2. Payment and Pledge Increase Report Form

Payment and Pledge Increase Report Form — Form 11

Bishop's Annual Appeal
Catholic Diocese of Columbus

Parish:_____ City _____ Parish No. _____

Instructions: Use this form ONLY when recording a Pledge Increase and/or Payment to an EXISTING Pledge. See the BAA Instruction and Report Procedures Manual for more detailed instructions.

Parishioner Family ID#	Parishioner's Name (LN, FN)	Payment Amount on an Existing Pledge is:	Pledge Increase Information: Current Pledge Amount is:	Pledge Increase Amount	New Pledge Amount (w/Increase):
	TOTAL: INCLUDE THIS AMOUNT ON LINE 10 OF THE REPORT FORM 10 (F10)	$	TOTAL: INCLUDE THIS AMOUNT ON LINE 5 OF THE REPORT FORM 10 (F10)	$	

Please return white and yellow copies of this form. Retain the pink copy for parish records.
If you have any questions, please call 614.241.2550, or toll-free 877.241.2550

3. BAA Adjustment Form (PDF)

BISHOP'S ANNUAL APPEAL ADJUSTMENT FORM

Parish Number _____ Report Number _____ Date _____

Parish Name _____ City _____

After auditing the attached Parish Report Form 10, we discovered a discrepancy. Please see below for more detail:

☐ **Adjustment made to Parish Report Form 10. Please adjust your totals to reflect this correction.**

☐ Pledge total for this report should reflect a total of _____

Adjust pledges by entering on line 7 of the next Parish Report Form 10 _____

☐ Payment total for this report should reflect a total of _____

Adjust payments by entering on line 12 of the next Parish Report Form 10 _____

☐ **Mislabeled pledge envelope**
We have entered the pledge/payment information for the correct donor. Please adjust your records to credit the proper person with the pledge/payment. (See copy enclosed)

☐ **Duplicate Pledge**
See copy enclosed. A pledge has already been entered for this donor.

☐ **Pledge credited to another parish**
See copy. The donor requested that this pledge be credited to another parish.

☐ **Other**

If you have any questions please contact _____ at the Office of Development and Planning 197 E. Gay Street, Columbus, Ohio 43215; 614-241-2550 or Toll free 877-241-2550. Thank You.

1. Parish Report Form 10

Parish Report Form — Form 10

Bishop's Annual Appeal
Catholic Diocese of Columbus
197 East Gay Street
Columbus, OH 43125

Parish Name: _____ **City:** _____

Parish No.: _____ **Phone:** _____

Report No.: _____ **Email:** _____

Date: _____ **Prepared by:** _____

All Pledge Envelopes Received Should Be Included With This 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: $ _____

8. Miscellaneous Gifts (total pledges to date): $ _____

9. Total Pledges to Date: (4 + 5 + 6 + 7 + 8) $ _____

PAYMENTS

10. Total Payments from envelopes (excluding EFT payments): $ _____

11. Total Payments from Form 11: $ _____

12. Loose Cash: $ _____

13. Adjustments: $ _____

14. Total Payments This Report: (10 + 11 + 12 + 13) $ _____

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 Payment: $_____

Revised 2020

1. Parish Report Form 10 is a 3-part carbonless form that should accompany any parish check for BAA gifts, pledges, and payments.

2. The Payment and Pledge Increase Report Form 11 is a 3-part carbonless form that should accompany the Form 10 whenever there is a pledge increase or whenever a donor makes payments on their pledge and gives them directly to the parish.

The Office of Development and Planning provides Form 10 and Form 11 with other BAA materials; additional copies are available upon request to your Parish Support Coordinator (PSC)

3. Your PSC emails the **BAA Adjustment Form** in PDF format to parish reporters when there is a discrepancy on the Form 10.

4. Your PSC emails the **MISC Gift Report Form** to parish reporters weekly during May and June, and then on a monthly basis. These are available in either PDF or Excel format.

If you have any questions, please contact your PSC.

4. MISC Gift Report Form (PDF or Excel)

2019 BISHOP'S ANNUAL APPEAL
MISCELLANEOUS GIFT REPORT

Parish Name - Parish City

Please Note: The following gifts were sent directly to the Diocese. They have been credited to your parish. Please record these names and gift amounts on form 3. Since these gifts have already been processed by the Office of Development and Planning and credited to your parish, please DO NOT duplicate by reporting them again. Thank You.

Date	Name	Family ID#	Pledge	Paid
1/29/2019	Mr. and Mrs. BAA Donor	123456	$20.00	$20.00
		Totals	$20.00	$20.00

Include the total Pledge amount on line 7 (pledge adjustments of your next Parish Report Form. DO NOT INCLUDE the payment total in the Payment amount on line 12. Please inform all members on your BAA Parish Leadership Team of this adjustment.

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