

**ACA GIFT PROCESSING PROCEDURES**

Dear Pastor, ACA Advocate, and Parish Bookkeeper:

Please allow this letter to service as your guide in processing gifts for the Annual Catholic Appeal (ACA). By following the steps, the parish staff and The Catholic Foundation team foster a spirit of partnership among donors, properly crediting and acknowledge gifts, and accurately reporting the level of participation in your parish.

Please review the important processing guidelines and materials you need to get started.

**IMPORTANT GUIDELINES TO REMEMBER WHEN AUDITING GIFTS**

* + - Checks should remain in the envelopes (**DO NOT DEPOSIT CHECKS**).
* **ALL CASH** needs to be removed from envelopes; write the amount of cash on the outside of each envelope.
* Deposit **ALL CASH** and prepare a parish check to cover the envelopes and loose cash.
* Do not record gifts at the parish, The Catholic Foundation will process, record, and mail correspondence (thank you letter, pledge statements, tax letters) for each donor.
* **MAIL ALL** contribution envelopes with donor information to The Catholic Foundation.

**MATERIALS YOU NEED TOP START YOUR PARISH PACKET AUDIT**

* ACA Parish Transmittal Form (page 3)
* Labels for separated group bundles (pages 4-14)
* Calculator
* Rubber Bands
* FedEx envelope and Label

**Processing Instructions**

**STEP 1: Sort and tally the number and amount of gift for each category of gift types:**

|  |  |  |
| --- | --- | --- |
| **FIRST TALLY:**1. **One-Time Gifts**
* w/ Checks
* w/ Credit cards
* w/ Direct debit
* Loose checks
 | **SECOND TALLY:** 1. **Pledges and Recurring Gifts**
* w/ Checks
* w/ Credit cards
* w/ Direct debit
* w/ Cash payments
* w/o Payments
 | **THIRD TALLY:** 1. **Cash Gifts**
* Envelopes with donor information
* Anonymous envelopes
 |

 **STEP 2: Prepare ACA Transmittal Form (found on page 3).** Complete the form and make a copy for your records. Use the Labels found on pages 4 – 14 to create separate bundles for each gift type. Follow the table to create your tally & bundles broken down for you in Step 1.

**STEP 3: Deposit ALL CASH donations into your parish bank account and prepare a parish check to cover the CASH donations.** Ensure each donor envelope containing cash includes the corresponding cash donation and please submit all donation envelopes. The parish check should be made payable to the Annual Catholic Appeal or ACA. On the check stub, please indicate the total amount of loose cash and anonymous gifts. Please do not combine ACA contributions with any other collections.

**STEP 4: Send the completed package using the FedEx envelope provided OR a box that fits the collection.** The Catholic Foundation will pay for shipping. Preprinted FedEx labels are provided for your use:

**Mail the check and all donation envelopes to:**
Annual Catholic Appeal, Diocese of Sacramento
2110 Broadway, Sacramento, CA 95818

**For any questions regarding processing gifts please call 916-733-0266 or email:** **aca@scd.org****.**

**Annual Catholic Appeal
 TRANSMITTAL FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| ONE-TIME GIFTS |
| **Checks, Credit Cards and Direct Debit Gifts** |
| #\_\_\_\_\_\_\_\_\_\_ Envelopes with checks#\_\_\_\_\_\_\_\_\_\_ Envelopes with credit cards#\_\_\_\_\_\_\_\_\_\_ Envelopes with direct debit#\_\_\_\_\_\_\_\_\_\_ Loose checks **Total One-Time Gifts $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| PLEDGES and RECURRING GIFTS |
| #\_\_\_\_\_\_\_\_\_\_ Envelopes with checks#\_\_\_\_\_\_\_\_\_\_ Envelopes with credit cards#\_\_\_\_\_\_\_\_\_\_ Envelopes with direct debit payments#\_\_\_\_\_\_\_\_\_\_ Envelopes with cash payments (Total: $\_\_\_\_\_\_\_\_\_\_\_\_)#\_\_\_\_\_\_\_\_\_\_ Envelopes without payments**Total Pledge/Recurring Payments: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(checks, credit card, direct debit, and cash PAYMENTS only. Do not include pledged/recurring gift) |
| CASH GIFTS |
| #\_\_\_\_\_\_\_\_\_\_ Envelopes with donor information (Total: $\_\_\_\_\_\_\_\_\_\_\_\_)  (The donor name and address are known.) #\_\_\_\_\_\_\_\_\_\_ Anonymous envelopes (Total: $\_\_\_\_\_\_\_\_\_\_\_\_)  (Donor information not known.) #\_\_\_\_\_\_\_\_\_\_ Cash gifts without envelopes (Total: $\_\_\_\_\_\_\_\_\_\_\_\_) **Total Parish Check from Cash Gifts: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

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| Report submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Audited by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish Auditor Foundation Staff |

 **Questions? Call 916-733-0266 or email** **aca@scd.org****.**

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Pledge and Recurring Gift Envelopesw/ checks |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Pledge and Recurring Gift Envelopesw/ credit cards |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Pledge and Recurring Gift Envelopesw/ direct debit payments |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Pledge and Recurring Gift Envelopesw/ cash payments |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Pledge and Recurring Gift Envelopeswithout payments |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| One-Time Gift Envelopesw/ checks |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| One-Time Gift Envelopesw/ credit cards |

**Labels for separated group bundles**
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|  |
| --- |
| One-Time Gift Envelopesw/ direct debit payments |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Loose checks |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Cash Gift Envelopesw/ donor information |

**Labels for separated group bundles**
(use each page folded in half to bundle each type of gift)

|  |
| --- |
| Cash Gift Envelopeswithout donor information |