

QUICK REFERENCE

Contact Information:

General Annual Appeal Information

Jill McNally – 608-821-3039 or jill.mcnally@madisondiocese.org

Adriana Reyes – 608-821-3043 adriana.reyes@madisondiocese.org

Case Statement Information

Jill McNally – 608-821-3039 or jill.mcnally@madisondiocese.org

Adriana Reyes – 608-821-3043 adriana.reyes@madisondiocese.org

Parish Goals

Jill McNally – 608-821-3039 or jill.mcnally@madisondiocese.org

Adriana Reyes – 608-821-3043 adriana.reyes@madisondiocese.org

Tax Assessment Information

Maggie Opichka – 608-821-3027 or maggie.opichka@madisondiocese.org

Shipping Instructions

Monica McCabe – 608-821-3042 or monica.mccabe@madisondiocese.org

Appeal Pledge Processing Questions

Monica McCabe – 608-821-3042 or monica.mccabe@madisondiocese.org

Parish Appeal Reports

Jill McNally – 608-821-3039 or jill.mcnally@madisondiocese.org

Adriana Reyes – 608-821-3043 adriana.reyes@madisondiocese.org

Year End Tax Statements

Monica McCabe – 608-821-3042 or monica.mccabe@madisondiocese.org

Reference Information:

Pledge Processing

Pledges are processed as soon as they are received. In-pew pledge forms are processed as quickly as possible. A small delay may occur due to volume of pledges received from all parishes at the same time.

Monthly Reminders

On or about the first of each month, anyone who did not pay their pledge in full will receive a monthly reminder from the diocese.

Thanks you Letters

Every gift should receive a thank you letter. People make a one-time gift will receive a thank you **that includes their tax receipt as part of the letter.** People that make their initial pledge without the full payment enclosed are set up as a monthly contributor. If these people choose to pay their balance in full with their first monthly reminder or pay over several months, they will receive a thank you letter right away and receive a tax statement in January for all contributions made in the previous year.

Tax Statements – Monthly Pledges

Any gift that was established as a monthly pledge (anyone who did not pay their pledge in full at the time of establishing) will receive a tax statement in January. This will include anyone who originally made a pledge, received a monthly reminder and then paid on their pledge in the previous year.

Tax Statements – One-time Gifts

Any one-time gift (no pledge) will receive a thank you letter that will also acknowledge their gift for tax purposes. These letters are sent as quickly as possible.

Parish Reports

The Diocesan Hub is no longer being updated with ACA information

Parish reports will now be sent out in weekly Saturday emails from Msgr. Bartylla. This email will go to all priests. If priests or parish staff need additional information on this, please reach out to Adriana Reyes (adriana.reyes@madisondiocese.org) or 608-821-3043.

Timely Transmission of Pledge Payments

If your parishioners send a pledge payment to your parish instead of the diocese, please forward them on as quickly as possible. These payments need to be credited to the donors account so their next monthly reminder is as accurate as possible. Monthly reminders are sent on or about the first of each month. All processing of pledge payments must be complete by the 25th of the month in order to reflect on their next monthly reminder.

Payment Letter to Parishes

You may receive a letter from the diocese asking for your assistance in researching a payment by a donor. Periodically, we receive notes from donors indicating they have made a payment we do not show. If this occurs, we send a letter to the donor's parish of registration to determine if payment was received at the parish rather than the diocese. Any assistance you can provide is appreciated.