



# Memo

**Date:** January 23, 2009  
**To:** Business Managers, Parish Administrators  
**From:** Training Department  
**Re:** ParishSOFT: Combined 2nd Collection Posting Instructions (*revised*)

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The second collections for the *Church in Latin America* and the *Church in Central and Eastern Europe* have been combined. The combined collection will take place on Sunday, January 25, 2009.

In order to post donations for this collection in ParishSOFT, the Parish Administrator will need to create a new fund in the Offertory module using the following information:

Fund Description = Latin America/Central & Eastern Europe  
 Chart of Acct Number = (please use the next sequential number that you find available between 1 and 49 in your Chart of Accounts)  
 Tax Deductible? = Yes

Once the Archdiocesan Offices receive the donations from this collection, the funds will be divided equally and distributed.

PLEASE NOTE: It is important that you DO NOT delete or rename the already existing funds named:

<u>Chart of Acct #</u>	<u>Fund Description</u>
2	Latin America
4	Church in Central & Eastern Europe

as that would alter details for previous years donations to these funds. You may continue to use the two funds to post contributions if they are flagged *specifically* for one fund.

If your parish did NOT combine these second collections and your pastor will be taking up two collections again this year, please continue to post to the separate funds as you have done in the past. However, ensure that you make note for the envelope

companies and for any announcements for 2010 that the collection has now been combined for future years.

**Reminders:**

- ❖ Please ensure that ALL funds listed in your Chart of Accounts are established correctly:
  - Only numeric characters should be listed in the *Account Number* or *Chart of Acct. #* fields.
  - It is very important that *Offertory* and *Building Fund* numbers follow the pattern shown here:

<u>Chart of Acct #</u>	<u>Fund Description</u>	<u>Tax Deductible?</u>
1 2008	Offertory 2008	Yes
1 2009	Offertory 2009	Yes

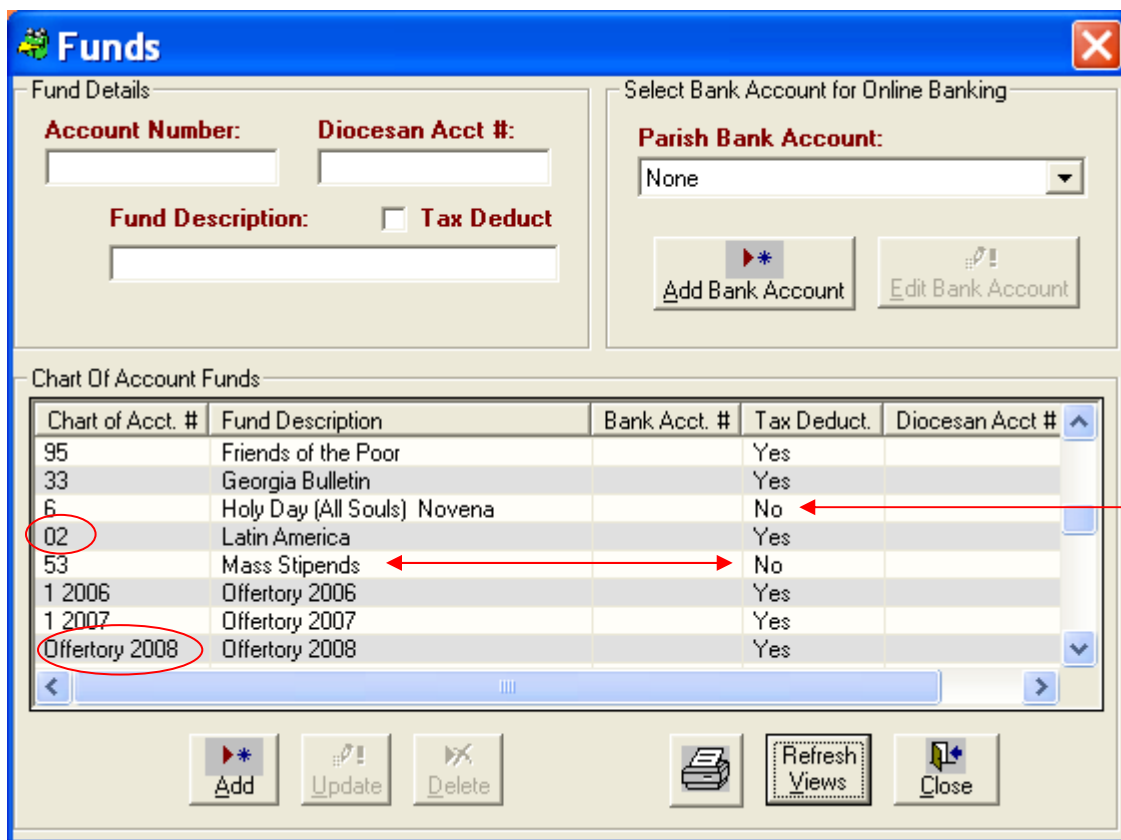
- ❖ Instead of adding a new fund when a second collection ‘title’ or ‘name’ changes, simply edit the existing fund.\*\*
- ❖ Second collections may be posted as one batch (for all Masses on a given weekend)
- ❖ When issuing a check to the Archdiocese for a second collection, **please notate the name of the collection** on the check stub
- ❖ Funds for the following donations are to be coded as **Tax Deductible:**
  1. Offertory (all years)
  2. All 2<sup>nd</sup> Collections EXCEPT for (Collection for the Holy Father) Peters Pence.
  3. Mass Stipends
  4. GA Bulletin
  5. Christmas or Easter Flowers
  6. Novenas

If you have a question about the deductibility of a collection, please contact Barbara Henderson at [bhenderson@archatl.com](mailto:bhenderson@archatl.com) or Patrick Warner at [pwarner@archatl.com](mailto:pwarner@archatl.com).

\*\*In the case of the combined collection for this weekend, we are not editing the name in ParishSOFT. This allows for a donation received designated for a *specific* fund to be posted to an appropriately named fund.

If someone donates to the Church in Latin America specifically, their End of Year statement will list that donation to the *Church in Latin America* – not the newly combined fund for *Latin America and Central & Eastern Europe*.

Examples of incorrectly coded funds are shown here:



If you have any questions, please contact Shannon Wiggins, Training Coordinator at [swiggins@archatl.com](mailto:swiggins@archatl.com) or 404-790-4978.