

Weekly Reports

Reports Sent By the Parishes to the Office of Stewardship

Beginning February 15, 2012, weekly reports are sent to the Office of Stewardship. These reports include the total of pledges and payments processed by the parish during the week. In order for parish totals to be updated and current, the Office of Stewardship must receive a copy of the reports by 9:00am on Thursday morning. Reports can be faxed to 602-354-2219, emailed to caranda@diocesephoenix.org or called into Carrie at 602-354-2217.

For information on how to process pledges and complete reports, please see the Financial Gift Processing section.

Also, don't forget to mail the reports, checks and donor envelopes to JP Morgan Chase as soon as possible. This allows for the donor payments to be processed in a timely manner.

Reports Sent by the Office of Stewardship to the Parishes

On Thursday afternoon, parish reports will be emailed, mailed or faxed to each parish based on their preference (parishes can change their preference by contacting Carrie Aranda at 602-354-2217 or caranda@diocesephoenix.org). The parish reports will contain the parish's total based on all reports and pledges received during the week. If there is an error in your parish total please contact Carrie as soon as possible.

Auditing Reports Received from the Office of Stewardship

Following the parish totals is a breakdown of all reports, gifts and adjustments received during the week. Please audit this section closely by:

- Comparing the totals reported under "Parish Reports Received" to the reports that were faxed/emailed/called in during the week. They should match.
- Logging in the "Gifts Processed by the Diocese" and "Online Gifts Received" on your tracking sheet or labels. This helps cut down on duplicate gifts and excludes these donors from your follow up activities.
- Checking the "Adjustments Made" for any additional gifts to be logged.

Adjustments Made

During the appeal, there are many ways that parish totals are adjusted. All of these are captured and reported in this section on a weekly basis. Donors who make a gift at another parish but specify their home parish will be credited through an adjustment. Also, any donors who increase their original gift will be credited here as well.

Parish totals can also be adjusted down. This can happen when a donor specifies a different parish on their envelope or makes a duplicate gift. This can be mitigated by careful processing of donor envelopes (see Financial Gift Processing section). Other times, donors may decrease their pledge for one reason or another. If you have any questions about an adjustment, please contact Carrie at 602-354-2217.