

CDA Gift Processing for Parishes

As you process CDA gifts from your parishioners, please mail all commitment cards and payments to our Lockbox at the address below:

Charity and Development Appeal Dept# 42229 PO Box 650020 Dallas, TX 75265-0020

COMMITMENT CARD PROCESSING

- ❖ Keep the commitment cards in a secure place until they are ready to be processed and mailed. Be sure these are processed and mailed weekly.
- ❖ Determine a time each week to process the commitment cards. This processing can be completed with a money counting team or another volunteer team. Please remember to comply with all Diocesan Finance policies and controls and have two or more people handling commitment cards and payments.

PREPARATION FOR PROCESSING

- Sort the commitment cards into the following groups:
 - A. Cards with checks
- B. Cards with cash
- C. Cards without checks or cash

- D. Checks without a card
- E. Cash without a card

A. Processing Commitment Cards WITH Checks

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, ensure the check amount is entered on the card in the space provided after, "Payment Enclosed \$______" (see below)



Cont'd - Commitment Cards WITH Checks

- If section 3, "Donor Information" is blank, fill in Name, Address, Phone Number from the check
- Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors)

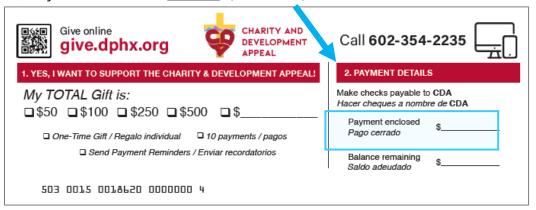
3. DONOR INFORMATION				For Parish Use Only	\exists	
Name/Nombre			My Parish: <	<parish name="">, <city></city></parish>		
Address/ Domicilio	State/Estado	Zipl/Código Postal	0 (4 0 3 (8 0)	Give online give.dphx.org		
Phone Number/Teléfono	Email/Correo electr	órnico		givoluplixiong		
Questions/¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org						

- Run 2 tapes to properly balance the checks received with the cards submitted
 - o One tape on the dollar amounts from the commitment cards
 - o One tape on the checks received
 - o Keep the checks with their corresponding cards
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together

B. Processing Commitment Cards WITH Cash

IMPORTANT: CASH SHOULD NEVER BE MAILED!

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, ensure the cash amount is entered on the card in the space provided after, "Payment Enclosed \$______" (see below)



Cont'd - Commitment Cards WITH Cash

 Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors)



- Run 2 tapes to properly balance the cash received with the cards submitted
 - One tape on the dollar amounts from the commitment cards
 - One tape on the cash received

IMPORTANT: CASH SHOULD NEVER BE MAILED!

- Submit the commitment cards and cash to your parish/mission finance office
- The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: **Diocese of Phoenix CDA**
- The parish/mission check along with the associated commitment cards should be bundled together with a rubber band or clip and mailed to the Lockbox.

C. Processing Commitment Cards WITHOUT Checks or Cash

- Review each card to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, enter "0" on the card in the space provided after "Payment Enclosed \$______" (see below)



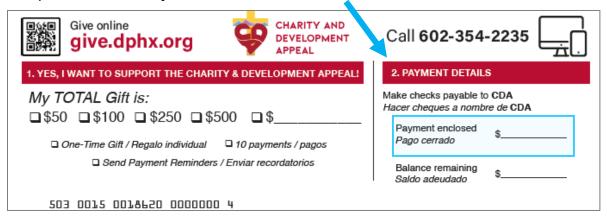
Cont'd: Commitment Card WITHOUT Checks or Cash

- Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors)
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together

3. DONOR INFORMATION			For Parish Use Only			
Name/Nombre			My Parish: «	<parish name="">, <city></city></parish>		
Address/ Domicilio				Give online		
Phone Number/Telétono	State/Estado Email/Correo electró	Zipl Código Postal		give.dphx.org		
Questions/¿Preguntas? Call 602-354-2235, or email DonorServices@dphx.org						

D. Processing Checks without a Commitment Card

- Complete one Commitment Card for each check
 - In Section 1, ensure the appropriate box is checked
 - In Section 2, ensure the check amount is entered on the card in the space provided after "Payment Enclosed \$______" (see below)



Cont'd: Checks without a Commitment Card

- If section 3 "Donor Information" is blank, fill in Name, Address, Phone Number from the check
- Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan ID's are located on the CDA Dashboard. Leave blank for unidentified donors)

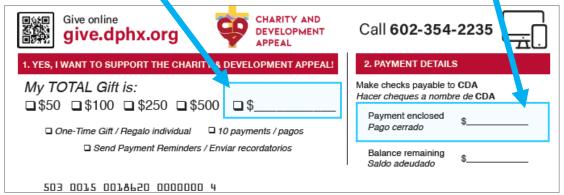


- Run 2 tapes to properly balance the checks received with the cards created
 - One tape on the dollar amounts from the commitment cards
 - o One tape on the checks received
 - o Be sure to keep the checks with their corresponding cards
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together.

E. Processing Cash without a Commitment Card (Loose Cash)

IMPORTANT: CASH SHOULD NEVER BE MAILED!

- Count and total the loose cash
- Complete one Commitment Card
- Anonymous Donors, write in the Diocesan ID in the For Parish Use Only, please use the following (Diocesan ID 434080)
- In Section 1, enter the total loose cash amount in the blank line under "My TOTAL Gift is:" (see below)
- In Section 2, enter the total loose cash amount in the blank next to "Payment Enclosed \$_____" (see below)



Cont'd: Cash without a Commitment Card (Loose Cash)

Write in the Anonymous (*Diocesan ID 434080*) in the area marked "For Parish Use Only"



IMPORTANT: CASH SHOULD NEVER BE MAILED!

- Submit the commitment card and cash to the parish/mission finance office
- The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: **Diocese of Phoenix CDA**
- The parish/mission check along with the "Anonymous" commitment card is to be mailed to the Lockbox. This item can be mailed separately.
- Write in the **Anonymous Diocesan ID** (434080) in the **For Parish Use Only** boxes.

MAILING

Once the cards are sorted, reviewed, and bundled, place them in an envelope and mail to the Lockbox below:

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