

DIOCESAN APPEAL TRANSMITTAL REPORT FORM

1. Please open all Diocesan Appeal envelopes. If a payment is included, make sure the donor has filled in the appropriate boxes with their pledge, payment, and/or balance. If they have not completed these boxes, please fill this in before sending it to us.
 - If **another parish** is indicated on the tear-off pledge sheet, send these with any payments received along with this report. **DO NOT** include these gifts in your totals. Please do not deposit and send directly to the Diocese.
 - **Credit Cards or withdrawals from checking/savings can all be done online by donor, or they can contact our office directly for assistance. Never send donor banking information or copies of checks with transmittals.**
 - **Please mark on envelope if donation is from an IRA, Donor-advised fund, or matching gift. Please also let us know if you have sent the donor the respective acknowledgment letter (see samples online).**
 - Enter **Anonymous Gifts** as a pledge amount on line #3 as well as a payment amount on line #7.

2. Parishioners receiving the annual appeal direct mail are asked to complete the reply pledge tear-off sheet and bring to Mass, or they can mail it to your parish office in a standard envelope. The pledge tear-off sheet will be pre-printed with the donor's name, address, Family DUID number (donor number), along with the parish number so there is no need to put a donor label on this sheet.
 - For the In-Church envelopes, **affix the label provided by the diocese in the "Official Use Only" box.** Do not place it over anything written by the donor. The labels we provide have the parishioner's Family DUID number, name and address.
 - All In-Church envelopes and pledge tear-off sheets from reply envelopes with Family DUID number should be **alphabetized.**
 - All **new parishioner** In-Church envelopes (without Family DUID numbers) should be placed at the back of the batch and also **alphabetized. Please mark if registered or not** (some just donate to a parish but are not registered).
 - **Pledges belonging to other parishes** should be combined and paper clipped together. Please do not deposit these checks, just send directly to the Diocese and do not add to your transmittal totals.

3. Take your alphabetized pledges and run 2 calculator tapes; one for pledges and one for payments on pledges. **Please make sure the adding machine tapes are in the same sequence for payments and pledges. This will help to find any discrepancies in the totals.** Enter pledge total on line #2 below. Enter payment total on line #6 below. **Attach all tapes to this form.** Total the number of pledges and enter on line #1. (Please turn on Count Key on calculator to double check count total of payments and pledges).

4. If a parishioner is making a **payment on a pledge already submitted, do not send another pledge card. Use Form-10 to report that payment.** Enter total payments from Form-10 on line #8 below. If a **change in the pledge amount is required on a pledge already submitted,** use Form-11. Enter pledge changes from Form-11 on line #4 below and payment changes from Form-11 on line #9.

5. Deposit all money received from this appeal into your bank account. The funds are recorded as revenue using revenue account **50-48200-Diocesan Appeal - Receipt.** Forward one parish check payable to: Diocese of Rockford - DA for the total of all payments. The coding on the parish check should be disbursement account **50-48250 Diocesan Appeal - Disbursement.**

6. Tracking pledges/payments for your parishioners. Please create a spreadsheet and track donor pledges/ payments for 6 weeks during the start of the Appeal so you know if a parishioner has pledged/paid already and donor is adjusting/correcting the pledge/payment. Use Form 10 and 11 as needed (see #4 above for examples).

7. **Send the white copy of this transmittal form, forms 10 and 11, if any, the In-Church and/or pledge tear-off sheets from reply envelope, adding machine tapes for pledges and payments and one parish check for the "Total all payments" amount to the Diocese of Rockford, Office of Charitable Giving, P.O. Box 7044, Rockford IL 61125-7044.** The yellow copy of the transmittal form remains in the parish. If you are sending UPS/FEDEX, please send to 555 Colman Center Dr., Rockford, IL. 61108. **Please only send one check per transmittal.**

<p>1. Number of Pledges in Report _____</p> <p>Total entries (payments & pledges) _____</p> <p>2. Total Dollar Amt. of Pledges \$ _____</p> <p>3. Anonymous Gift-Pledges \$ _____</p> <p>4. Total Amt. of Pledges-Form 11 \$ _____</p> <p>5. Total all Pledges (add lines 2,3,4) \$ _____</p>	<p>6. Total Payments Received from Pledges \$ _____</p> <p>7. Anonymous Gifts- Payments Received \$ _____</p> <p>8. Total Payments Received - Form 10 \$ _____</p> <p>9. Total Payments Received - Form 11 \$ _____</p> <p>10. Total All Payments (add lines 6,7,8,9) \$ _____</p>
---	--

Parish Check # _____ Check Amount (Must agree with line #10 amount) \$ _____

Parish _____ City _____ Parish # _____

Submitted by _____ Date _____ Phone # _____