MEMO

TO	Pastors, Business Managers, Bookkeepers and ParishSOFT Administrators
FROM	Sue Stanton, Parish Systems Administrator, Office of Finance
RE:	End-of-Year – 2023 – Contribution Detail Statements
DATE	January 3, 2024

Happy New Year! As 2024 begins, it's time to prepare for sending year-end parishioner contribution statements which should include a message from your Pastor. Per tax law, these must be sent by January 31.

We want to assist you with the process of printing these statements for all who contributed to your parish this year. As a reminder, the Archdiocese of Atlanta recommends that all donors receive acknowledgements for their financial contributions, regardless of dollar amount.

The statements are produced in ParishSOFT Family Suite via a donor report. In addition to the statement for each family/member, you should also create a message from your Pastor, thanking each family/member for their contribution. It's a best practice to customize the message with your Parish logo and your Pastor's signature.

You may be familiar with this annual process. If you are new to working with ParishSOFT, please use the following information (checklists, steps, resource links from Ministry Brands) to prepare and send these statements.

A Table of Contents is provided on the next page to help you navigate.

If you have questions as you prepare the statements, please contact me or ParishSOFT support.

Thank you,
Sue

Sue Stanton, Parish Systems Administrator at 404-920-7642, sstanton@archatl.com
ParishSOFT Support at 866-930-4774, support@parishsoft.zendesk.com

Table of Contents

Before Producing Contribution Statements

Review Your Parish Funds

- [ ] Ensure funds are coded correctly for tax-deductible versus non-tax-deductible.
  - Tax-deductible funds include, but are not limited to: Mass stipends, Christmas or Easter flowers, All Souls Novena, Georgia Bulletin donations, etc.
  - Non-tax-deductible funds include, but are not limited to: The Peter's Pence collection, distributed funds from a foundation, 401(k), and IRA and matching contributions.

Review Contributions

- [ ] Ensure all contributions received in 2023 are dated in 2023 and posted correctly to the donor's record.
  - [ ] Best Practice: Run a sample Contribution Summary Report for calendar year 2023. Review the data and look for postings that may have been made to an incorrect fund. Make these corrections. This Analysis report in ParishSOFT can be run by fund or donor.

Close Batches

- [ ] Ensure all batches are closed. If batches are open or in a review status, then those contributions will not be included on your parishioner's statements. A parishioner's giving history is updated when contributions are in a closed batch.

Review Mailing Information

- [ ] Ensure that all mailing data needed is present and accurate in ParishSOFT Family Suites. You should not have any missing data (addresses, mailing names, zip codes).
- [ ] To verify mailing data, export your Family List to an Excel spreadsheet and look for any blank or improperly formatted fields. Look especially for the following fields as these are used to complete the address block on the mail merge.
  - [ ] Mailing Name
  - [ ] Primary Address
  - [ ] City, State and Postal Code
- [ ] Use post office acceptable street suffixes (Ln, Dr, St) abbreviations to facilitate delivery. Use this link to view USPS street suffix abbreviations.

Create Your Pastor's Message

- [ ] Work with your Pastor and/or Business Manager to agree on the statement message. This message usually includes a "thank you" to the donors for their support of the work of the church. The form allows for up to 1500 characters of text.

Obtain/Create Digital Signature From Your Pastor

- [ ] If you choose, create a digital signature from your Pastor. To avoid fraud, we recommend that this signature is not a perfect replica of the signature he uses to sign checks. For instance, instead of "The Reverend Paul G. Jones, OFM", it might simply read "Fr. Paul".

Obtain/Create Message From Your Pastor

- [ ] Ask your Pastor if he wants to sign or write individual notes on any of the statements. He may want to include a note on all statements or on top givers. His decision will determine your print order in case you need to group the statements by contribution amount.
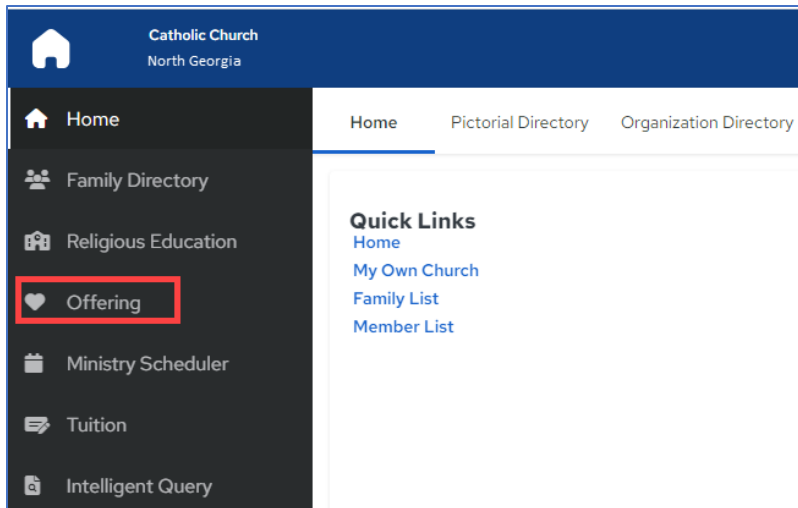
Order Envelopes

- [ ] Order sufficient quantities of #10 double window envelopes (or single window printed with your parish return address) and paper or stationery.
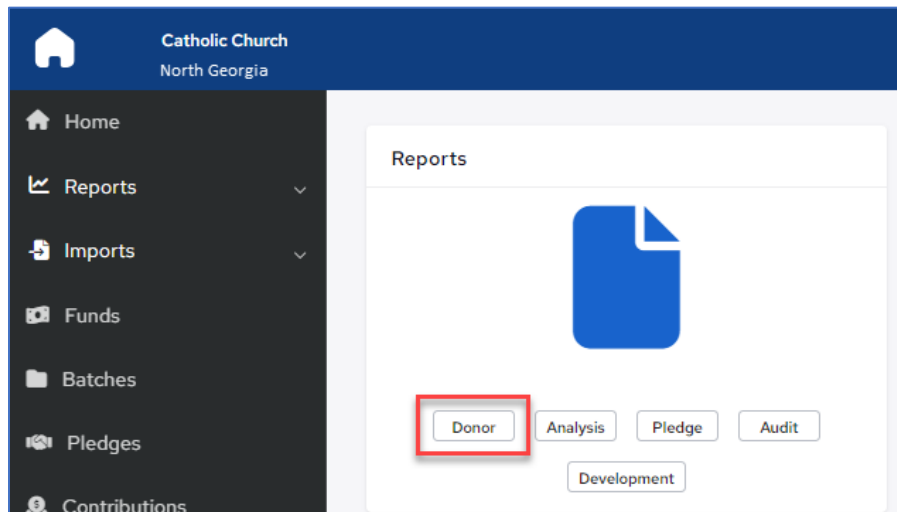
Design and Print Contribution Detail Statements
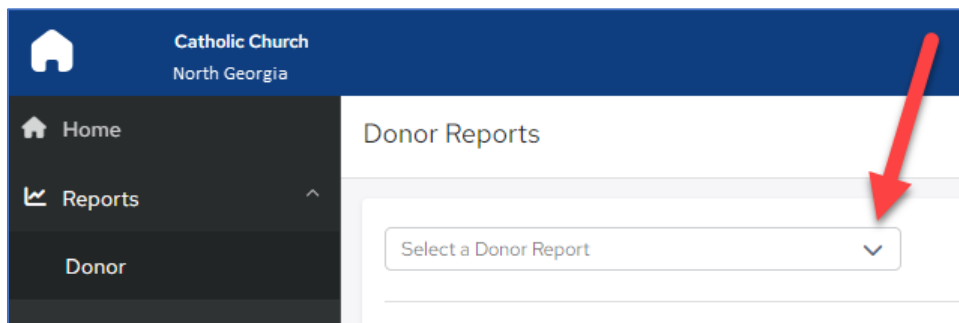
Steps to Access the Report

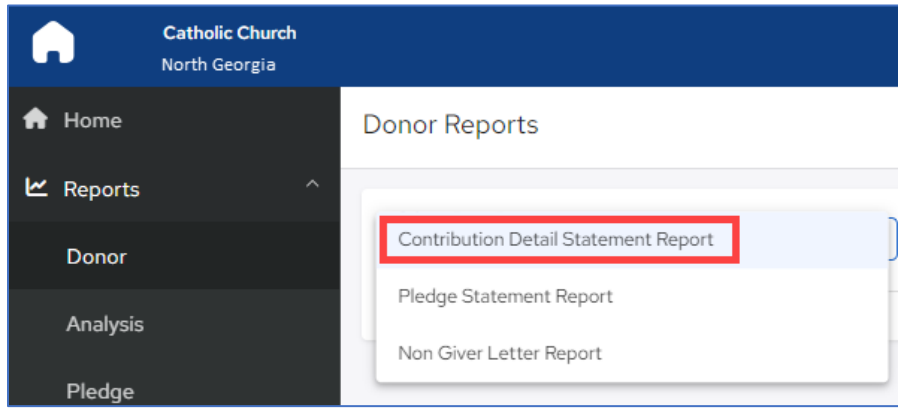1 – Click **Offering** from the ParishSOFT Family Suite menu.

2 – Click **Donor** from the Reports tile

3 – Click the drop-down arrow next to **Select a Donor Report**

4 – Click **Contribution Detail Statement Report**

Contribution Detail Statement Report Template

The **Contribution Detail Statement Report** template displays. From here, you will identify the information that you want printed on the report. There are six areas to make selections. As this view is small, please scroll down to view information on each area.
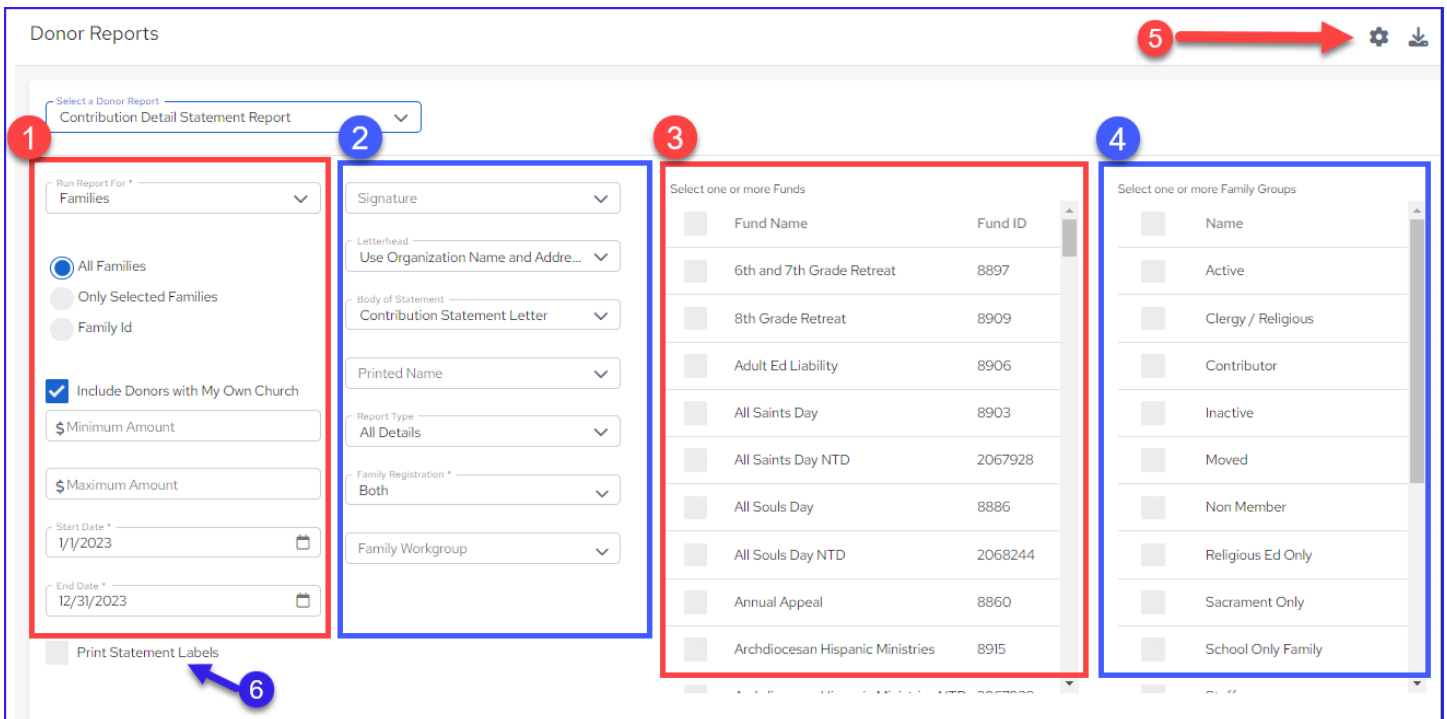
Report Template – First Section

This **first section** is where you can select:

- **A. Who to run the report for)?**
    - ☐ The selected default is 'Families'. If Families is selected, you can leave the default for 'All Families'.
- **B. My Own Church**
    - ☐ If you use My Own Church, you can leave the box checked next to that line.
- **C. Minimum/Maximum Donation Amount**
    - ☐ Amounts can be typed in or these fields can be left blank to capture donations of any amount. *We recommend leaving them blank to capture all donations.*
- **D. Dates**
    - ☐ The dates default to one calendar year of the current year. Enter a start date of January 1, 2023 and an end date of December 31, 2023 to create and send contribution statements in January 2024 for calendar year 2023.

Report Template – Second Section

This **second section** is where you can customize your contribution statements.

Note: You may or may not have a **Signature**, **Letterhead**, **Body of Statement** or **Printed Name**. These can be created via the **Gear icon** highlighted in **Section 5** (see directions beginning on Page 10 for details on using this icon). You can create and store multiple options for these parts of your contribution statement.
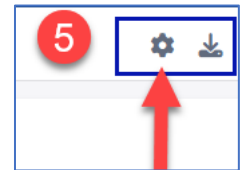
A. **Signature**
   - ☐ Click here to view electronic signatures created for your parish.
B. **Letterhead**
   - ☐ Click here to view letterhead options created for your parish.
C. **Body of Statement**
   - ☐ Click here to view letters created for your parish.
D. **Printed Name**
   - ☐ Click here to see printed names created for your parish.
E. **Report Type**
   - ☐ Use default – All Details
F. **Family Registration**
   - ☐ Use default - Both
G. **Family Workgroup**
   - ☐ Use default – All workgroups
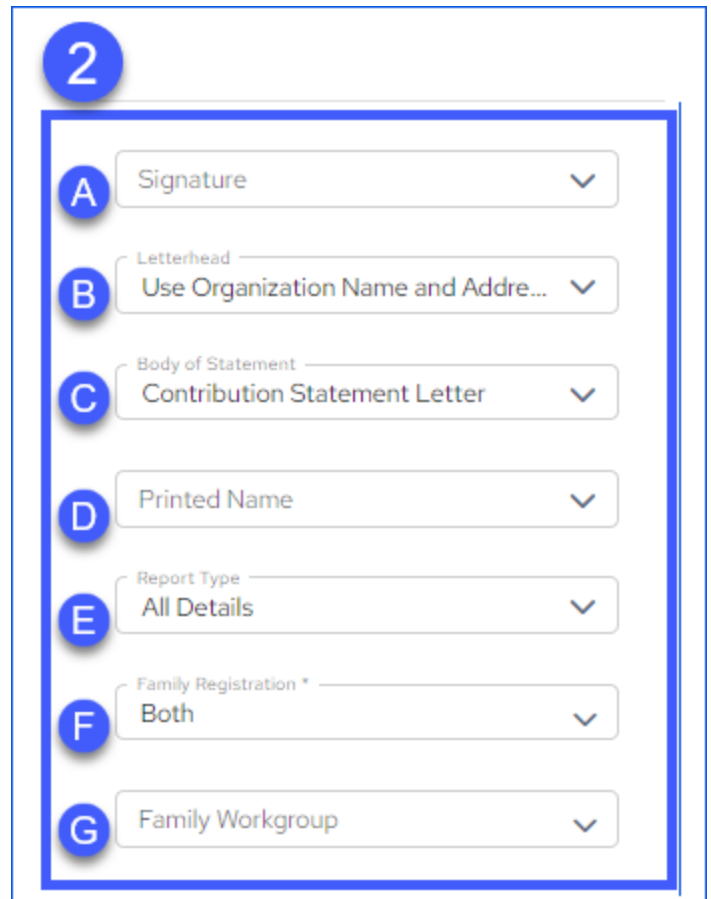
Report Template – Third Section

This **third section** is where you can customize which funds display on the contribution statement.

Select the first checkbox next to Fund Name to include all funds. You will use the filter in the **Gear Icon** highlighted in **Section 5** to print only tax-deductible funds (see directions beginning on Page 10 for details on using this icon).

Report Template – Fourth Section

This **fourth section** is where you can select **Family Groups**. Click the top checkbox to select the Name field which then selects every family group. You can then de-select family groups that you don't want to include. Please remember to use the scroll bar on the right side to view all Family Groups.

Report Template – Fifth Section

This **fifth section** has a **Gear Icon** with multiple options and an **Export Button** which is used when you are ready to print statements/letters.
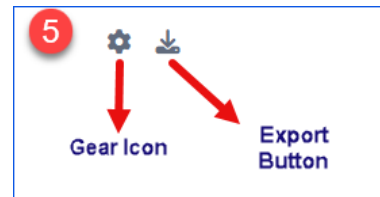
Click the Gear Icon to view two options:

- Contents
- Filters
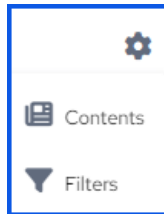
Filters

Click **Filters** to view two filters. The default filter shows **Include Contribution Types**. Select the contribution types you receive. **Click Save & Close** at the bottom right when complete.
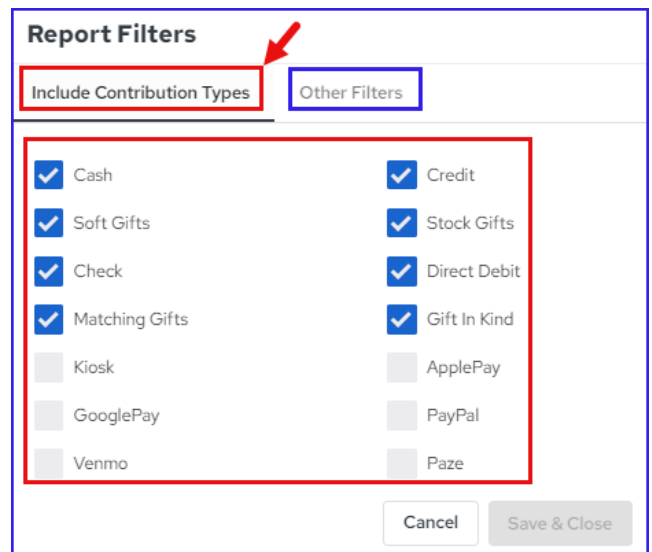
Then, click the **Other Filters** tab at the top of the window next to **Include Contribution Types**.

Other Filters

There are five choices in **Other Filters**. You can choose to select the first three to include families with blank street addresses, blank or invalid zip codes and families that have Send Mail unchecked.

You should not select the last two options. Keeping these two unchecked ensures that the statement only has tax-deductible contributions and that you're not including zero-dollar line items.
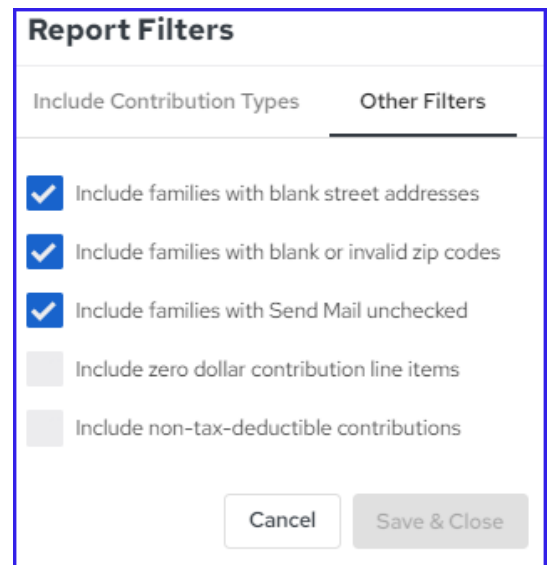
Design Options

Click **Contents** for design options including:

- Mailing Name
- IRS Disclaimer(s)
- Signature
- Letterhead
- Body of Statement
- Printed Name
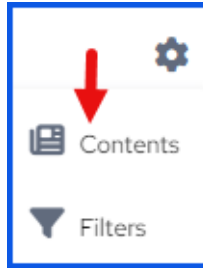
Mailing Name Options

The **Mailing Name** options include:

- Family Formal Mailing Name (default)
- Family Informal Mailing Name
- Family Formal Salutation
- Family Informal Salutation
- Family Formal Mailing and Information Salutation
- Family Informal Mailing and Formal Salutation

Design The Statement

Here, you can design statement parts including:

- Letterhead
- Signature
- Body of Statement
- Printed Name

The **three icons** next to each option enable you to edit or delete an existing part or add a new part.

You can create and save multiple options to use for different communications.

Letterhead

The default option is **Use Organization's Name and Address**. If you leave this option in place, your parish's name and address will print at the top of the statement/letter.

You can use a **parish logo** if you have one. In this example, one is not found. To add one, **click the plus (+) sign**.

After clicking the plus (+) sign, a new window opens. A **name for this Letterhead is required**, so type a name in the name field.

Mouse over the generic icon to see the '**Change**' button. Click this button and your computer's file area will open. Locate the logo and then click it to select it. The logo replaces the generic icon. Click the **Save** button.
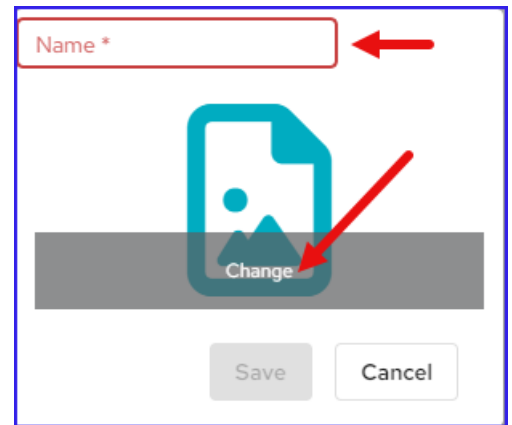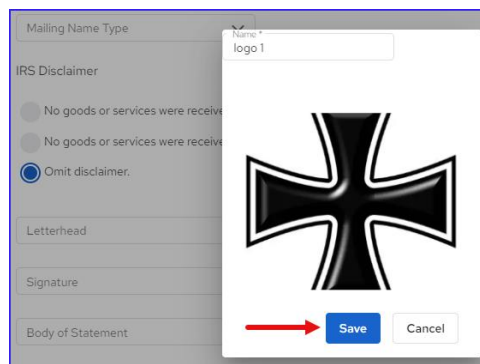

Here's an example of selecting a logo from your computer's files:

   A. Locate the logo and click on it
   B. Click Open.
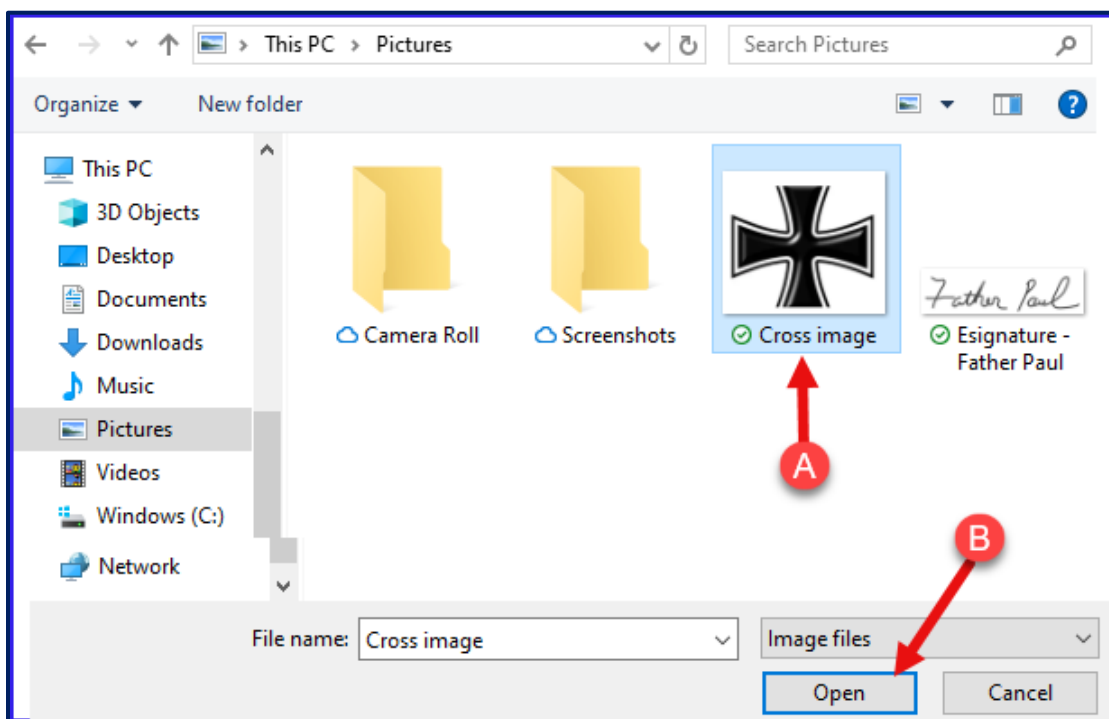
After selecting the logo image and clicking **Open**, the image displays in the window. Click **Save** when complete. Now, the logo will display as a Letterhead option.

Signature

Important Note:

To avoid fraud, please do not use your Pastor's legal signature on these letters. You can use a more informal signature like the one shown in the below example.

Use the same steps shown above to add an e-signature for your Pastor.

- Click the plus (+) sign.
- Create a Name for the signature
- Locate the e-signature on your computer.
- Click the e-signature, then click Open.
- Click Save when the e-signature displays.
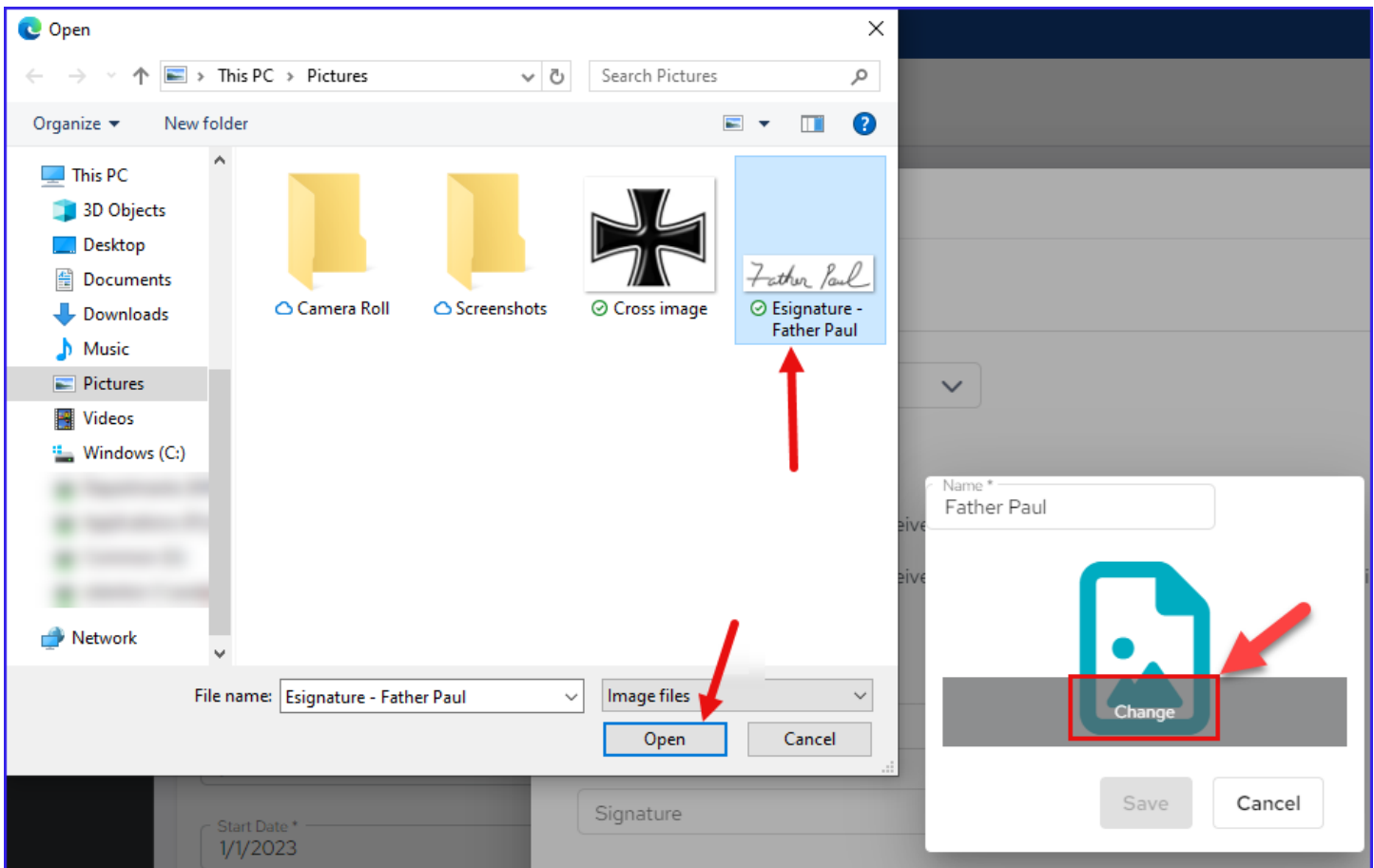
Body of Statement

- Here is where you will type the Pastor's message.
- As with the other letter parts, you will click the Plus (+) sign to add a 'body of statement'.
- Add a name when the new window opens. In this example, the name is 2023 – End of Year Contribution Statement/Letter.
- Type the text of the letter.
- Click Save.

Printed Name

This is where you will type your Pastor's name. The name will display under the signature field on the letter. In this example, we named it 'Pastor – Informal' in the **Title** field. Then, we typed his name in the **Name** field as Pastor Paul. Click **Save**.
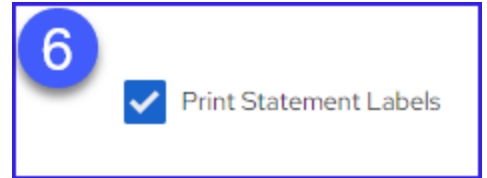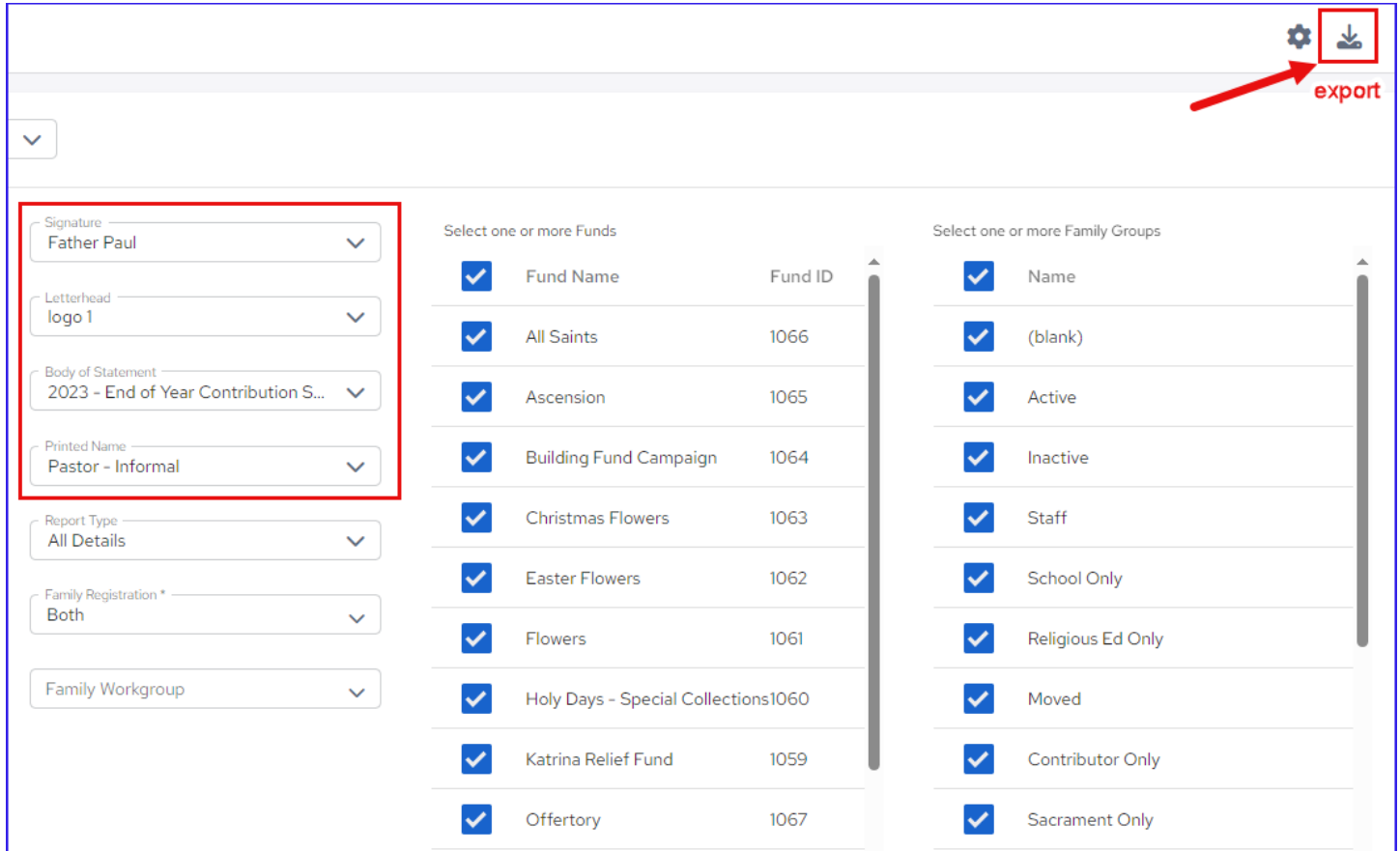
Report Template – Sixth Section

This small section is where you can click the Print Statement Labels button. Click this button if you want the system to generate a file with mailing labels for every family selected to receive a contribution statement.

Review Your Statement Options

After completing the steps above, ensure that the options you added for Signature, Letterhead, Body of Statement and Printed Name are selected. Then, click the **Export Button** at the top right.

Export your Statements

There are two options for exporting:

- Excel
- PDF

Click PDF to create a printable file with all contribution statements/letters. This action will also print the mailing labels if selected in the template.

Ministry Brands Resources

End-Of Year Webinars

Ministry Brands offers several end-of-year webinars on Contribution Statements, correction batches and more. Use this link to register for their webinars.

End-Of-Year Articles

You can also find helpful information from Ministry Brands via the below links:

End of Year Resources

Offering End-of-Year Basic Checklist

Offering End-of-Year Advanced Checklist