**Parish Report Form**

Bishop’s Annual Appeal  
Catholic Diocese of Columbus  
198 E Broad St  
Columbus OH 43215

Parish: ___________________________ City: ___________________________

Parish No.: ______________________ Phone: _______________________

Fax: _______________________________ Email: _______________________

Report No.: __________ Prepared By: ______________________________

All Pledge Envelopes Received Should Be Included With Report.

### ENVELOPES

1. Number of Envelopes with
   a. Pledges/Gifts: _______
   b. Refusals: _______

   Please Bundle Separately

2. Number of Payments from Form 11: _______

3. Total Envelopes and Payments
   \( 1a + 1b + 2 \): _______

### PLEDGES

4. Total Amount of Pledges/Gifts from Envelopes (including EFT):
   $__________

5. Pledge Increase from Form 11:
   $__________

6. Pledges/Gifts from Previous Reports:
   $__________

7. Adjustments + Misc. Gifts:
   $__________

8. Total Pledges To Date
   \( 4 + 5 + 6 + \text{or-7} \):
   $__________

### PAYMENTS

9. Total Payments from Envelopes (excluding EFT payments):
   $__________

10. Total Payments from Form 11:
    $__________

11. Loose Change:
    $__________

12. Adjustments:
    $__________

13. Total All Payments This Report \( 9 + 10 + 11 + \text{or-12} \)
    $__________

Send Parish Check for this Amount.

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If you have any questions, please call the Office of Development and Planning 614.241.2550, or toll-free 877.241.2550

### FOR OFFICE OF DEVELOPMENT AND PLANNING USE ONLY:

Date of Deposit _______ Parish Check No. _______ Check Amount $___________

Audited by __________ Audited Pledges $_________ Audited Payments $_________
The Parish Report Form 10 (F10):

To complete the F10 you will need the following materials

- A Transmittal Form – Parish Report Form 10
- All submitted Pledge Envelopes
- Pledge/Payment Record Form 3 spreadsheet
- Adding machine tapes from pledge envelopes
- Parish Report Form 11 – Payments/ Pledge Increase Report Form (if applicable)
- Miscellaneous Gift Reports (if applicable)
- BAA Adjustment Form (if applicable)

**COLUMN #1 - ENVELOPES**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Enter the total count of collected Pledge Envelopes that have a NEW Pledge or Gift indicated. Do not include Payments submitted in a pledge envelope or increases to an existing pledge that are being submitted on a BAA envelope.</td>
</tr>
<tr>
<td>1b</td>
<td>Enter the total count of collected BAA Pledge Envelopes that have “No Gift”, “0 Zero Gift”, “Unable to Give”, etc indicated. Remember to bundle these separately.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the total count for Payments being reported on the F11 – Payment and Pledge Increase Report Form. Do not include in your count a Pledge Increase with no payment attached. Only count those transactions that include or are a payment.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the total count of transactions by adding lines 1a +1b + 2.</td>
</tr>
</tbody>
</table>

**COLUMN #2 - PLEDGES**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Using only the envelopes included in the total count for line 1a, enter the sum total of the “Total Gift” line on the BAA Pledge Envelope. This dollar amount should match the Total Pledges adding machine tape for Pledges – see Step 6a on page 25 of the <em>Instruction and Reporting Procedures Manual</em> for detailed instructions. This total should also match the week’s Pledge Total column on the Pledge/Payment Record Form 3 spreadsheet.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the total PLEDGE INCREASE dollar amount from column 5 on the F11.</td>
</tr>
<tr>
<td>6</td>
<td>Enter the total dollar amount entered on line 8 of the previous week’s F10. Do not make corrections or adjustments to this total once the form has been received in the Office of Development and Planning.</td>
</tr>
<tr>
<td>7</td>
<td>Enter the sum total of Pledges and Pledge Adjustments forwarded to the parish by the BAA Parish Support Coordinator as outlined on the Adjustments form. These totals will include the Pledge Total from the weekly Miscellaneous Gift Report and the BAA Adjustment Form. Both documents are explained further in the <em>Instruction and Reporting Procedures Manual</em>. (see pages 22-31)</td>
</tr>
<tr>
<td>8</td>
<td>Enter the sum total of lines 4 – 7.</td>
</tr>
</tbody>
</table>

**COLUMN #3 - PAYMENTS**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Using only the Pledge Envelopes included in the count for line 1a, enter the sum total of the “Paying Now” line among those BAA Pledge Envelope. <strong>Please remember electronic payment request (Visa, MasterCard, or Checking Accounts) should never be included in this total.</strong> This dollar amount should match the Total Payments adding machine tape for Payments – see Step 6a on page 25 of the <em>Instruction and Reporting Procedures Manual</em> for detailed instructions. This total should match the week’s Payment Total column on the Pledge/Payment Record Form 3 spreadsheet.</td>
</tr>
<tr>
<td>10</td>
<td>Enter the total PAYMENT dollar amount from column 3 on the F11.</td>
</tr>
<tr>
<td>11</td>
<td>Enter the total dollar amount of all “Loose Change” collected that should be credited to the Appeal.</td>
</tr>
<tr>
<td>12</td>
<td>Enter the total Payment Adjustments as indicated on the BAA Adjustment Form forwarded to the parish by the BAA Parish Support Coordinator (PSC). Contact your PSC directly if you have any questions regarding this form. Your PSC can be reached by email or by calling the Office of Development and Planning at 614.241.2550 or toll free at 1.877.241.2550,</td>
</tr>
<tr>
<td>13</td>
<td>Enter the sum total of lines 9 – 12. <strong>Please note that this total dollar amount should match exactly with the dollar amount of the parish check submitted with this report.</strong></td>
</tr>
</tbody>
</table>