
COORDINATOR REFERENCE GUIDE

DAA BATCHES

- Please use the transmittal form each time DAA batches are submitted to the Diocesan Finance Office. This form reports the total amount of pledges and payments enclosed. It's recommended a calculator tape or Excel schedule of the pledges and payments also be included.
- In the case of loose checks in the collection basket, please fill out a pledge card for payment.
- Do not separate the pledge cards from the payments.
- Please indicate the check number on the pledge card in the box marked "For Parish Use Only."
- Please **DO NOT** staple checks to the pledge cards. Staples that are inadvertently left in a check could cause problems at the bank.
- Please remit DAA batches weekly if possible. We frequently receive calls from parishioners asking us why their checks have not cleared.
- In April the Development Office will provide in-pew envelopes. Please include in-pew envelopes in your parish DAA batches. If a check has been enclosed note the check number on the outside of the envelope just as you do on a pledge card. It is important to return this envelope as it represents the donor's intent and will be treated as their pledge card
- Occasionally parishioners mail their DAA payments to the Diocese. Lexa Hawkins will send reports via e-mail regarding DAA contributions that were received directly in our offices as well as donations made online. These reports are also available anytime upon request.

PARISH TRACKING SYSTEM

We strongly encourage parishes to maintain local records to track DAA receipts. (However, do not give contribution credit for these receipts.) The development office has given each parish a Control Report for this purpose. In addition to the name and ID number, please track the following info on the Control Report:

- Check number
- Pledged amount
- Date received
- Payment amount
- Date submitted to chancery

DIOCESAN TRACKING SYSTEM

We maintain a log to track the receipt of DAA batches from parishes. Batches are entered into our contribution software (Raiser's Edge) in the order received. Please contact the Finance Office if an issue arises.

DAA PARISH REPORTS

Each December a full report listing all pledges and payments for each parish is sent out to the parishes. **Please review this report carefully and reconcile it with your records.** It is a great way to catch errors before the first pledge reminder is sent in mid-December. If there are discrepancies, please contact Lexa Hawkins (712) 233-7524 or email lexah@scdiocese.org immediately.



COORDINATOR REFERENCE GUIDE CONTINUED

TAX ACKNOWLEDGMENT LETTERS

The Diocesan Office of Finance sends annual tax acknowledgments for DAA contributions in January. These notices will be sent to donors for contributions totaling \$250 or more for payments made during the calendar year. **The parish should not include DAA payments in their annual contribution statements or letter.** Upon request, we will acknowledge amounts less than \$250. Please contact Marilyn Wellman @ 712-233-7518.

BLANK PLEDGE CARDS

Blank pledge cards are available for parishes **upon request**. Please only use these cards if the parishioner loses the pledge card that was mailed to them or if a DAA payment is received in the parish office without the original pledge card. They can also be used for new parishioners.

- **If you are doing a follow-up communication with your parishioners, please do not fill out the pledge card on behalf of the donor.** The pledge card supports the donor's intent for the campaign and provides the necessary documentation for recording a receivable on the diocesan books.
- **Please review manually prepared pledge cards for:**
 - *Constituent ID numbers* – Please verify the ID number against your control report.
 - *Duplicate pledge cards* – Please verify that only one pledge card is submitted for each donor. There have been instances when two pledge cards have been submitted for the same donor- one card completed by the volunteer and the original card completed by the donor. This causes a duplicate entry in our receivable records and, of course, the donors are frustrated when they receive duplicate reminder notices.

PAYBACK & SHORTFALL PAYMENT SCHEDULES

The DAA payback schedule for DAA 2018-2019 will be **December, March & June**. DAA shortfalls will be billed next spring/early summer. We will continue accepting DAA contributions and will remit all collections in excess of your diocesan support to your parish via payback. DAA donations received after June 15, 2019 will be applied to DAA 2019-2020.

PARISHIONER CHANGES

In accordance with the financial guidelines of Ministry 2025, the parishioners of the secondary churches and worship sites were merged into the applicable assuming parishes.

- Please notify the Office of Communications & Development on a regular basis of all parishioner changes including moves, marriages, deaths, divorce and new registrations. This can be done by visiting the diocesan website at <http://scdiocese.org/parish-roster-updates/>. Tab under Parish Communications, a link to make parish roster changes is on the right side in the "Contents" section.

For further assistance, please call Lexa (712) 233-7524 or e-mail lexah@scdiocese.org.

