

2012 CHARITY and DEVELOPMENT APPEAL

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 **PERSONAL** checks paid on envelopes 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	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Two Balance Due with Partial Payment	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Three Balance Due with No Payment	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	
Batch Four Automatic Checking Account Deduction	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Five Credit Card	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Six Gifts of Stock/ Securities	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	
Sub Totals	<input type="text"/> Total # of Gifts Batches 1-6	<input type="text"/> \$ Total Amount Contributed Batches 1-6	<input type="text"/> \$ Total Amount of PERSONAL checks Paid on Batches 1-6
Batch Seven Online Pledges	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Grand Total	<input type="text"/> Total # of Gifts Sub Total & Batch 7	<input type="text"/> \$ Total Amount Contributed Sub Total & Batch 7	<input type="text"/> \$ 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

2012 CHARITY and DEVELOPMENT APPEAL

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 **PERSONAL** checks paid on envelopes submitted
- e) to make a copy of the report form for the parish file
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Batch One Paid in Full	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Two Balance Due with Partial Payment	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Three Balance Due with No Payment	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	
Batch Four Automatic Checking Account Deduction	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Five Credit Card	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Batch Six Gifts of Stock/ Securities	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	
Sub Totals	<input type="text"/> Total # of Gifts Batches 1-6	<input type="text"/> \$ Total Amount Contributed Batches 1-6	<input type="text"/> \$ Total Amount of PERSONAL checks Paid on Batches 1-6
Batch Seven Online Pledges	<input type="text"/> # of Gifts	<input type="text"/> \$ Amount Contributed	<input type="text"/> \$ Amount Paid
Grand Total	<input type="text"/> Total # of Gifts Sub Total & Batch 7	<input type="text"/> \$ Total Amount Contributed Sub Total & Batch 7	<input type="text"/> \$ 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

2012 CHARITY and DEVELOPMENT APPEAL

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:

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

Batch One Paid in Full	<input style="width: 100%;" type="text"/> # of Gifts	\$ <input style="width: 90%;" type="text"/> Amount Contributed	\$ <input style="width: 90%;" type="text"/> Cash Amount Paid
Batch Two Balance Due with Partial Payment	<input style="width: 100%;" type="text"/> # of Gifts	\$ <input style="width: 90%;" type="text"/> Amount Contributed	\$ <input style="width: 90%;" type="text"/> Cash Amount Paid
Batch Four Automatic Checking Account Deduction	<input style="width: 100%;" type="text"/> # of Gifts	\$ <input style="width: 90%;" type="text"/> Amount Contributed	\$ <input style="width: 90%;" type="text"/> Cash Amount Paid
Batch Five Credit Card	<input style="width: 100%;" type="text"/> # of Gifts	\$ <input style="width: 90%;" type="text"/> Amount Contributed	\$ <input style="width: 90%;" type="text"/> Cash Amount Paid
Grand Totals	<input style="width: 100%;" type="text"/> Total # of Gifts Batches 1-6	\$ <input style="width: 90%;" type="text"/> Total Amount Contributed Batches 1-6	\$ <input style="width: 90%;" type="text"/> PARISH CHECK to cover Cash Received on Amount Paid in above batches

<p>MAIL ORIGINAL REPORT FORM, DONOR ENVELOPES AND PARISH CHECK TO:</p> <p>This is the only time you will need to issue a parish check.</p>	<p>JPMorgan Chase Lbx 29398 Attn:Catholic Diocese of Phx AZ1-2170 1820 E Sky Harbor Cir South Phoenix, AZ 85034-9398</p>
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Also fax a copy of the report form to CDA Office: 602-354-2219

2012 CHARITY and DEVELOPMENT APPEAL

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:

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

Batch One Paid in Full	<input style="width:100%; height: 20px;" type="text"/> # of Gifts	<input style="width:100%; height: 20px;" type="text"/> \$ Amount Contributed	<input style="width:100%; height: 20px;" type="text"/> \$ Cash Amount Paid
Batch Two Balance Due with Partial Payment	<input style="width:100%; height: 20px;" type="text"/> # of Gifts	<input style="width:100%; height: 20px;" type="text"/> \$ Amount Contributed	<input style="width:100%; height: 20px;" type="text"/> \$ Cash Amount Paid
Batch Four Automatic Checking Account Deduction	<input style="width:100%; height: 20px;" type="text"/> # of Gifts	<input style="width:100%; height: 20px;" type="text"/> \$ Amount Contributed	<input style="width:100%; height: 20px;" type="text"/> \$ Cash Amount Paid
Batch Five Credit Card	<input style="width:100%; height: 20px;" type="text"/> # of Gifts	<input style="width:100%; height: 20px;" type="text"/> \$ Amount Contributed	<input style="width:100%; height: 20px;" type="text"/> \$ Cash Amount Paid
Grand Totals	<input style="width:100%; height: 20px;" type="text"/> Total # of Gifts Batches 1-6	<input style="width:100%; height: 20px;" type="text"/> \$ Total Amount Contributed Batches 1-6	<input style="width:100%; height: 20px;" type="text"/> \$ 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.	JPMorgan Chase Lbx 29398 Attn:Catholic Diocese of Phx AZ1-2170 1820 E Sky Harbor Cir South Phoenix, AZ 85034-9398
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Also fax a copy of the report form to CDA Office: 602-354-2219

201&CHARITY and DEVELOPMENT APPEAL
Cards with Prayer Pledges Only (no financial gift)
Numbers Count Towards the Parish's Participation Goal

PARISH

CITY

AUDIT/REPORTING COORDINATOR

DATE

**Number of Cards
Prayer Pledge Only
(No Financial Gift)**

Do not mail donor cards with a prayer pledge only and no financial gift:

- a) Prayer pledge cards with no financial gift will be counted in the total participation numbers for the parish.
- b) Report needs to be faxed, mailed or emailed to the Office of Stewardship only and not mailed with other cards.
- c) Please record this information for the parish either with your labels or on a spreadsheet so that these donors will not be contacted during follow-up activities.
- d) All cards with no financial gift remain at the parish.

FAX TO: 602-354-2219

OR

EMAIL TO: caranda@diocesephoenix.org

OR

MAIL TO: Office of Stewardship, 400 E Monroe, Phoenix, AZ 85004