



Memo

Date: April 8, 2019
To: Parish and School Business Managers
From: Patrick Warner, Parish Accounting Manager, Office of Finance
Re: Recording and Remitting the Rice Bowl Collection

In the past, there has been some confusion as to the handling of the **Rice Bowl** collection and the second collection for **Catholic Relief Services** (March 31, 2019). Both of these collections occur during Lent, but are separate events, and the proceeds are distributed differently.

Therefore, all parishes, missions and schools should remit the Rice Bowl contributions to the Archdiocese, as you would any other second collection. Please **do not** send the money directly to CRS in Baltimore. We also ask that you please send separate checks for the Rice Bowl Collection and the Catholic Relief Services second collection.

When recording the deposit for the Rice Bowl collection, please use the ParishSOFT Accounting general ledger account number 2965 "Rice Bowl Exchange". When you write the check to the Archdiocese, you will use this same GL account number. In the reference section of the check, please use the description "**Rice Bowl.**"

Please remit your Rice Bowl check to the Archdiocese at the following address:

Archdiocese of Atlanta
P.O. Box 101216
Atlanta, GA 30392-1216

If you have any accounting related questions, please contact Patrick Warner pwarner@archatl.com.