



DIOCESE OF SIOUX CITY

Chancery

Date: December 5, 2018

To: Parish Bookkeepers & Pastors

From: Julie Mahaney, Parish Accounting

Re: Special Collections 2019 – *Actions Needed for Collection Changes*

As noted in the memo issued by Chancellor Deacon David Lopez on January 9, 2018, for calendar year 2019, there are significant changes in the schedule of special collections. As a result, this will change the way that you account for these collections in QuickBooks (QB) as follows:

Aid to World Wide Churches – March 9-10, 2019 – combining:

- QB #24102 – Catholic Relief Services (aka Bishop's Emergency Relief Fund)
- QB #24111 – Aid to World Wide Churches (aka Central & Eastern Europe; Latin America; Africa)
- **Make Catholic Relief Services Account #24102 Inactive.**

Use Existing QuickBooks Account Number: 24111 – Aid to World Wide Churches

Aid to Domestic Churches and Religious (Pentecost Sunday) – June 8-9, 2019 – combining:

- QB #24101 – Black and Indian Missions; Catholic Home Missions
- QB #24105 – Catholic Communications Campaign
- QB #24107 – Catholic Campaign for Human Development (CCHD)
- QB #24117 – Military Archdiocese (in its triennial years – 2019, 2022...)
- **Make the above special collection account numbers inactive.**

Create New QuickBooks Account Number: 24118 – Aid to Domestic Churches & Religious

Please note that it's important that your special collection account numbers follow the Diocesan Standard Chart of Accounts so our finance office properly applies the donations when received.

Please submit all special collections currently held by December 14th.

The January 9, 2018 Special Collection memo is on the diocesan website at www.scdiocese.org.

Feel free to contact one of us with questions on the above changes:

Julie Mahaney	712-233-7515	juliem@scdiocese.org
Linda Topf	712-233-7593	lindat@scdiocese.org
Jeff Wurth	712-233-7519	jeffw@scdiocese.org