

DIOCESAN STEWARDSHIP TRANSMITTAL REPORT FORM

1. Open all Diocesan Stewardship pledge/gift envelopes, except those where donor indicates another parish, and indicate the amount of gift on the card if not already written by donor. **For those parishes (English and Spanish) using the "In-Church" method, place label on envelope and discard the pledge card for that person. Then use the same procedures that follow.** "Other Parish" envelopes should be sent unopened to the Stewardship Development Office along with your report, and not included in any totals.
2. The parish name and the donor's name will be printed on the cards from our computer lists automatically. If you use blank cards or in-church envelopes (sign-up in back of the church, etc.) then you must apply pre-printed labels provided by the Diocese to those cards or envelopes. Put envelopes/cards in **alpha-order**. Place any cards/envelopes without labels (i.e. new parishioners) at the back of the batch.
3. Once the money has been removed and properly recorded on the cards/envelopes, please run two tapes, one for pledges and one for payments on pledges. Enter pledge total on line 2 below. Enter payment total on line 6 below. **Please make sure the adding machine tapes are in the same sequence for payments and pledges, this will make it easier to find any discrepancies in the totals. Attach all tapes where indicated on this form.**
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 7 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 3 below and payment changes from Form 11 on line 8 below.
5. Deposit all money received from this appeal into your bank account. The funds received from the collection are revenue and should be coded to revenue account #48200 Diocesan Stewardship. Forward one parish check to our office payable to - Diocese of Rockford - DS - for the total of all payments (line 9 below). The coding on the parish check should be disbursement account #48250 Diocesan Stewardship.
6. Transfer the information from the pledge cards/envelopes to the Parish Computer Report Sheets (Form 3) provided for each parish to record individual pledges and payments. Retain the Computer Report Sheets in the parish - *do not* send to the Diocese. This will be your only record until the computer summary report in June.
7. **Credit Card Transactions:** *All* envelopes for credit card transactions should be separate from the cash or check envelopes. Run a separate adding machine tape for pledges. *DO NOT* include the amount from these envelopes in with your payment totals or your check, as the money has not been received yet. Once the transaction has been completed the parishioner will receive credit for their contribution. List the total amount of these envelopes on line 4 and add to line 5.
8. Send the white copy of this transmittal form, the pledge cards/envelopes, adding machine tapes for all pledges and payments and a parish check for the total payments to the Stewardship Development Office, **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.

1. Number of pledge cards in this report _____	6. Total payments from cards \$ _____
2. Total pledges from cards \$ _____	7. Total payments from Form 10 \$ _____
3. Total pledges from Form 11 \$ _____	8. Total payments from Form 11 \$ _____
4. Total all credit card envelopes \$ _____	9. Total all payments \$ _____ (Add lines 6,7&8)
5. Total all pledges (Add lines 2,3&4) \$ _____	

Must Agree ↗↘

Parish Check # _____ Date _____ Amount _____

Parish _____ City _____ Parish Code # _____

Submitted by: _____ Your Phone: _____

.....Staple Adding Machine Tapes for Pledges here.....

.....Staple Adding Machine Tapes for Payments here.....

