

## DONATION PROCESSING PROCEDURES

If you are using a pre-paid **FedEx** envelope, please contact **FedEx** at 1-800/463-3339 every Monday for pick up on Tuesday or drop at nearest FedEx drop box.

Or, mail to:

*Bishop's Ministry Appeal...Diocese of Stockton...212 N. San Joaquin St.... Stockton CA 95202*

**Parish envelopes are due in the Development Office on Wednesday.**

Please follow the procedures outlined below. If you have questions, call (209) 546-7643.

### PLEASE PRINT LEGIBLY

#### Donation Processing Procedures

Open Bishop's Ministry Appeal envelopes.

1. Bundle all loose checks and pledge envelopes with checks or credit card information as one package and send to the Development Office. Do not take checks out of envelopes. **pile #1**
2. Put loose cash and coins in **pile #2**. If loose cash is in an envelope with **NO NAME**, place cash in this pile.
3. If there is a name on the envelope, create **pile #3**.

When you are finished, you should have three (3) piles:

- Pile #1: envelopes with checks/credit card information & loose checks
- Pile #2: cash & coins with no names
- Pile #3: cash & coins in envelopes with names

**Cash Collection Report is used to record only CASH gifts that the parish deposits into the parish account.**

Follow the steps below:

1. Using a calculator, add up all of the cash and coins with no names, (from envelopes and loose cash--Pile #2), and fill out the first line of the Cash Collection Report (see attached example.) Use "Anonymous" for the name. Attach tape to Collection Report.
2. Take Pile #3, the pile of envelopes of cash with names and fill out the Cash Collection Report with the following information.
  - the donor's Diocesan ID number (NOT your parish ID number)
  - name and complete address
  - amount of CASH – **DO NOT include checks on this report.**
  - Indicate if the donor is making a pledge
3. Run a calculator tape of Pile #3 and attach to Collection Report.
4. Deposit all cash and coins into your parish bank account and write a parish check for the total amount. Record it at the top of the Cash Collection Report.
5. Send the Cash Collection Report, parish check and the donors' individual checks in their original envelopes (Piles #1 & 2) to the Office of Development.

The Cash Collection Report and parish check **MUST** be sent together or it will be returned to the parish. Reports should be **complete, legible, and filled out correctly.**



**Date:** \_\_\_\_\_ **Parish Name:** \_\_\_\_\_ **City:** \_\_\_\_\_

Please print clearly.

**BMA Parish Support Staff:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
(Name of person responsible for completing this form)



**Date:** \_\_\_\_\_, 2025    **Parish Name:** \_\_\_\_\_ St. Mary    **City:** \_\_\_\_\_ Stockton

Please print clearly.

**BMA Parish Support Staff:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
(Name of person responsible for completing this form)