

Transmittal Report

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | This Report | Total to Date  (not required by Diocese,  for parish records only) |
| 1. Total number of cards enclosed |  |  |
| 2. Total amount of pledges and one-time gifts | $ | $ |
| 3. Total number of checks enclosed |  | $ |

Explanation:

Line #1 – Total number of donation cards enclosed.

Line #2 – Total dollar amount of all pledges AND one-time gifts enclosed.

Line #3 – Total number of checks enclosed.

The Total to Date column may be used for your parish records. It is not required by the finance office. The Weekly Pledge Journal e-mailed to you will reflect the ongoing total.

**Steps to Success:**

* Please Do NOT send cash – please issue a parish check for any cash gifts.
* Please Do NOT have donors write credit card numbers on pledge cards. Instead, direct them to dmdiocese.org/giving or have them call the Stewardship Department at 515-237-5083.
* Please place enough postage on your ADA envelopes before mailing so it arrives to the Finance Department in a timely and safe manner.
* Using the transmittal envelopes provided by the Diocese, please mail this weekly transmittal form, signed and completed pledge cards, personal checks and a parish check for any cash gifts to the diocesan finance office.

Diocese of Des Moines

Office of Finance

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Des Moines, Iowa 50309

(515) 237-5028

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