THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

Memo

Date: January 13, 2020

To: Pastors, business managers, ParishSOFT administrators and bookkeepers

From: Susan Shirley, Parish Systems Administrator, Office of Finance

Re: ParishSOFT end-of-year contribution statements

With the new calendar year upon us, it is important to begin preparation for the printing and distribution of the contribution statements (end-of-year statements for tax purposes) for your parish families. It is our archdiocesan recommendation that all donors receive acknowledgements for their financial contributions, regardless of dollar amount.

Before running the statements:

1. Audit funds: Ensure that all of your funds in ParishSOFT are coded correctly regarding tax exemption status. Please remember that funds such as Mass stipends, Christmas or Easter flowers, All Souls novena, Georgia Bulletin donations, etc. ARE tax deductible. The Peter's Pence collection, along with distributed funds from a foundation, 401(k), IRA and matching contributions are NOT tax deductible to the individual donor.
2. Audit mailing information: Make sure you do not have any missing data (addresses, mailing names, zip codes) by exporting your Family List to an Excel spreadsheet and looking for any blank or improperly formatted fields. Pay close attention to the following fields as they are the ones used to fill in the address block on the mail merge that creates the statements – Mailing name, primary address, city, state and postal code. The Post Office is less likely to declare a piece of mail "undeliverable" if you have the proper abbreviations for street names (with no punctuation marks). For more information about properly formatted addresses, please visit www.usps.com and search on "street suffixes".
3. Work with your pastor and/or business manager to agree on the text message you wish to have printed on the statements. This message

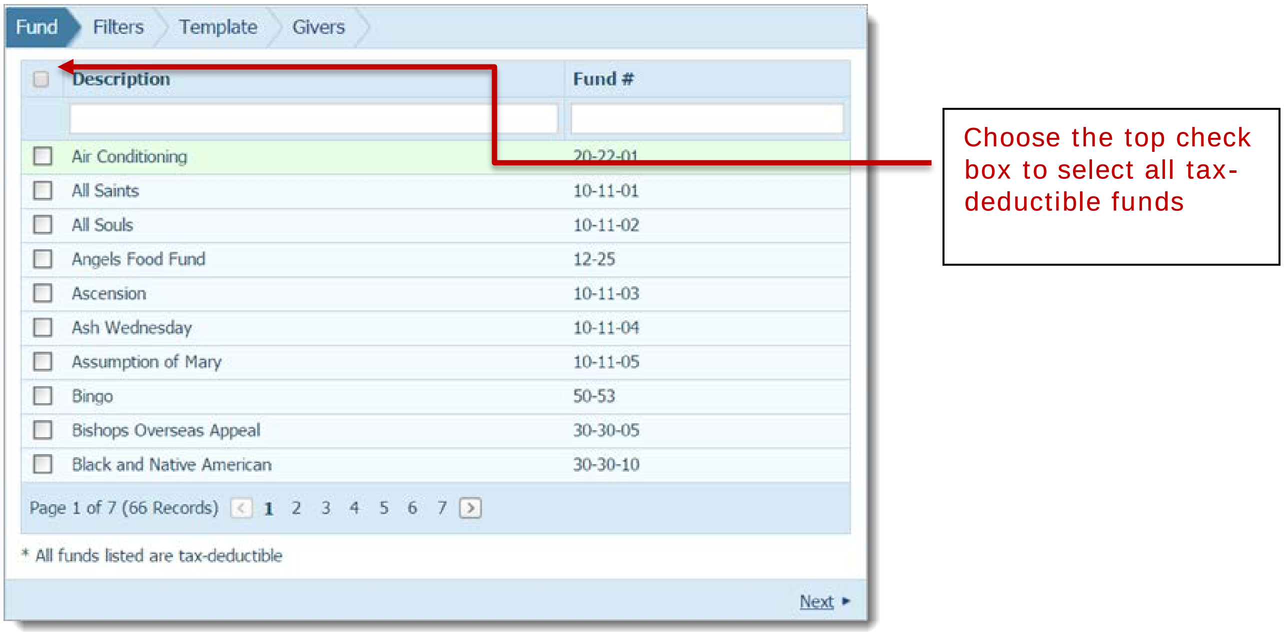
usually includes a “thank you” to the donors for their support of the work of the church. The form allows for up to 1,500 characters of text.

4. Obtain a digital signature from your pastor, if you choose. We recommend that this signature not be a perfect replica of the signature they use to sign checks. For instance, instead of “The Reverend James R. Smith, OFM”, it might simply read “Fr. Jim”.
5. Determine whether your pastor wishes to sign or write individual notes on any of the statements. At some parishes, the pastor chooses to include a note on all statements or on certain top givers. His decision will determine your print order in case you need to group the statements by contribution amount.
6. Make sure that all contributions received in 2019 are posted correctly to the donor’s record and that all batches are either closed or committed.
7. It is wise to run a sample Contribution Summary Report for calendar year 2019. When reviewing the data, you may find postings that were made to an improper fund (it is common to have some errant offertory postings to prior year’s funds). These should be corrected before preparing your statements.
8. Remember to order sufficient quantities of #10 double-window envelopes (or single-window printed with your parish return address) and paper or stationery.

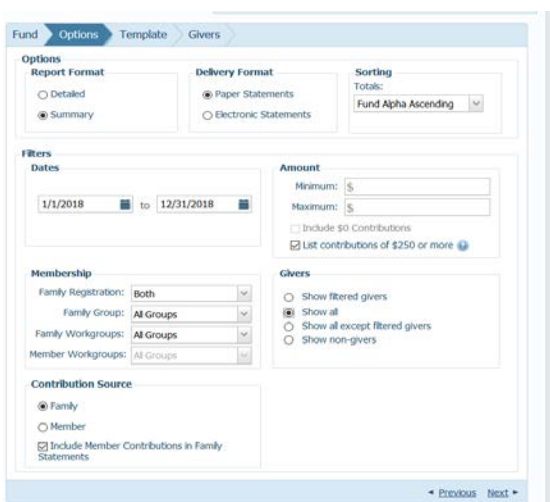
How to print detailed periodic contribution statements in <u>ParishSOFT Family Suite</u>:

1. Log in to ParishSOFT Family Suite.
2. Select the Offering tab to open the offering module.
3. Click  to display the offering reports page.
4. If you manage several organizations, select the desired organization from the organization list.
5. Under Select Report, select **<u>Contributions</u>** from the category list. Then, select **<u>Statements</u>** from the report list.
6. The report wizard presents a tabbed interface that guides you through the process of creating contributions statements. Complete the following:

1. On the **Fund** tab, select the desired funds:



2. Select the **Filters** tab. Then, select the desired filters (for example, the date range, type of report, membership types) to set up the report. To include the list of $250 or greater, one-time contributions, please make sure you select Summary Report Format and check the box next to “List contributions of $250 or more.”

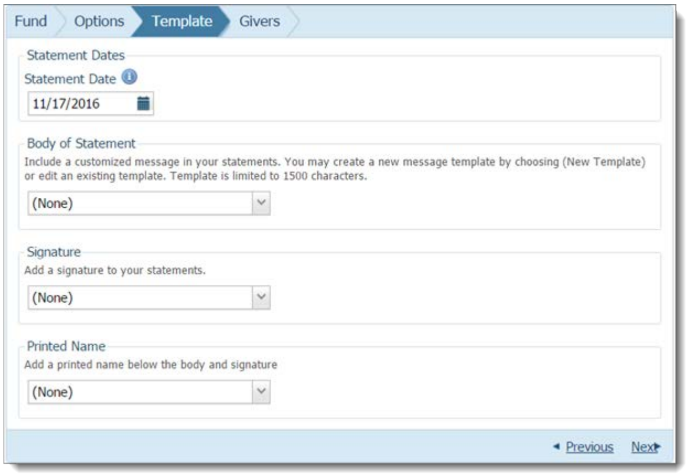


3. Select the **Template** tab.

On this tab, you can create a customized message to accompany your statements. You can also add a signature image to your statements. Each of these tasks is optional.

Although a customized message and signature typically go together, you can choose to include one without choosing to include the other.

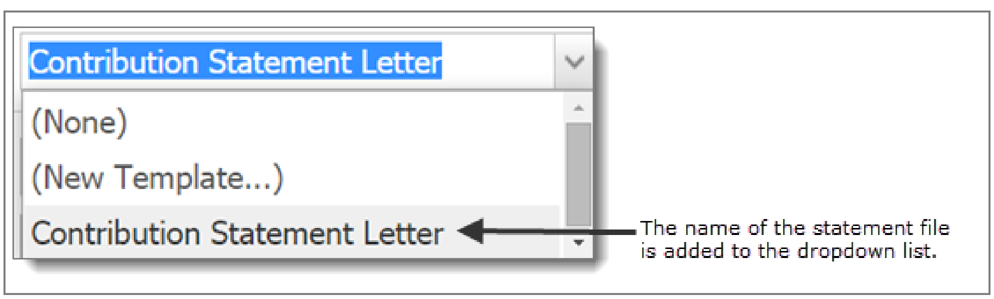
If you are adding a signature image, you must have the file on your local hard drive that contains the image of the signature you want to use.



If you want to include a statement or message, choose one of these four options:

- Create a customized message.

To do this, under Body of Statement, click . From the dropdown list, select (New Template...). In the text field, type the text of your message and apply the desired formatting (for example, select a font and font size). When done, click inside the text field to the left of the Save button ( ), type a name for the file, and then click to save it. The name of the statement file is added to the dropdown list, as shown in the following illustration:



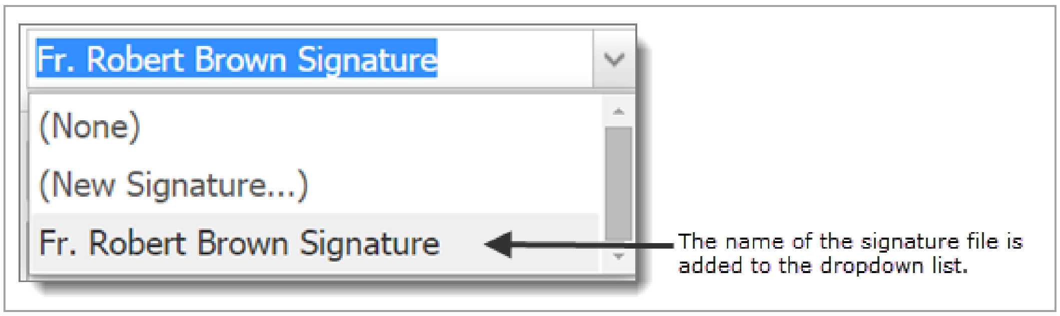
- Use a previously created customized message.

To do this, under Body of Statement, click . From the dropdown list, select the name of a previously saved message file. The text of the message appears in the text field. If desired, you can edit the message and re-save it under the same or a different name or you can remove it from the dropdown list by clicking .

- Add a new signature image to your statements.

You can add a signature image only if you already created and saved a signature image file on your computer.

To do this, under Signature, click . From the dropdown list, select (New Signature...). Then, click Browse... and locate the signature file on your local computer. Select the file, and then click Open. The application uploads the image and displays it in the Image Preview box. Finally, click inside the text field, type a name for the file, and then click . The name of the file is added to the dropdown list, as shown in the following illustration.



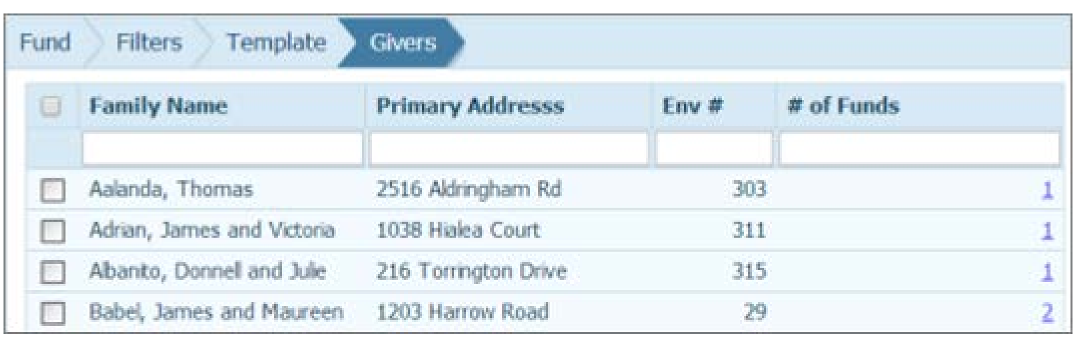
Each time you save a signature file, the application adds the file name to the Signature dropdown list. You can add up to five file names to the list.

- Add a previously saved signature image to your statements.

To do this, under Signature, click . From the dropdown list, select the signature file. The application uploads the image in the file and displays it in the Image Preview box.

Select the **Givers** tab. From the list, select the names of givers for whom you are preparing statements.

To select all givers on Page 1, select the checkbox in the header (to the left of Family Name). To select all givers on all pages, select the Select all # records link that appears in the highlighted area under tabs.


Fund | Filters | Template | Givers

	Family Name	Primary Addresss	Env #	# of Funds
	Aalanda, Thomas	2516 Aldringham Rd	303	1
	Adrian, James and Victoria	1038 Halea Court	311	1
	Abanto, Donnell and Julie	216 Torrington Drive	315	1
	Babel, James and Maureen	1203 Harrow Road	29	2

Click View Statements to generate your statements.

Print, view and save the statements.

After you click 

, the statements you created are shown in the Report Viewer. You should save this file using the  icon at the top right hand side of the report viewer (PDF format recommended). Once saved and reviewed, the file is ready to print.

HINT: If you have a large quantity to print depending on the capacity of your printer, you might want to print the statements in batches.

Additional preparation for the new year: January is also a good time to ensure all details are ready for 2020 posting –

1. Add a new fund or funds – **Offertory 2020** (tax deductible) and make sure to update your online giving with the proper Fund DUID (ParishSOFT Family Suite). Also, remember that you will need to grant user permissions for any newly created funds. Once all postings for last year are complete, it is a good practice to end-date any funds, which will no longer be used (to prevent errant entries to those funds).
2. Create a new Loose Cash household record. This "household" should be unregistered, contributor only and should have an envelope number (for ease in posting). Creating a new Loose Cash record each year will speed up your posting. You can call this one Loose (first name) Cash 2020 (last name) or get creative with Ms. Lucy Cache or Mr. Louis Cash…

If you have any questions, please contact:

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