sky Harbor Cir South
Phoenix, AZ 85034-9398
Mailing labels will be provided at the Leadership Training sessions.
4. The Stewardship (CDA) Office uses the faxed/electronic report forms to monitor the campaign and provide weekly progress reports to the Bishop and parish leaders.
5. Please do not hold completed envelopes.
6. The first reminders for donations are mailed to donors in March. Because of this we ask that parishes send in donor envelopes with each report on a weekly basis.
7. If no gifts are received at your parish for a specific week
 - a. Create the weekly report entering zero # of gifts
 - b. Fax the report to the Stewardship (CDA) Office at Fax # 602-354-2219.
 - c. The Finance Database Office does not require the original. Keep it for your parish files.

TRACKING DONATIONS RECEIVED

Tracking the donations received is an important part of the process. You will be able to identify duplicate pledges, increases in pledges, pledges for other parishes and prevent parishioners from being contacted a second time during the follow-up process.

Suggestions for recording and tracking donations received: These processes will alert you of gifts received during the Appeal.

1. The master set of labels (white or green). Once you place a parishioner's label on the upper portion of his or her donor envelope:
 - a. place a duplicate label on the actual donor envelope
 - b. notate on a duplicate label the amount of the gift received
 - c. eliminate any similar labels.
2. The parishioner list, which shows the previous year's pledge. The Stewardship (CDA) Office can provide this upon request.
3. The parish record part of the donor envelope. The parish record envelopes are intended for your use. Remove the envelope, write in the name of the parishioner or use one of your extra labels and write the amount of the gift, alphabetize and file the envelopes for future reference.
4. An excel spreadsheet can be created of donations received.
5. Remember to record the gifts listed on the weekly list of gifts sent by the Stewardship Office. These are donations received during the Leadership Phase. Remove the label from the packet of white or green labels that matches the name on the list, or notate on the matching label the amount of the pledge already received.
 - a. Any subsequent envelopes are duplicates or pledge increases. A check received without a donor envelope may be a payment on the earlier pledge.

Duplicate donations –

Tracking by one of the above methods will alert you to duplicate pledges. **If there is an unanswered question on a donor envelope set it aside for follow up.** When the question is resolved the donor envelope can be included on the following week's report. **Do not hold up the report.** Discrepancies are normally caused one of five ways:

1. A donor may fill out an envelope during the Leadership Phase and fill out another envelope on Appeal Sunday.
2. A donor may complete a pledge utilizing the diocesan website then another on Appeal Sunday.
3. Two family members may each fill out an envelope when the intention is to make only one family gift. (Call donor to verify.)
4. A donor may fill out an envelope on Appeal Sunday, then another the following Sunday, or later.
5. A second envelope may be an increase to the original donation made. (Call donor to verify.)

If you realize the second envelope is a payment on the original pledge, notate on the donor envelope that this is a payment and mail the donor envelope and personal check directly to the Diocese of Phoenix, Finance Database Office, 400 E Monroe St, Phoenix, AZ 85004-2336. The payment will be credited accordingly.

Payments received after the original gift –

These payments should be sent directly to the Diocese of Phoenix, Finance Database Office, 400 E Monroe St, Phoenix, AZ 85004-2336.

1. Do not create a donor envelope.

Cash/Checks –

The donor's check must stay with the upper portion of the donor's envelope at all times.

Cash must stay with the upper portion of the donor's envelope until the audit is complete.

*******MAILING INFORMATION*******

JPMorgan Chase Data Processing Center processes the Appeal donor envelopes and payments. After the data is keyed, the report balanced, and checks deposited, an electronic file of that data is sent to the Diocesan Finance Database Office. The actual report and donor envelopes are then mailed to the Finance Database Office. When received a final audit of each report is completed.

What to Mail	Where to Mail
Parish reports 1 – 10	JPMorgan Chase Lbx 29398 Attn: Catholic Diocese of Phx AZ1-2170 1820 E Sky Harbor Cir South Phoenix, AZ 85034-9398
Cash Donations Report	
Use one of the following services to insure receipt of the package at JPMorgan Chase:	
United States Postal Service	(USPS – Priority Mail)
United Parcel Service	(UPS)
Federal Express	(FedEx)
Donor envelopes for parishes other than yours Donor envelopes that are increases to original pledge Payment Reports for Pledges previously recorded	Diocese of Phoenix Finance Database Office 400 E Monroe St. Phoenix, AZ 85004-2336
Original matching gift form & copy of donor envelope	Stewardship Office 400 E Monroe St. Phoenix, AZ 85004-2336

For your convenience, an alphabetical listing of parishioners recorded on the Diocesan database for your parish is available throughout the year.

If you have any questions, please call Joan Amuso @602-354-2187.

Thank you for your continued help and assistance in making the reporting process run smoothly and accurately. Good luck with the 2012 CDA.

Sample of batch headers included in this binder (Template tab). Use these to identify each batch or make a notation of the batch type on the calculator tape.

Samples of batch identifiers created by parishes:

<p>OUR LADY OF LOURDES</p> <p><u>BATCH #2</u></p> <p><u>Partial Payment</u></p> <p>1 tape @ \$1520. / \$445.</p> <p>Count 4</p> <p>2 March 2009</p>	<p><i>St Thomas the Apostle</i></p> <p>Batch # 2</p> <p>Partial Payment</p> <p>Amount Paid Today</p> <p>With Labels</p> <p>0= C</p> <p>100.00 +</p> <p>50.00 +</p> <p>500.00 +</p> <p>003*****</p> <p>650.00 G+</p>
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Ensure that all batches are banded securely before mailing.

2012 CHARITY & DEVELOPMENT APPEAL DONOR ENVELOPE	
<p>1 Parish Where Registered _____</p> <p>First Name(s) (Head of Household) _____</p> <p>Street Address _____</p> <p>City _____</p> <p>Phone _____</p> <p>2 Select payment method</p> <p><input type="checkbox"/> CHECK ENCLOSED</p> <p><input type="checkbox"/> CHARGE MY CREDIT CARD</p> <p><input type="checkbox"/> CHECKING ACCOUNT</p> <p><input type="checkbox"/> ONLINE</p> <p><input type="checkbox"/> SECURITIES _____</p> <p>4 Select payment reminder</p> <p><input type="checkbox"/> MONTHLY (Through _____)</p> <p><input type="checkbox"/> QUARTERLY (Mar, Jun, Sep, Dec)</p> <p><input type="checkbox"/> SEMI-ANNUALLY (Mar, Sep)</p> <p><input type="checkbox"/> ANNUALLY (Nov)</p>	<p>Batch Two</p> <p>Balance Due with</p> <p>Partial Payment</p>

Make additional copies for each report completed.

Batch One
Paid in full

Batch Five
Credit Card

Batch Two
Balance Due with
Partial Payment

Batch Six
Gifts of Stock/
Securities

Batch Three
Balance Due with
No Payment

Batch Seven
Online Pledges

Batch Four
Automatic Checking
Account Deduction