



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

Form 10

Parish Name: _____ City: _____

Parish No.: _____ Phone: _____

Report No.: _____ Email: _____

Date: _____ Prepared by: _____

All Pledge Envelopes Received Should Be Included With This Report

ENVELOPES

PLEDGES

PAYMENTS

1. Number of Envelopes with
 a. Pledges/Gifts: _____
 b. Refusals: _____
(Please bundle separately)

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

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

5. Pledge increase from Form 11:
 \$ _____

11. Total Payments from Form 11:
 \$ _____

2. Number of Payments from Form 11:

6. Pledges/Gifts from previous reports:
 \$ _____

12. Loose Cash:
 \$ _____

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

7. Adjustments:
 \$ _____

13. Adjustments:
 \$ _____

8. Miscellaneous Gifts (received since last Form 10):
 \$ _____

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

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: \$ _____

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

- Line 1a: 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.
- Line 1b: 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.
- Line 2: 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.
- Line 3: Enter the total count of transactions by adding lines 1a + 1b + 2.

COLUMN #2 - PLEDGES

- Line 4: 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 26 of the *Instruction and Reporting Procedures Manual* for detailed instructions. This total should also match the week’s Pledge Total column on the Pledge/Payment Record Form 3 spreadsheet.
- Line 5: Enter the total PLEDGE INCREASE dollar amount from column 5 on the F11.
- Line 6: Enter the total dollar amount entered on line 9 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.
- Line 7: 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. This document is explained further in the *Instruction and Reporting Procedures Manual*. (See pages 23-31)
- Line 8: Enter the total of Miscellaneous Gifts that the Office of Development and Planning has reported to you since your last Form 10.
- Line 9: Enter the sum total of lines 4 – 8.

COLUMN #3 - PAYMENTS

- Line 10: 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.

Please remember electronic funds transfer (EFT) payments (credit card or checking accounts) should never be included in this total. This dollar amount should match the Total Payments adding machine tape for Payments – see Step 6a on page 26 of the *Instruction and Reporting Procedures Manual* for detailed instructions. This total should match the week’s Payment Total column on the Pledge/Payment Record Form 3 spreadsheet.

- Line 11: Enter the total PAYMENT dollar amount from column 3 on the F11.
- Line 12: Enter the total dollar amount of all “Loose Cash” collected that should be credited to the Appeal
- Line 13: 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.
- Line 14: Enter the sum total of lines 10–13. Please note that this total dollar amount should match exactly with the dollar amount of the parish check submitted with this report.