## The Church Executive<sup>™</sup> — Contributions

## Introduction

These notes are based on the Jan 26/12 update.

. .

.....

Index	
Introduction Terminology	1 3
Pre-requisites	4
Receipting	5
Procedure	6
Current Year	8
Contribution categories .	9
Envelopes	11
Fields	12
PAR	14
Stewardship	15
Contributions	16
Datasheet	17
One-time receipt .	18
Unused numbers .	19
Prepare receipts	20
Prepare New Year	22
Report	26

Sunday School envelopes

Weekly services		3	8
Add service		3	9
Liturgy Positions			
Chorus/Hymns	•		•
Scripture	•		•
Attendance		•	
Contributions		•	•
Datasheet		•	•
Report	•	•	•
Weekly contributions .		4	0
Enter data		4	1
New envelope		4	2
Input/Edit		4	3

Report .....

*The Church Executive*<sup>TM</sup> is able to record all of the weekly contributions (donations) from the entire congregation. All of this data is handled via several tables and modules in the program:

- church envelope assignments
- Sunday school envelope assignments
- weekly services
- weekly contributions
- contribution categories

An envelope is *assigned* to a family (or individual within a family). As such, two additional tables record information related to an envelope:

- family demographics
- person/individual details

For each envelope you can (optionally) identify the following:

- stewardship
- ► PAR (Pre-Authorized Remittance)

For each weekly donation you can (optionally) identify:

- method of payment (cash, cheque, etc.)
- sub-category

For each service you can (optionally) identify the following:

- liturgical positions
- Hymns/chorus' sung
- scripture readings
- ► attendance

[these last four items are not required for contributions but are certainly related to weekly services]



#### Figure 1

Contributions "flow diagram" showing relationships of tables

#### ..... Terminology

Contributions	any monies received by the church as donated by an individual (or family). May also be referred to as donations.			
Envelope number	a unique number assigned to an individual/family on an annual basis which is used by the church to record the contributions received by that individual/family.			
	An individual that gives a <i>one-time</i> donation <b>also</b> requires an "envelope" <b>and</b> a "family" entry. All monies must be assigned to an "envelope" and every envelope must be linked to a "family" for address purposes.			
<b>Category</b> a fund which a contribution can be allocated to. Your church can define up to 18 special 'a categories (plus a General fund) for tracking the contributions. Each 'main' category can dozens of <i>sub</i> -categories.				
Year	a calendar year, from January to December.			
Quarter a quarter of one calender year. The four quarters in a year are January–March, April–July–September, and October–December.				
	Statements are generated to each individual on a quarterly basis.			
Service	any number of individual services can be created during the week where either contributions are received and need to be recorded and balanced <i>or</i> you wish to identify an "order of service" such as hymns, liturgy positions and attendance.			
Unit number	a unit number is unique for each family. There cannot be two identical unit numbers assigned to two different families. The unit number is used by <i>The Church Executive</i> <sup>TM</sup> to maintain and organize the family demographic data and to provide the necessary links to the related tables (i.e. Individual/Person, Church envelopes, Ministry records, etc.).			

#### **Pre-requisites**

Current year	All contribution records are assigned to envelopes and a specific weekly service which is based on
	the current year.

It is very important that the current year, as noted on the respective contribution-related screens, is correct before proceeding. To change the current year you use the Look-Up Tables module.

In the months of December and January you will likely be *switching* between two different contribution years (see page 8 on switching years). Remember that contributions are based on a calendar year. A typical church would perform the following functions near the end of one year and the beginning of the next year:

- assign envelopes (and numbers) (in late November/early December?) for the next year
- enter contributions received for this year (December)
- enter contributions received in the new year (January)
- print year-end income tax receipts/statements (in January) for the previous year
- Contribution<br/>CategoriesYou may allocate any contributions to one of 19 'main' categories (including a General Fund), each<br/>of which can have additional sub-categories (optional). In order to identify the category which a<br/>contribution has been donated to, a contribution code must first be defined.

The contribution codes are defined via the Look-Up Tables module. Each calendar year has its own set of contributions codes. This allows you to have special projects from year to year to which monies can be pledged and donated to.

**Church Envelopes** you will need to record the church envelope assignments (envelope numbers and the family/individual assigned to that number) so that quarterly statements and receipts can be generated.

A quarterly statement summarizes all of the weekly contributions received by an envelope number on a quarterly basis. The statement prints the address of the unit number assigned to the envelope number. Thus, up to six different tables are accessed when a quarterly statement is printed:

- ① weekly contributions (with envelope number, category and amount of donation)
- 2 weekly services (with service date, time and description)
- ③ church envelopes assignment (with envelope number, unit number and individual's name)
- ④ family demographics (with unit number and mailing address)
- (5) contribution codes (with category and short description)
- <sup>®</sup> optionally, envelope stewardship (with envelope number, category and pledge details)

All six of these tables need to be available with the respective information for the proper data to be printed on a quarterly statement.

**Receipting** Producing year-end receipts of envelope donations is an important part of the church. There are a couple of pre-requisites that need to be defined, via the Look-Up Tables module:

These items would typically be identified only once, but can be modified as the need arises.

- ① select Look-Up Tables from the Main Switchboard Look-up Tables
- select System from the list of radio button (near the bottom of the right-hand column).
   Defaults
   System

The right side of the screen displays a 6-tabbed control:



#### Tax number

On the **Church** tab, identify your Tax registration Tax no.

12345678-394-394

#### Receipting tab

The **<u>Receipting</u>** tab has a number of default settings that apply to receipts. These include:

- next receipt number. Many churches will use the current year as a 'prefix' to the receipt number (such as 2011001 for 2011 receipts and start with 2012001 for 2012 receipts). Other churches run a sequential set of numbers that continue on from one year to the next. The choice is yours.
- size and type of quarterly statement to use *as a default* (this can be overridden when printing statements).

Church Other defaults Default Fields Beceipting Logo Images Modules Receipting Next Receipt# 2011001
Quarterly statement
Size 11" _ Type YTD details _
Per: signature name John Smith
title Envelope Secretary
contact phone # 268-9999
Show pledges? 🔽 Yr:Pledge title Yr:Pledge
Stewardship/Pledges
Per: signature name
tite
contact phone #

- name, title and contact phone number of "envelope secretary".
- if your church uses "Pledges" (stewardship), do you want this information to appear on the statement?

#### Logo Images tab

 if you have a scanned image of your signature and would like this printed on receipts, you can identify the full path and file name to the program.

#### Procedure

.....

Adding contributions to *The Church Executive*<sup>TM</sup> program is relatively straightforward if the following steps are followed:

① enter the Families in your church and assign a unique unit number to each family. This is *best* performed in the Family Demographics module.

0r...

As donations are received throughout the year (say, on a specific Sunday), you can create a new "envelope" and related "family" mailing information *directly* from the Weekly Contributions module, via a **New Envelope** button. See page 42.

0r...

As *one-time* donations are received throughout the year (say, for a funeral service), you can create the one-time donation, a new "envelope" and related "family" mailing information in one convenient dialog box, through the Envelopes module, via a **One-time donate/receipt** button. See page 18.

- ② ensure that the current year is correct. Changing the year is done via the Look-Up Tables module. See page 8.
  Current Year
- ③ enter the individuals in your church who have received envelopes. This includes assigning both a unit number and name to the envelope number. See page 11.
  Envelopes

or...

Alternatively, you can assign an envelope from the Family module while adding a new family (on the **Envelope(s)** tab control, then **Assign Envelope** button).

④ develop a list of contribution categories (codes) for the current calendar year. This is performed via the Look-Up Tables module. See page 9.
Contribution Categories

Although it is best to have a set of contribution categories in place *before* the start of the year, you can add new categories as the year goes on, if a specific event dictates such.

In most cases, you will likely use the same set of contribution categories from one year to the next. However, if needs dictate, in a new year you can delete a category *for that year only* or add a new category. In fact, you could re-shuffle all of the categories from one year to the next ... but this is not necessarily recommended.

(5) develop a list of services where contributions will be received. Services

An **Add Services** button will create an *entire* set of weekly services for the current year in one operation. See page 39.

<sup>(6)</sup> record the weekly contributions. See page 40.

This step does not have to be done weekly, rather you can enter the contributions at any time (as long as it is before the quarterly statements or year-end receipts are printed). With that said, I suspect that nearly *every* church will enter their weekly contributions within a day or two after the service has been completed.

After recording the weekly contributions you may print a weekly summary report which lists all of the donations received for that week (sorted by envelope number). This report also

Weekly Contributions

includes a summary of the donations given to each contribution category. The report is then checked against the actual total donations received for that service to check for accuracy of data input.

- at the end of each quarter, a quarterly statement can be printed for all envelopes which summarizes the contributions received during that quarter.
- ③ after the year has been finalized, tax receipts are *prepared* (see page 20) and *printed* for all envelopes (see page 33).
  Tax Receipt

Current	Year
---------	------

Ensuring that the "current year" is correct is an important step in working with contributions. You can only view data that is within the current year (if you want to view other years, you will need to first switch to that year).

Each user that logs into *The Church Executive*<sup>TM</sup> can be working with a different year, although this will likely only happen near the end of the calendar year when another user may be preparing for the next contribution year or at the start of a new year when another user may be finalizing information from the previous year.

Switching Years There are two methods available for switching to a different contribution year:

• a "temporary" switch of years that is only remembered while you are in the program. Once you leave the program, this "temporary" year is forgotten. The next time you log into the program, your default year will be restored.

With that said, this is the quickest method to switch to, and view data from, another year.

Press **Shift-F3** from anywhere in the program.

Select the new year to switch to from the drop-

The Switch Years dialog box will appear.

down list.

🗃 Switch Years	×						
Set new default current year:							
⊈lose							

**2** a "permanent" switch of years, making the new year the *default* year for all future sessions.

With that said, the new year is "permanent" until such time that you switch to another year. However, using this method ensures that the next time you log into the program, this new default year is still remembered.

A user changes their default year via the Look-Up Tables module.

 from the Main Switchboard, select the Look-Up Tables module.

[Alternatively, you can click on the Look-Up Tables icon the Toolbar.]

- ② select the **User** defaults radio button.
- ③ Select the new year to make as the current default year from the Current Year drop-down list.

You will be prompted to confirm this switch of years.

)	User Contributions Logo Images
	User Id DEMO
	User name Demo
t	Password ****
	Current Year 2004
è	E-mail/Outlook version 98
	Printer available? Laser 💌 Width N/A 💌
	Envelope printing? Envelope #10
)	Internet Browser Program Path:
t	
	eg: C:\Program Files\Internet Explorer\Iexplore
L	

## **Contribution Codes**

.....

There is also a Codes button on the Weekly Contributions screen that will take you directly to the Contributions Codes module.



Annual contributions are assigned, on a weekly basis, to various contribution categories (or sometimes called *funds*). *Codes* are used to maintain this list.

Each year can have a *different* set of codes (i.e. categories or funds) from any other year.

#### Code 0 (zero) is reserved for the "General Fund".

Contribution categories (codes) are maintained via the Look-Up Tables module.

① from the Main Switchboard, select the Look-Up Tables module.

[Alternatively, you can click on the Look-Up Tables icon the Toolbar.]

② click on the **Contribution Codes** button.

Contribution Co<u>d</u>es

- % ☜  ∽ 🖆 ᢓᡰ ᠯ↓ 🏹 🗃 🔽 🏘 🐎 🕨 → >> >>	*	<b>    </b>	3 🖼	† Ø 🗆 🛙		
Using Year: 2011	Ad	d new c	ode	<u>R</u> eport	<u>S</u> ave	
			All categories for this year			
		Code	Sub(	Short	TaxDeduc	
Short General		• 0		General		
Densitive Control		2		Mission		
Description Jueneral		3		Open		
		5		Sun.School		
Tax deductible? M		6		D. Theatre		
		7		Building F		
Account		8		BeefDinner		
		9		MemoryTree		
		10	_	White Gift		
		11		Misc		
		12		Memorial G		
* Lode U (zero) is reserved for the "General Fund"		13	_	Fall Fun F		
* Only codes 1-18 appear on the quarterly statement (sub codes do NOT appear - they are totaled <del>w</del> ith the 'main' code).				Mon Diag 1		

Figure 13 Contribution Codes

This screen only shows the *current contribution year*. To view another year, you must switch years (see page 8).

The list on the right side is the complete list of contribution category codes for the current year; the left side shows only one of these entries. Clicking on one of the items in the list on the right side will display the details of that entry on the left side of the screen.

Add new category	A new contribution category is <i>added</i> by clicking on the <u>Add new code</u> button (near the upper right corner) or clicking the New Record button (either in the lower left corner or along the Toolbar at the top of the screen).
	via Toolbar: Via Record selector: Record: III I 1284 F f 3908
	This will present you with a <i>blank</i> entry form.
Code	This is the 'main' contribution category code number.CodeCode 0 (zero) is reserved for the General Fund.
	Only codes <b>1–18</b> are allowed.
Sub	A sub-code, if desired.
Short	A short form heading for this contribution category. This is the name that appears on weekly contribution input forms and prints on quarterly and stewardship statements.
Description	Full-length description of this contribution category.
Tax deductible?	Are donations assigned to this contribution category tax deductible?
Account	Account number that monies assigned to this contribution category are posted to if you are using the accounting features of the program.
	If you are not using the accounting module of <i>The Church Executive</i> <sup>TM</sup> then leave this field blank.

#### Church Envelopes

All donations are assigned to specific envelopes (i.e. an envelope number).

E File Edit View Insert Format Records Tools Windo	w <u>H</u> elp
🖌 •   % 🖻 🛍 🗠 🖆 ෫  🕻  🍞 🗃 🔽 🏘	\$ <sup>4</sup> →   K · ( ) → ) → * 🚏 💷 <b>ii</b> () 💷 <b>ii</b> 🖓 💷 <b>ii</b> 🖓 🛄 .
Using Year: 2011 Datasheet Quick E	ind /f Find (Jump)AddBeportSave
<u>E</u> nvNo 1	Notes PAR Stewardship (2011) Contributions (2011)
Status Active 💽	
Unit 32 💽 Person	
Title	
First name Um and Nancy	
Last name Smith	
	Alternate address (use this instead of Family Unit address)
Stewardship/Pledge	
Term Monthly -	
Start 01-Jan-11	
# years 2 💌	Eamily address
Length 24 months	123 Main Street
Pledge total \$ 500.00	Winnipeg, MB_R0E_1X0
	Delensed as 1
Envelope utilities Une-time donate/receipt	Delete envelope

Figure 23

Church Envelopes

An envelope is linked to either a family or an individual within the family. This allows multiple people in the same family to either share or 'own' their own envelope.

Most envelopes will be receiving donations on a fairly regular basis — weekly or monthly. In some cases, a donor will only donate once or twice a year.

One-time donors must be assigned an "envelope", which is also linked to a "family" for receipting purposes (so a family entry is first required).

Obviously, the *first* time your system is setup, you will need to record and identify all church envelopes. An envelope can be assigned at anytime throughout the year, either to a new regular donor or to a one-time donor.

Year-end procedures allow you to move forward the current list of envelopes to the next contribution year and then modify this new list completely independent of any other year.

Envelope numbers Typically, *regular* donors will receive a box of contribution envelopes on a yearly basis. These will be assigned numbers, starting with 1 (one).

One-time donors will be assigned an envelope *number* (a requirement as noted above) within a range of numbers that may be 'away' from the regular donors. For example, you may say that envelope numbers starting with number 700 (and over) are for one-time or non-regular donors. [the range of numbers that *you* choose is completely up to *you*]

Family Unit numbers Regular donors in your church will already have a Family unit number. However, one-time donors and non-regular donors will *not* be in your system — but they *must* be, in order to receive a receipt.

As with an envelope number, you will want to maintain a range of Family unit numbers strictly for these one-time/non-regular donors. By default, this range begins at 7,000 but *you* can define a new range if you wish.

Knowing what the Family unit number is, is only required at the time the new donor is *entered* into the system and linked to the envelope number. From then on, you will be using the envelope number to assign any new monies that may happen to come along.

# Envelope Fields

Env No	The envelope number assigned to this envelope.		<u>E</u> nvN	o 1	
Status	The status of this envelope.		Status	Active	•
	This status is <i>not</i> the same as the Family status or Personal Status of Personal Status	on status.			
	Only three choices are available (this is one of the rare cannot be modified):	drop-down f	ields within	the program	n that
	<ul><li>Active</li><li>Visitor</li><li>Delete</li></ul>				
	The Delete status is <i>only</i> used when you want to delete be deleted (along with all of its donations for the curren Delete.	this envelope at year !), the e	. In order fo nvelope stat	or an envelo us must first	pe to t read
Unit	The Family unit number that this envelope belongs to		<u>U</u> nit	8266	•
This field is required because the address of this envelope (i.e. family purposes on a quarterly or stewardship statement.			nily) is requ	ired for pri	nting
Person	Person       Optional. The specific individual person number within this family unit.       Person         Title       The Title field is the <i>mailing</i> title for this envelope, used on mailing labels, envelopes, and quarterly or stewardship statements.       Title			Person	
Title					•
First name	The first name of this donor.	First name			
Last name	The family name of this donor.	Last name	he Harris Famil	у	
Stewardship/Pledge	These fields are only visible if this feature of the progra the Look-Up Tables   System defaults.	am has been ir	nvoked by yo	ou, as define	ed via
Term	What is the Term of this pledge by this envelope.		Term [	Weekly	•

# years	How many years has this envelope pledged for? The drop-down list provides values of 1, 2, 3, 4 or 5, but you can enter any number of full	# years
	years.	

What is the starting *date* of this pledge.

Start

Length The length of this pledge. This should be consistent with the *term* of the pledge. That is, the length will be something like this (if you are only recording one-year lengths):

Term	Length
Weekly	1–52
Monthly	1–12
Quarterly	1–4
Semi-annual	1–2
Annual	1

Pledge total \$	What is the total pledge for the complete length?	Pledge total \$ 500.00

**Notes** A Tab control on the right half of the Church Envelopes screen is used to list any miscellaneous notes about this envelope.

<u>N</u> otes	PAR	Stewardship (2004)	Annual <u>c</u> ontributions (2004)

Figure 36

Tab control on Church Envelopes screen

01-Jan-11

2

months

Start

The title of this tab control may vary from that illustrated, depending upon a System default that *you* have identified. In this example, PAR is short for Pre-Authorized Remittance. A Tab control on the right half of the Church Envelopes screen is used to identify any automatic, regularly-scheduled (eg. monthly) deposits of donations from identified church envelopes.

Entries in this portion of the envelopes is used to generate a batch of weekly contributions (see page 43.

Notes PAR Stewardship (2011) Contributions (2011)
Pre-Authorized Remittance (PAR)
Start [26-Jan-12 Date(s]
Account # 1123545
Identify up to 5 different categories
Category Amount
2 10.00 Mission
7 25.00 Building Fund

Figure 37 Church Envelopes: PAR tab control

Frequency	The frequency of withdrawals from the member's account and deposits to your church service.	l
Start	The start date of money removal from this member's account. Start 15-May-04	
Date(s)	Date(s)	
Account #	The member's bank account number from which monies will be withdrawn.	
	You may decide not to record the account number in the database, for security reasons.	
Categories	The total PAR commitment of an individual can be divided up into five (maximum) different categories. Most people will likely only use one category (i.e. General donations).	
	The categories are based on your existing set of contribution codes.	

#### Stewardship

A Tab control on the right half of the Church Envelopes screen is used to list any Stewardship/Pledge amounts assigned to any of the various Contribution codes.

The **Amt-Term** is that based on the individual's *Term*.

For example, if a donor pledges a total of \$600 over the course of the year (**Annual**), to be split on a monthly basis of \$50 per month, the Amt-Term would be **\$50** (not \$600).

No	tes	PAR	S <u>t</u> ewardship (2	2008) <u>C</u> ontr	ibutions (2008)	
		Code	Amt-Term	Annual	Description	
		0	125.00	125.00	General	
		1	5.00	5.00	Mission and Service	
	*					
	Re	cord: 🚺	∢	1 🕨 🖬	▶ <b>*</b> of 2	

Figure 43 Church Envelopes: Stewardship tab control

An individual *may* pledge a regular amount of money to more than one contribution category. For each pledge, add the entry in a new row.

Only the Code and Amount are required. The Description column is based on the Code that you have supplied.

#### **Annual Contributions**

A Tab control on the right half of the Church Envelopes screen will display the current year's complete contributions for the currently selected envelope.

With one exception, information *cannot* be added or changed on this screen. It is to be used only as a reference tool.

<u>N</u> ot	es	PAR	Ste	wards	hip (2	010)	<u>Contribution</u>	ns (201	0)		
		SDat	te	Srv	Cat	Sub	Amount	Pay	TaxD	RctNo	
	►	03-Jar	1-10	1	0		52.00		₹		
		29-Jar	n-10	1	11		50.00		✓		
		14-Feb	)-10	1	0		50.00		✓		
		14-Ma	r-10	1	0		50.00		✓		
		12-Api	-10	1	0		50.00		✓		
		09-May	<i>i</i> -10	1	0		50.00		✓		
		25-Jur	n-10	1	0		50.00		✓		
		25-Jul	-10	1	0		50.00		✓		
		19-Sep	o-10	1	0		50.00		✓		
		10-Oct	t-10	1	0		50.00		✓		
		05-De	c-10	1	0		50.00		✓		
Record: 14 4 1 1 1 1 1 1 1											
	Tr	ansfer fun other envo	ds to elone	1	Τc	otal an	nount 😫	552.0	)0		
		other entr	ciope								

Figure 44

Church Envelopes: Annual Contributions tab control

Edit Under 'normal' circumstances, once a donation has been receipted, it cannot be modified.

> If a donation has been receipted, either as a one-time donation or via the year-end Prepare receipts routine, an Edit button will be displayed in the lower right corner of the Contributions tab when the cursor is placed on the specific donation row.

This should be used only in "extreme" circumstances where an error is spotted after the receipts have been prepared and printed.

<u>N</u> ot	es	PAR	Ster	wards	hip (2	010)	Contributio	ns (201	Ս၂			
		00.0		0	0-4	Curt		David	T D			_
		SDa	te	SIV	Cat	Sub	Amount	Рау	Тахи	R	TNO	
		25-Jur	n-10	1	12		200.00		⊻	20	010048	
	D.c.						5 <b>  5  </b> 5 m	-6.4	-	-	_	
	Re	cora: <u>I</u>	•	11		1	* 1	or 1				
					Т	otal an	nount	200 r	n			
	Tr	ansfer fun other envi	ds to elone			Xar di		200.0				
	an	other entit	eiope								Edit	

#### Datasheet

Datasheet

The **Datasheet** button on the Church Envelopes screen allows you to view all of the church envelopes in a spreadsheet-type format, with several envelopes in view at the same, rather than seeing just one envelope at a time.

This view is useful for checking the consistency of data input.

nv sii	elope I ng Year:	Datasheet view	ort Env# Name Status				<u>E</u> dit NO Edits	
Т	EnvNo	LastName	FirstName	Title	Unit	Person	Status 🔺	1
,†	1	CALSON .	Edy2		1		Active	
T	2		General Carde La Marce		2		Active	
	3		\$19909		3		Active	
	4		AND AND SUBAR		4		Active	
	5	N. Andrews			5		Active	
	6	金融	<b>输影</b> 成		6		Active	
	7		Shed and sheet		7		Active	
	8		um seis Broko		8		Active	
	9	A CONTRACTOR OF THE OWNER	the state (the subset		9		Active	
	10	Series et			10		Active	
	11	Perty.	MON SERVICE OF DUTE		11		Active	
	12	2018-	Dir Wirek Weit		12		Active	
	13	South (	能的		13		Active	
	14	Ancher	L97014	14		Active		
	15	Shietar	A del		15		Active	
	16	1944 Constant of the second se	( A CONTRACT OF A CONTRACT.		16		Active	
	17	Studies 8	Reality		17		Active	
	18	Alfred .	Barristana, and a		18		Active 💌	
leo	ord: 14		of 98 (Filtered)					

Church Envelopes: Datasheet view

Changes can be made on this screen, if the Edit button is first selected.

Re-assign envelopes If no contributions have yet been recorded for the current year, then a 'Shuffle envelopes' utility is available:

Envelope Datasheet view	Sort		Edit
Using Year: 2012	<ul> <li>Env#</li> <li>Name</li> <li>Status</li> </ul>	Shuffle envelopes at start of year	NO Edits

Clicking the **Shuffle envelopes at start of year...** button will display the following options:

+	Re-number –	Re-Number	Delete unused envelope # 1	
+	• Env # <		Env no:	1
			- Delete range	

You may find it just as easy to manually delete and re-assign the few envelopes that may require shuffling.

#### One-time donation/receipt

One-time donation/receipt

If your church generates receipts for 'one-time' donations throughout the year (such as for memorial donations after a funeral), you can use the **One-time donation/receipt** button found at the bottom of the Envelopes screen.

[Some churches prefer to enter these one-time donations on a specific data, similar to weekly contributions, but hold off on the receipting until the end of the year.]

This feature provides, in one convenient dialog box, the ability to add all four "pieces" required to generate a receipt: family unit, envelope number, weekly service and donation.

One-time Donation and Receipt		x
One-time Donation and Receipt	[required fields]	<u>C</u> lose
Unit # 7000 Unused #'s S	tatus Contribution only	
Env # 1000 Unused #'s S	itatus Visitor 💌	
Title Name(s)	LastName	
Address/contact		Donation(s)
Street		Year: 2011
Mail		Date 🔽
City	Prov	Category Amount
PCode		
Phone 🔽		
Cell		
Natas		Total receipt \$
notes		Next rct# 2011001
		Save and Print Receipt

Figure 51

One-time donation and Receipt dialog box

- Procedure ① open the **Envelopes** module.
  - ② click the **One-time donation/receipt** button (near the bottom of the screen).

Ensure that the **Next rct#** (shown at the bottom right of the dialog box) is correct. If this is the first time you are doing a one-time receipt in the new year, the Next rct# may still reflect the numbering scheme used in the previous year.

If the Next rct# does need to be change, it must first be changed via Look-up Tables | System | Receipting.

- (3) enter all of the necessary data. All fields in blue are required.
- Click the Save and Print Receipt button (lower right corner). The new family, envelope, donation, and service (if the latter is a new date) will all be saved. A receipt will be displayed in a preview mode from which it can then be printed.

#### **Envelope Utilities**

Envelope utilities

Three different "maintenance" routines are available via the **Envelope utilities** button (lower left of screen). These are detailed here.

Miscellaneous Envelope R	Close
Unused envelope #'s	]
Prepare Receipts	Prepare new Contribution year

#### Unused Envelope #'s

Unused envelope #'s

This button will pop-up a list of envelope numbers that are *not* currently assigned to anyone. A report can be printed from this screen.

🖽 List Unuse	ed Envelope #'s in	2004 🗵
Unused E	invelope #'s	Close
	2 79 148 255 610 622 722 733 749 860 941 967 994-6999 7017 7042-7999 8002 and up	
	<u>R</u> eport	

	Unused Envelope Numbers December 12, 2004	2004
2 79 148 265 610 622 732 749 860 941 967 9945999 7017 7042,7999 8002 and up		

Figure 56 Unused Envelope Numbers report

#### **Prepare Receipts**

Prepare Receipts

The **Prepare Receipts** button is used *once a year* to prepare year-end tax receipts. This procedure generates a unique receipt *number* to each envelope holder for all of the donations given in the current year.

New receipting rules introduced by Revenue Canada in January 2005 require several additions and modifications to charity-based receipts.

Generating receipt numbers is a pre-requisite to printing year-end receipts. Receipts are printed via the Envelope | Report | Receipt report type (see page 33).

#### Before preparing receipts, have you...

• ensured that *all* donations for the year have been entered and balanced? If you have been entering donations on a weekly basis and each week has balanced then this should be the case.

Even with this in mind, it is quite possible that a keying error has placed a donation in the wrong category or been assigned to a different envelope.

All effort should be made to ensure that all donations have been assigned correctly to the appropriate envelope and category.

□ made a backup of your data? We trust that you have been making backups on a regular basis (hopefully once a week after the weekly contributions have been recorded).

Procedure ① open the **Envelopes** module.

② click the **Envelope Utilities** button (lower left corner of screen).

Miscellaneous Envelope Routi	nes Close
Unused envelope #'s	
Prepare Receipts	Prepare new Contribution year

③ click **Prepare Receipts** button.

The **Prepare Receipts** button displays this dialog box:

🛱 Prepare receipts for 2011	×				
Prepare Receipts	Close				
New rules introduced in 2004 by Revenue Canada requir unique serialized receipt number.	e that a year end statement contain a				
This "Prepare Receipts" process, typically done at "year year), will generate receipt NUMBERS for the selected ra	end" (in January of the following Inge of envelopes (typically all).				
Any donations that are added after these receipts are generated will receive a different receipt number (after this routine is run again). As such it is usually best to ensure that ALL of your donation receipting is completed and balanced BEFORE continuing with this process.					
If these are YEAR END receipts for printing on a 4th quarter Quarterly Statement, then all donations for the current year for every envelope will be given a receipt number, in preparation for printing a Quarterly Statement RECEIPT.					
Prepare receipts for	Date				
All envelopes	All of 2011				
O Envelope range -	O One service				
Next rct# 2011001 Do it, for 2011 Change					



Typically, you will generate receipt numbers for *all* envelopes that have not yet been receipted (i.e. one-time receipts generated throughout the year will be ignored during this process). The **Next ret#** is the higher of either the default setting provided in the Look-Up Tables (see page 5) *or* the highest number already recorded in the database.

If needed, use the **Change** button found below the Next rct# to change this value.

The speed of generating receipt numbers is based on the number of envelopes and donations entered for the current year, and the speed of your computer. Most churches will find that it will take less than a minute (likely just a few seconds) for this routine to be completed.

• Optionally, limit the number of envelopes that will be receipted by identifying either an envelope number range to receipt and/or select just one service to receipt.

In most cases, you will not need to identify either of these criteria options.

**⑤** Click the **Do it, for xxxx** button to "prepare receipts". A confirmation dialog bo will appear:



The speed of generating receipt numbers is based on the number of envelopes and donations entered for the current year, and the speed of your computer. Most churches will find that it will take less than a minute (likely just a few seconds) for this routine to be completed.

#### Prepare New Contribution Year

#### Prepare new Contribution year

It is recommended that you make a backup of your data (**c:|ce|ce\_be.mdb**) *before* preparing the new contribution year.

Example data from 2009 to 2010:

Before this routine ...

2009 envelopes 2009 services 2009 contributions 2009 categories

#### After this routine ...

2009 envelopes
2009 services
2009 contributions
2009 categories
and
2010 envelopes
2010 services
2010 contributions
2010 categories

The **Prepare new Contribution year** button from the Church Envelopes screen is used to "roll over" envelopes into a *new* year. This routine will copy all of the envelopes from the current year into the new (next) year, copy the list of contribution codes from the current year to the new (next) year, and create a set of 52 weekly services for the new (next) year.

This allows you to get "started" in the new year as quickly as possible.

🕫 New Contribution Year		×
Create New Contrib	ution Year	Close
Current Year:	2008	
New Year:	2009	
En En	velopes copied to new year	
□ Co	ntribution categories copied to nev	v year
	Create New Year	

Once the new contribution year has been created, you can switch between the current year and the new year, maintaining data in the respective year as the need arises. That is, you can continue to work with this year's contributions (adding weekly contributions, generating receipts, etc.) while at the same time start preparing a list of envelopes for the new year (that is, add any new envelopes to the new year, remove any envelopes *in the new year*).

As such, you will have two sets of data: this year, where new data is added but generally envelope data is *not deleted*, and the new year, where preparations can begin for assigning envelopes.

#### When should the "new year" be created?

The answer varies, depending on how your church maintains envelopes:

\* some churches will prepare the new year as early as November so that they can print labels for the new envelope boxes for distribution during December services.

If you do prepare the new year before the current year has been completed, you will need to "switch years" (see page 8) periodically to work (add/edit/delete) with next year's envelope data and then add contributions to the current year. Remember that each the envelope and contribution data for each year is kept separate from other years, thus the "switching years" routine.

\* other churches may not prepare the new year until the middle of January, after the previous year's contributions have been balanced and receipts printed.

At anytime you can "switch years" back (or forward) to any contribution year that exists. As the years go by, more and more years will be available for viewing.

#### Prepare new Year Procedure

- ① open the Church Envelopes module.
- 2 click on the **Envelope utilities** button. The following dialog box will appear.

This process will only take 1 or 2 minutes.

scellaneous Envelope Rou	tines Close
Unused envelope #'s	
Prepare Receipts	Prepare new Contribution year

③ click the **Prepare new Contribution year** button. The following dialog box will appear.

🖀 New Contribution Year		X
Create New Contrib	ution Year	Close
Current Year:	2012	
New Year:	2013	
The following wi	ill be done	
🗌 En	velopes copied to new year	
🗆 Co	ntribution categories copied t	to new year
🗆 coj	py any Stewardship	
	Create New Year	5

The screen summarizes what will be done. and provides two buttons: **Create New Year** and a **Create Weekly Services**. The latter button is disabled until the new year has been created.

If any data exists for the new year then the two buttons are is not available. Instead, the following message will be displayed:



(4) Click the **Create New Year** button. You will be prompted to confirm your selection:



S Click <u>Yes</u> to prepare the new year. When finished (it should be very quick), the following dialog box will appear:

٢	Microsoft Access	×
	Finished creating new year contributi	ion data.
	ОК	

Click Ok to display the New Contribution Year dialog box again. This will now enable the Create Weekly Services button giving you the opportunity to create a service for each week in the new year (something which you will want to do):

📰 New Contribution Year				×
Create New Contribu	ition Y	ear	<u>C</u> lose	
Current Year:	2012			
New Year:	2013			
The following will	be done	a		
Envelopes copied to new year				
🗹 Cor	ntribution	n categories copied to new y	ear	
🗹 cop	y any St	ewardship		
	Create	Weekly Services		

 $\odot$  Click the **Create Weekly Services** button to display the following dialog box:

📰 Add weekly servio	es	×
Add weekly ser	vices	⊆lose
Day of week	Sunday 💽 Start date	e 06-Jan-13
Time of service	10:30am Servic	e # 1 🗾
Theme		
Pastor		
	Create a service for each week in this calendar year	

Inter the appropriate values and click the Create a service for each week in this calendar year button (this button will be enabled when you have tabbed through the first field). You will be prompted to confirm this.

Create w	eekly services for 2010	×
8	You are about to CREATE a service for each week in 2010. Do you really want to do this?	
	Yes No	

O Click **Yes** to create a service for each week in the new year. A dialog box will indicate the completion.



**O Close** out of the various dialog boxes.

#### Report

Report

Several types of reports and report criteria selections are available for Church Envelopes.

Church Envelopes Report     Using Year:     2011       Type     Criteria	Image: Second secon	n Envelopes Report] Records Iools Window Help Z↓ 〒 10 10 10 10 10 10 10 10 10 10 10 10 10	
Image: Second State   Image: Second State	Type         © Envelope assignment         © Detail contribution         © Last contribution         © Stewardship/pledges         © Quarterly statement         © Receipt         © Receipt         © PAR         Details         © Print mail box no?         © Print address?         © Last, First name	Using Year:       2011         Criteria       Reset         Envelope #       •         Last name       •         Envelopes       •         Envelope 393       •         S75       •         398       •         S75       •         390       •         393       •         S5       •         900       •         393       •         S5       •         1       •         No donations rcv'd         •       • </th <th></th>	

Figure 73

Church Envelopes: Reporting

This reporting screen, like all of the other report screens in the program, is divided into three basic sections:

- Type (of report desired)
- Criteria (selecting methods)
- ► Sort

Depending on the Type of report you choose, additional reporting options may become available (and some criteria options may be disabled).

Criteria If you do not identify any selection criteria, then *all* church envelopes are selected.

The *more* selection criteria you identify, the *fewer* church envelopes will be selected.

Envelope Assignment

# This report prints the current list of envelopes that have been assigned.

🔲 Print mail box no?

Details

Four additional print options are available for this report, as noted at the right.

Print YTD donations?

Print address?

🔲 Last, First name

<b>⊕</b>		Envelop	e Assignment Re	eport	2004		
EnvNo	Unit Pers	Title	First Name	LastName	Status	Mail	YTD Cons
1	8266			Stern Analysis & works	Active	: 53 65	\$1.20
3	8276	Mr. & Mrs	Carlos & Din a	1. A. T. A.	Active	22.	
4	8280	Mr. & Mrs.	Fern & Jeannette	9+45+28°	Active	Sec.	12.5
5	8282	Mr. & Mrs.	Heath & Suzanne	1.200 BG 7876	Active	SC 135	30.0
6	8287	Mr. & Mrs.	David & Cindv	14 A.S. 1	Active	100.00	713
7	8288	Mr. & Mrs.	Gem & Lita	1.645	Active		2.00
8	8293	Mr. & Mrs.	Mark & Nancy	S 4444	Active	1000	A. 14
9	8294	Mr. & Mrs.	Dave & Pat	at bet	Active	188 660	100
10	8296	Mr.	Art	42.7025	Active	<b>†</b> 193	27.964
11	8297	Mr. & Mrs.	Tracy & Darryl	3-16 - A-16 - F	Active	A	48.0
12	8298	Miss	Anne	PARTEN	Active	A second	252.49
13	8303	Mr. & Mrs.	Ronald & Nella	16.CC+++	Active	14 N. 16	27.A
14	8305	Mr. & Mrs.	Prudencio & Thelma	1+1456	Active	27206P3	Sec.
15	8307	Mr. & Mrs.	David & Louise	NAMES AND	Active	·如果(11年):	SC 3
16	8308	Mr. & Mrs.	Irwyn & Betty	energiane.	Active	2 SG 665	1423
17	8310	Mr. & Mrs.	Robert & Yvonne	A WEAT	Active	<b>深秋</b> 秋	
18	8312	Mr. & Mrs.	Joseph & Jacqueline	1. 49. Same	Active	Sec. 19.	12)*W
19	8313	Mr. & Mrs.	William & Ninette	A	Active	963 No	555.3
20	9596	Mr. & Mrs.	Glen & Christine	MC319-3228	Active	<b>新</b> 拉拉拉	17. C.S
21	8315	Mr. & Mrs.	David & Irene	mar and the second	Active		ې ب <u>ې ر</u> ې
22	8316	Mr. & Mrs.	Eugene & Rose	Con prior the sector	Active	创新编辑	103
23	8317	Mr. & Mrs.	Dennis	14. A. S.	Active	- 18 ( B)	物表现
24	8318	Mr. & Mrs.	Tony & Lin da	Sec. Mr	Active	25.4 6 64	84.M
25	8319	Ms.	Pam	<b>新福品</b>	Active	13 C	13:40
26	8322	Mr. & Mrs.	Jeromino & Milagros	the second state	Active		122
27	8323	Mrs.	Joan	Section Andreases	Active	的表情。	$d \mathcal{P} \supset \mathcal{P}$
28	8324		Guy & Therese	8. A. 19. 19.	Active	<b>教教教授</b>	4420
29	8325		Marc & Priscilla	deffers,	Active	TE AND	10 Cat
30	8326		Tom & Michele	3.32 May	Active	192.5	150.00
31	8333		Antonio & Ana Maria	Roman La	Active	29 <sup>10</sup> -2942	4.7
32	8334		Craig & Mandy	<b>神秘染病</b> :/	Active	4.42	
33	8337		Aime & Olive	使动动的 武正		(\$~()) \$	1000

Figure 75

Envelope Assignment report with Mail Box # and YTD contributions

Detail Contribution

This report prints every contribution, sorted by quarter and service, providing a detailed record of what has been entered into the system. This could be printed for a single envelope in the event of a discrepancy.

<u>k</u>		Er	nvelop	e Detailed Co	ntribution Report	2004	
elope 7	#: 71		John &	Monique 🕬 🕬	<u>\$</u> 4.		
3tr	Date	Serv	Code 9	ub Amount Pay	Category description		
1							
c	)4.Jan-04	2	0	35.00			
Ċ	05-Jan-04	2	0	10.00			
1	18-Jan-04	2	0	40.00			
2	25-Jan-04	2	0	35.00			
0	)1-Feb-04	2	0	40.00			
0	8-Feb-04	2	0	40.00			
2	2-Feb-04	2	0	80.00			
2	5-Feb-04	2	0	15.00			
2	9-Feb-04	2	0	80.00			
2	21-Mar-04	2	0	50.00			
2	28-Mar-04	2	0	50.00			
		Qtr 1	total	475.00			
2							
c	03-Apr-04	2	o	5.00			
c	04-Apr-04	2	0	50.00			
0	08-Apr-04	2	0	25.00			
0	09-Apr-04	2	0	10.00			
	11-Apr-04	2	0	50.00			
2	25-Apr-04	2	0	60.00			
0	9-May-04	2	0	60.00			
Э	0-May-04	2	0	100.00			
1	13-Jun-04	2	0	100.00			
		Qtr 2	total	460.00			
3							
1	5-Aug-04	2	02	250.00 CH	Individual Donation		
2	9-Aug-04	2	0	30.00 CH			
2	16-Sep-04	2	02	150.00 CH	Individual Donation		
-		0+2	total	/20.00			

Figure 76 Detailed Contribution report

Last Contribution This report prints each envelope noting the date of the *last* contribution received along with the year-to-date total contributions.

This is useful to judge whether individuals should receive another set of envelopes in the coming year.

+ <b>-</b>		Enverop	e. Last Contribu	uon Report	2004		
EnvNo	Unit Pers	Title	First Name	LastName	Status	Last Date	YTD Con
1	8266			The state of a sector	Active	28-Nov-04	- 「「「」
4	8280	Mr. & Mrs.	Fern & Jeannette	1000	Active	21-Nov-04	1000
5	8282	Mr. & Mrs.	Heath & Suzanne	NO ANY STA	Active	07-Nov-04	<b>4</b> :2
6	8287	Mr. & Mrs.	David & Cindv	-182-0-S	Active	04 Apr-04	4.52
7	8288	Mr. & Mrs.	Gem & Lita	A.895	Active	28-Nov-04	368.65
8	8293	Mr. & Mrs.	Mark & Nancy	66 (M)	Active	12-Sep-04	輸放
9	8294	Mr. & Mrs.	Dave & Pat	ant is a feat of the	Active	28-Nov-04	203.50
10	8296	Mr.	Art	A.S.T.M.	Active	21-Nov-04	37634
11	8297	Mr. & Mrs.	Tracy & Darryl	制的现在分	Active	21-Nov-04	<b>治治</b>
12	8298	Miss	Anne	H. S. Landa	Active	14 Nov-04	9-2.2
13	8303	Mr. & Mrs.	Ronald & Nella	2.30% 8	Active	21-Nov-04	<b>使得</b> 着
14	8305	Mr. & Mrs.	Prudencio & Thelma	80.42 ·	Active	21-Nov-04	336.3
15	8307	Mr. & Mrs.	David & Louise	5×424487.*	Active	21-Nov-04	201.5
16	8308	Mr. & Mrs.	Irwyn & Betty	Story & Are	Active	14 Nov-04	相對爆
18	8312	Mr. & Mrs.	Joseph & Jacqueline	REFEY SHE	Active	28-Nov-04	3950 E
19	8313	Mr. & Mrs.	William & Ninette	Stand Street of	Active	28-Nov-04	-\$.A.A.
20	9596	Mr. & Mrs.	Glen & Christine	<b>华宗教教授</b> 成会	Active	24-Oct-04	<b>制力</b> 構
21	8315	Mr. & Mrs.	David & Irene	Sec. Mails 2000 Cars	Active	09- May-04	流氓
22	8316	Mr. & Mrs.	Eugene & Rose	5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-	Active	28-Nov-04	精神法
23	8317	Mr. & Mrs.	Dennis	19.18 A.C.	Active	28-Nov-04	×9.4
24	8318	Mr. & Mrs.	Tony & Lin da	<b>606</b> , 22	Active	07-Mar-04	(1857A)
25	8319	Ms.	Pam	103.2	Active	28-Nov-04	132.18
26	8322	Mr. & Mrs.	Jeromino & Milagros	冬季·夏山南省-金	Active	28-Nov-04	2.0
27	8323	Mrs.	Joan	The R. Ling & Star	Active	03-Oct-04	标志的
28	8324		Guy & Therese	zenie	Active	28-Nov-04	4.000-00
29	8325		Marc & Priscilla	positive.	Active	14 Nov-04	44.56
30	8326		Tom & Michele	×	Active	28-Nov-04	28.2.24
31	8333		Antonio & Ana Maria	委会的现在分	Active	19-Sep-04	×4.4
33	8337		Aime & Olive	the terms		28-Nov-04	A. 1944
34	8338		Paul & Carol	和新教教教		21-Nov-04	ust (4
35	8339		Henry	的确实的证据的意义者。		28-Nov-04	18.7.15
36	8344		Michael & Barb	由和范围		11-Apr-04	<b>M</b> 2.18
37	8345		Dennis & Lorraine	SACH'S		11-Jul-04	30.98
38	8347		Raymond & Kelly	·港·新公共 ·		14 Nov-04	24.8
an i	8340		Florent I & Lorna	State State 2		28.Nov604	562.54

Figure 77

Last Contribution report

Stewardship/pledges

A couple of different reports are available for Stewardship/-Pledges.

The **Church summary** report includes just the very basic of information.

The **Church details** report includes a breakdown of each pledge to each contribution category.

The **Individual statement** includes a year-to-date listing of contributions and a comparison to the pledges made by the individual. For this report you can also select a message to printed on the statement.

Stewardship type -					
Church summar	у				
O Church details					
C Individual statement					
O YTD Variance	O YTD Variance				
Pledging Pledged only C All envelopes	Select Message				

The **YTD Variance** report lists selected envelopes and the year-to-date contributions compared to their pledged amount, calculated to the same time period.

∲ <mark>ፈ</mark> ↓ ₹		Stewardship Report Criteria: Only'pledged envelopes	2004			
			S	Stewardship		PAR
EnvNo	Status	Fullname	Start	Term	Length	start
1	Active	第1944年至33966月1年天 <b>3</b> 866月1日		Weekly	52	15-May-04
1 3	Active Active	ີຍ⊶ የጨት‡ቸውውረ ቆቋማ፼ጀβλ, Mr. & Mrs. Carlos & Dina		Weekly Monthly	52	15-May-04
1 3 4	Active Active Active	উদ্দেহিয়েক শক্তর্থে, এই প্রিটিটির, Mr. & Mrs. Carlos & Dina আর্কিউটির, Mr. & Mrs. Fern & Jeannette		Weekly Monthly Monthly	52	15-May-04

Figure 79

Stewardship: Church Summary report

<b>⊕</b> <mark>→</mark>	1	<b>Stewardship Rep</b> Criteria: Only'pledged <sup>*</sup> env	<b>port</b> relopes			2004					
			St	ewardship		PAR		Contrib	utions for	2004	
EnvNo	Status	Full name	Start	Term	Length	start	Qtr1	Qtr2	Qtr3	Q#4	Yea
1	Active	The Harris Family,		Weekly	52	15- May-04	154.00	137.00	88.00	77.00	456.0
		0 Collection		10.00							
		2 Seminarian		1.00							
		5 Hymnals		1.00							
з	Active	ALMEIDA, Mr. & Mrs. Carlos &		Monthly	r						
		0 Collection		50.00							
4	Active	AMINOT, Mr. & Mrs. Fern & Jea		Monthly	(		65.00	65.00	65.00	50.00	245.0
		0 Collection		25.00							

#### Figure 80

Stewardship: Church Details report

St. Bernadette Par 820 Cottonwood R	ish oad			2	2004		
Winnipeg, MB R2 (204) 255-1951 Website: www.stbe	J1G1 ernadette.shawbiz.c	a		E	invelope nu	mber: 1	
san Histingan Tati singi din Kinan aya jirin	92 Tán 2016						
8266 -							
<sup>8266</sup> - Term: Weekly Length: 52 weeks.	Pand 0. \$ 1. 2.	Qtr 1 154.00	Qtr 2 137.00	Qtr 3 88.00	Qtr 4 77.00	Yr: Total 455.00 0.00 0.00	Yr:Pledge 520.00 52.00

**Figure 81** Stewardship: Individual Statement report



The **YTD Variance** report requires that you indicate the total number of weeks of giving that have actually been entered into the database via the Weekly Contributions module. This is required for calculation purposes.

#### Pledge Variance Report

-

Criteria: Contributions received year-to-date is SHORT of pledge; Only 'pledged' envelopes

2005

EnvNo	Fullname	Phone	Amount	Term	PerWeek	PledgeYTD	RevdYTD	Variance
1	han in a state of the state	112-1934	50.00	Weekly	50.00	750.00	448.00	-302.00
2	Stand States	1999 - 1999 -	10.00	Weekly	10.00	150.00	105.00	-45.00
956	angalausya a paragangan	·····································	130.00	Quarterly	32.50	487.50	260.00	-227.50
3	1988年前日本市市市市市市市市	<b>汽油</b> 成加加	100.00	Annual	1.92	28.85		-28.85
5	Berley, Bassien and Carlo	<b>"这个时候</b> )	15.00	Weekly	15.00	225.00	100.00	-125.00
6	Sauger, Ter		2,100.00	Annual	40.38	605.77	550.00	-55.77
7	territics, three might states in	\$\$``\$\$ <u>\$</u> \$\$\$	14.00	Weekly	14.00	210.00	200.00	-10.00
155	曹华和大学的" 3-40条元4		80.00	Weekly	80.00	1,200.00	1,000.00	-200.00
10	Species, See was brown	4.0.65.65	10.00	Weekly	10.00	150.00	15.00	-135.00
12	题编辑。即开始	A18-00(8)	5.00	Weekly	5.00	75.00	30.00	-45.00
975	Incare history and Physics	881.488.88	250.00	Quarterly	62.50	937.50	250.00	-687.50
14	Company Constants Million		10.00	Weekly	10.00	150.00	110.00	-40.00
949	E. H. F. Mar. Her.	1 Barris	375.00	Annual	7.21	108.17		-108.17
17	Ouslands, sourcements	A	10.00	Weekly	10.00	150.00	120.00	-30.00
1023	医胸骨颈 医胸骨 地名马马	\$72.3 <b>4</b> \$6	400.00	Annual	7.69	115.38	100.00	-15.38
18	and the second	REAL WERE	250.00	Quarterly	62.50	937.50	250.00	-687.50
19	⑤\$EFE"当施chter	3.95.57%Z	208.00	Annual	4.00	60.00	36.00	-24.00
21	數據說 聽話 就算形法的话		8.00	Weekly	8.00	120.00	85.00	-35.00
22	自然的 医胆管 计算机 化合物的 经公约	THE REAL PROPERTY.	12.00	Weekly	12.00	180.00	100.00	-80.00
959	<b>生成的,这些小小个在教的的快会</b>	<b>动的 教</b> 育的	1,500.00	Quarterly	375.00	5,625.00	1,500.00	-4,125.00
988	State of the State	THAN YU	20.00	Monthly	1.67	25.00		-25.00
25	SAN STRANSPORT	\$2.54 1	10.00	Weekly	10.00	150.00	20.00	-130.00
957	Charles and Forentian	1998 - 27 B. P	72.00	Weekly	72.00	1,080.00	675.00	-405.00
29	13000 (1999) - 1999)	\$ CORENE	1,300.00	Annual	25.00	375.00	300.00	-75.00
30	Spice States Little	NAMI ANA	275.00	Quarterly	68.75	1,031.25	275.00	-756.25
990	Survey in all a		250.00	Annual	4 81	72.12		.72.12

#### Figure 83

Stewardship: Stewardship Variance report

Quarterly Statement Several options are available when printing Quarterly statements.

Statement	-
Size 11"	Summary Total \$
Type VID details 🔹	All donations
	C All tax-deductible
Quarter 5 🗾	Only 'General (0)'
Select Message	<ul> <li>Show pledges?</li> <li>Qtr's Misc Funds: list only donated funds?</li> <li>Bold the Courier font items?</li> <li>Print signature image?</li> </ul>

- Two different Sizes of statements
- Four different Types. Two of the types also allow you to include a user-defined message to pass along to the congregation.
- Select a specific Quarter to base the statements on.
- Include Pledge information, if applicable. This is only available if you have enabled the Stewardship/Pledge module.
- ► The middle section of the quarterly statement/receipt lists a summary of the Miscellaneous Funds (categories 1 through 18) received in the *current* quarter (thus, an individual would require each of the four quarter's statements to see all of the details for the entire year). An option is available to have *either* all of the major 18 codes listed, regardless of any funds that were donated by the individual, or print only those major/sub codes where monies were received.
- a couple of sections of the statement summarize the donations received using a "Courier" font (this font is used so as to align the numbers in the best possible format, rather than using a proportional font that may align larger numbers not so nicely). However, some laser printers will print this Courier font in a "light" appearance. If this is the case with your printer, you can force this information to be printed darker (i.e. bold).
- ▶ if you have scanned your signature, and identified this file name and path to *The Church Executive*<sup>TM</sup>, you can have this signature printed on the receipt, saving you time (and wrist problems?). This option is not enabled if you have not identified the scanned image file (see page 5).

#### Select Message

Use this button to create (and select) a user-defined message to appear on the statement or receipt. You can create and save an unlimited number of messages that can be re-used (or modified) for future statements.

Receipt Several options are available when printing Receipts.

Statement	
Size 11" 💌 Type YTD details 💌	<ul> <li>✓ Receipt?</li> <li>✓ Is this a duplicate?</li> <li>✓ Print env#?</li> <li>✓ Summary Total \$</li> <li>✓ All donations</li> <li>✓ All tax-deductible</li> <li>✓ Only 'General (0)'</li> </ul>
Select Message	<ul> <li>Show pledges?</li> <li>Qtr's Misc Funds: list only donated funds?</li> <li>Bold the Courier font items?</li> <li>Print signature image?</li> </ul>

• The Receipt? checkbox is selected.

#### Tax Receipt

- Select the Is this a duplicate? (receipt) to have \* DUPLICATE \* printed at the top of the receipt.
- Include Pledge information, if applicable. This is only available if you have enabled the Stewardship/Pledge module.
- ► The middle section of the quarterly statement/receipt lists a summary of the Miscellaneous Funds (categories 1 through 18) received in the *current* quarter (thus, an individual would require each of the four quarter's statements to see all of the details for the entire year). An option is available to have *either* all of the major 18 codes listed, regardless of any funds that were donated by the individual, or print only those major/sub codes where monies were received.
- a couple of sections of the statement summarize the donations received using a "Courier" font (this font is used so as to align the numbers in the best possible format, rather than using a proportional font that may align larger numbers not so nicely). However, some laser printers will print this Courier font in a "light" appearance. If this is the case with your printer, you can force this information to be printed darker (i.e. bold).
- ▶ if you have scanned your signature, and identified this file name and path to *The Church Executive*<sup>TM</sup>, you can have this signature printed on the receipt, saving you time (and wrist problems?). This option is not enabled if you have not identified the scanned image file (see page 5).

#### Select Message

Use this button to create (and select) a user-defined message to appear on the statement or receipt. You can create and save an unlimited number of messages that can be re-used (or modified) for future statements.

	St. Bo	ernadette Conforences	Parish ଇଟିଲେକ୍ଟିକ୍ ଅନ୍ତିର୍ବିଭାଜନ				Receipt No. 4613
1004 - SSE-1451							Envelope number: 1
	1 ANG	an an i≺an≣ut	Sector of the se				2004 - Quarter 4
						2	Charitable Receipt: 004 Tax Deductible Amount \$ 552.00
	499) 398 (898)	erera († 1819 1937 (des ersen 1944 (n. 1819) 1944 (des ersen) 1944 (des ersen)	rere Ali nëste 7 Ali Mi				Turne - Joseph M.
							Brian Chappell
8266 -		Calada	Revence Agen	сү (имм.спа-ак	c.gc.ca/charities)		ಯ ವಿಶೇಷ ಸರ್ಕಾರ ಶಸ್ತು ಇದು ಕಿಲ್ಲಿ ಕಿಲ್ಲಾ ಕಿಲ್ಲಿ ಕ Date printed: Jan 28.
					2004 - Qu	uarter 4	
Envelop	e number:	1			GENER	AL FUND	MISCELLANE OUS FUNDS
The Annual Sector The Annual Sector The Annual Annual Sector State				0ct 3 0ct 17 0ct 24 0ct 31 Nov 7 Nov 14 Nov 28	11.00 11.00 11.00 11.00 11.00 11.00 11.00	Category/Fund Qtr 4 Pledge 1. HCD \$ 2. Seminarian 13.00 3. Bldg 4. Youth Gr 5. Hymnals 13.00	
Qtr.1 \$ 2 \$ 3 \$ 4 \$ Total \$	General 154.00 137.00 88.00 77.00 456.00	\$ \$	fisc 0.00 \$ 0.00 0.00 0.00 0.00 <b>\$</b>	Total 154.00 137.00 88.00 77.00 456.00	Total Ş Pledge Ş	77.00 130.00	
					You are pl	edging Weekly	/ for 52 weeks.
				2	004 Yearly	Summary	
Fund 0. \$ 2. 3. 4. 5. Total	Qur 1 154.00	Qtr 2 137.00	Qtr 3 88.00 88.00	Qtr 4 77.00	Yr:Total 455.00 0.00 0.00 0.00 0.00 0.00 455.00	Yr:Pledge 520.00 52.00 52.00	Thank-you Summaries of each of the three quarters so far this year and details of your third quarter (July to September) contribution are shown. Please contact of the shown of the shown. Please contact of the shown of the shown. P.S. It is very helpful for the accurate processing of your contribution envelopes if the name and amount is printed the space provided. If you prefer, you may
							print die anio an ander the hap.

#### Figure 86

Receipt (with many of the possible options selected, including print Signature as scanned image, "Message" selected)

Two types of Cl four different siz An <b>Envelope</b> year, the env each envelop A <b>Mailing I</b> information	hurch Envelo zes of labels <b>box</b> label type relope box nu pe. <b>abel</b> prints to for each sele	n Label type C Envelope C Mailing la Label size C 2 col x 10 C 2 col x 5 C 2 col x 10	box bel ) row (2 5/8 × 1) row (4 × 1 1/3) row (4 × 2) ) row (4 × 1)		
2004 Dan terrest stady,	<b>#</b> 1	2004 ≉ुं १र्व्द्र⊮Σ≉् Mr.	#3 & Mrs. Carlos & Dina	2004 ఇళ్లసులు Mr. & Mrs.	#4 Fern & Jeannette
2004 读读教练新说,Mr. & Suzanne	#5 Mrs. Heath &	2004 。梁高秋溪: Mr. &	#6 Mrs. David & Cindy	2004 ≇#\$‰, Mr. & Mrs. Ger	#7 n & Lita

#9

🖉 👯 🕅 Mr. & Mrs. Dave & Pat

Figure 88

2004

Labels

Church Envelope Labels: Envelope Box type

#8

河道氏 Mr. & Mrs. Mark & Nancy

್ಷೇ ್ಷಾನ್ ಕ್ಷ%್ಯ (Env# 1) ನ್ಯಾನ್ ತಿಲ್ಲಾಜಕ Winnipeg, MB\_R2J 2B5

Mr. & Mrs. Mark & Nancy 《诗樂》第 (Env# 8) 《新学家教授家教会》 Winnipeg, MB R2N 2V4 Mr. & Mrs. Carlos & Dina 表版的意义 (Enw# 3) 茨尔斯岛 法回题的意义。 Winnipeg, MB R2N 3N1

2004

Mr. & Mrs. David & Cindy 🎉 💒 (Enw#6) Winnipeg, MB R2J 325

Mr. & Mrs. Dave & Pat ා¥්ර්ර්ණ (Env#9) ිර්රාන්තා∰ණ Winnipeg, MB R2J 2Z3 Mr. & Mrs. Fern & Jeannette 🦓 🍇 🎸 ý (Env# 4) 26 Penfold Cres. Winnipeg, MB R2J 1S4

#10

2004

- Mini Mr. Art

Mr. & Mrs. Gem & Lita .#⊛⊸ (Env# 7) ™≹ላ≸≋ %≹ ∲§æe Winnipeg, MB\_R2J 3X8

Mr. Art -₩<sup>2</sup>\$3 (Env# 10) ⊊\*%?≫≈₩er%?≈ \$} Winnipeg, MB\_R2H 0R1

Figure 89 Church Envelope Labels: Mailing

# Rct summary The Rct summary is a useful report to print either before or after the receipts are printed. It summarizes the amounts of each receipt.

<b>⊕ ₫</b> <b>₹</b>		F	Receipt Summary Report	2010			
RetNo	Envî	٧o	Name	Address	RECEIPTED: Deductible	Non- Deductible	Total
20100	49	1	Reduces (see a power	(1) South Read Print Print, Name and South Print, Name and Print Print, Name and Print, Name and Print, Name and Print Print, Name and Print, Name and Print, Name and Print Print, Name and Print, Name and Print, Name and Print Print, Name and Print, Name and Print, Name and Print, Name and Print Print, Name and Prin	1,700-00		1,039.00
20100	50	3	VB. Hint	11.0. Construction instant, 90.0 (2019)	10.00		-0.00
20100	51	4	hodron, and	NUMBER OF STREET	20.00		10.00
20100	52	5	All hards, so all y	MUNICIPAL AND ADDRESS OF ADDRESS OF ADDRESS ADDRES ADDRESS ADDRESS ADD	15.10		10.00
20100	53	6	CONS. NEW YORKS	Contraction Street, or	10.040		10.00
20100	54	8	Patrali, Planesa	<ul> <li>Marganiane</li> <li>Marganiane</li> <li>Marganiane</li> </ul>	180-01		
20100	55	10	faces inspectance	and Second of All and	a particular		1,000
20100	56	11	Oliver, Kinet ander	Calcol Role	1,010		1,00.00

Figure 90

Receipt summary report

### **Weekly Services**

All donations are assigned to specific envelopes for a specific service. Thus, a service must exist.

You can define as many services as needed on any given date. Thus, each day of the week can have several different services. With that said, most churches will likely have only one service per week and add a couple of "special" services throughout the year, as needed.

h Church Executive(tm) - [Weekly Services]		<u>_   ×   </u>
🗄 File Edit View Insert Format Records Tools Window Help		_ 8 ×
) 👱 • 🐰 🗈 📾 🗠 📫 🛃 👬 🍞 酒 🔽 🛤 🌦 📧	< > > > > * * * * 10 H H C 10	
Using Year: 2009 Datasheet	Editing! Stop Edit Report Save	
Date         Srv         Iime           19-Apr-09         Sun         1         10:00am	Liturgy positions Chorus/Hymns Scripture Attendance Contributions	
Theme Easter 💽 Communion?		
Pastor A School Guest?	Position Unit Person	
Sermon A Time for Renewal		
Organist Constant		
▲ April 2009       ▲         S M T W T F S       1 2 3 4         5 6 7 8 9 10 11       12 13 14 15 16 17 18         19 20 21 22 23 24 25       26 27 28 29 30         Service Exists       Add Sergices         Jan Feb Mar Apr May Jun       Jul Aug Sep Oct Nov Dec         Delete service       Delete service	Record: II I I I I I I I I I Comment	-
Liturgical position		
Figure 91		111

Weekly Services

A Tab control on the right half of the screen provides for additional information to be recorded for *each* service.



#### View an existing Service

A calendar at the lower left of the screen is used to *switch* to another service and to add a batch of new services for the year. **Double-click** on a blue date to view the details of that service.

To see the services in another month, either click the red arrows to the left of the current month's name or click once on the month abbreviation at the bottom of the calendar.



#### Add service

Any number of individual services can be created during the week where either contributions are received and need to be recorded and balanced *or* you wish to identify an "order of service" such as hymns, liturgy positions and attendance. You can either a single service or multiple services

#### Single Service

You will add a single service if another service is required on a Sunday where one already exists (perhaps an evening service) or you need to record contributions received on another day of the week (such as a Christmas Eve service or a monthly deposit of donations received via a Preauthorized remittance type of system).

- click either the <u>Add single service</u> button or the Add record button (lower left corner of screen). This will "blank" the screen and place the cursor in the **Date** field.
- 2 enter the new information for the desired service.

#### **Multiple Services**

This option will create a service for *every* week on a specified day of week (usually Sunday).

① click the Add Services button (found within the calendar) to display the following Add Services dialog box.

😫 Add weekly servi	ces in the second s		×
Add weekly sei	vices		⊆lose
Day of week	Sunday 💽 Star	t date 04-Jai	n-09
Time of service	10:00am S	ervice # 1	-
Theme			
Pastor	[		
	Create a service for ea week in this calendar ye	ch ear	

② Enter the appropriate values and click the Create a service for each week in this calendar year button (this button will be enabled when you have tabbed through the first field). You will be prompted to confirm this.

If a service, with the same service number, already exists on the specified date, it will be "skipped".

All donations are assigned to specific envelopes via the Weekly Contributions module.

# Weekly Contributions

<b></b>   % ■ <b>E</b>   ∽ <b>D</b>		7 🗚 🐴	$\mathbf{H} \rightarrow \mathbf{H}$	H	▶* AB	۶ 🗉 🕴 C	• † 8				
eekly Contributions	Service Year	Serv			Services	;			<u>R</u> eport		
'Remember' category/pay	2009 03-M	ay-09 1	10:00am	Cat	egories	,		Env	/ List		
					Code S	ub Short	Amount		EnvNo	Amount	E
nvelope	This Envelope —	Last Env	elope		0	General	228.00		1	25.00	1
r name	Env# 1	Env# 10	00		1	M&S	41.35		2	25.00	
				1	2	Building	5.00		5	24.00	
ategory	0 20.0	0 0	1.00	1	3	Sunday Sch			6	20.00	L
mount \$	1 5.0	0 1	34.35	1	4	Memorial			21	10.00	
auturo 🗾	Total 25.0	IO Total	35 35		5	Cradie			27	75.00	
ay type	20.0	Tocar	00.00		0	Dakeless			29	5.00	
ew Envelope				-	3	1.001			43	10.00	
Enterope TubadEan									50	10.00	
									51	10.00	Ĩ
Calendar Service Attendance	Envelope <u>n</u> ame							Des			
								Pay	PavTvm	e Amou	Int
May 2009		Multiple services	for						CA	120	13
<u> </u>		May 3, 2009							СН	154	1.0
1 2	Jan Jul	1 10:00am									
3 4 5 6 7 8 9	Feb Aug	2  11:30am									
10 11 12 13 14 15 16	Mar Sep										
17 18 19 20 21 22 23	Apr Oct										
24 25 26 27 28 29 30	May Nov							Re	cord: L	diel I	_
31	Jun Dec						1071.05	1.0			
				Code	2	I otal amount	\$274.35				

**Figure 97** Weekly Contributions

The screen is divided into several sections:

- the current Service is identified near the top/middle
- data input occurs at the top left (or, alternatively, in a spreadsheet-type format via an Input/Edit button)
- details of the current envelope being entered and the last envelope completed are displayed in the middle of the screen
- a summary of total donations *by contribution category* and *by pay type* are shown on the right side
- a list of each envelope that has contributed in this current service is noted on the right side
- a Tab control in the lower left corner of the screen allows you to switch to another date/service (Calendar), enter the attendance for the current service, or have the owner's name of the envelope displayed as data input occurs.

Selecting a service	The <i>current</i> service that contributions will be assigned	-Service					
	to is noted at the top middle of the screen.	Year		Serv			
		2009	21-Apr-0	9 1			
	Before entering any new contributions be very						
	mindful of the current service.						
	Use the calendar at the lower left of the screen to <i>witch</i>	to anothe	r service Dr	whle-click c	n a blue date		
	to view the details of that service.	to unotife			in a brae date		
	To see the services in another month, either click arrows to the left of the current month's name or click	the red	Calendar Serv	vice A <u>t</u> tendance	Envelope <u>n</u> ame		
	the month abbreviation at the bottom of the calendar		Ap	ril 2009 📃			
	Only services in the current calendar year are shown calendar. Switch years if you wish to view another y page 8).	n on the year (see	<b>5 M T</b> <b>5</b> 6 7 12 13 14 19 20 <u>21</u> 26 27 28	W         T         F         5           1         2         3         4           8         9         10         11           15         16         17         16           22         23         24         25           29         30         30         30	Jan Jul Feb Aug Mar Sep 5 Apr Oct May Nov		
	If a service does not yet exist on a date that you wish to contributions, it must first be created in the Weekly module (see page 39).	o record Services					
Entering Contributions	The Weekly Contributions is "ready" to have new con times. Simply start entering the required information. (For working with pre-authorized remittance type cor	ntributions	s added to t s see page 4	he current 13)	service at all		
Envelope	This is the envelope <i>number</i> . You can use the drop-dow an envelope from the listing.	wn list to	select Enve	elope	<u> </u>		
	Alternatively you can enter (or select) the name of the Internally, <i>The Church Executive</i> <sup>TM</sup> will store the envelo	envelope pe numbe	e user. er.				
	If an envelope does not appear in the listing, it must be added to the Envelopes module (see page 11 or page 42 to add a new envelope "on the fly").						
	The <b>Envelope</b> number field will default to the last entry allows you to quickly add a second contribution (sue envelope.	that was ch as to a	recorded d a different	uring this category)	session. This for the same		
Category	Enter the contribution category that this contribution assigned to. Optionally, you can record a sub-category	ition is t y.	o be <u>C</u> ate	gory			
	To create a new category see page 9.						
Amount	Enter the amount of the contribution.			<u>A</u> mount \$			
Pay type	Optionally, enter the type of payment received (eg. ca	sh, chequ	e, etc.)	Pay type			

#### Add new envelope

New Envelope

Generally, new envelopes are added either via the Envelopes module or the Family module prior to working with contributions. However, a new envelope (and family entry) can be added "on the fly" while working within the contribution module.

1 click the **New Envelope** button, found just below the contribution entry fields. This will display the **Add New Envelope** dialog box:

🛱 Add New Envelope	×
Add new Donor Envelope	Save (and close)
EnvNo 139 Unused #'s	Status Visitor  [required fields]
Title FirstName	LastName
Optional (recommended)	
Street	Year: 2009
Mail	
City	Prov
PCode	
Phone 🗾	Unit 7000 Unused #'s
Cell	
Notes	

This one screen is used to actually work with two different modules (tables) at the same time: envelopes and family, thus speeding up the initial entry of both. You may want to go back add additional information to either of these modules after the current week's contributions have been completed.

Note that the address is optional, but it is strongly recommended that it be recorded at this time. Remember that an address is required to generate a tax receipt.

- 2 enter the information for each field.
- 3 click the **Save (and close)** button to save the new envelope (and family).

**Defaults** This **Add New envelope** dialog box presents four defaults, three of which you can change, if needed:

- \* next envelope number (EnvNo)
- \* envelope Status
- \* next family **Unit** number
- \* current year (cannot be changed on this dialog box)

If you are not quite sure about the envelope number and family unit number, use the **Unused #'s Unused #'s** button to the right of each of the respective fields to view a current listing of unused numbers in each of the categories.

#### Input/Edit

Input/Edit

The **Input/Edit** button on the contributions screen serves three purposes:

- \* view the current week's contributions in "grid" or "spreadsheet" type view. This allows you to see all of the week's data at a glance.
- \* enter a batch of pre-authorized remittance-type contributions very quickly.
- \* allow the deletion of an entry.

We	ekly Cont	ributions -	'Fast' Input				
Ye 20	ear 109 19	-Apr-09	Serv 1 10:00am	PAR batch (16)		Clos	a
Ca <u>t</u>	egory 0	🗾 Sub	Pay type	CA 🔽		Delete	
	EnvNo	Amount	FullName	Code	SubCode	PayType	
►	1	20.00	Rozen Edite	0		CA	
	2	18.00	Milling & South South	istriction O		СН	
	2	2.00	A HASH SOLED STOL	ផ្លែនក្នុង 1		СН	
	2	5.00	Moline Solder and	2 R		СН	
	5	24.00	New Strategy and Str	0		СН	
	10	20.00	De Keek Est	0		CA	
	21	15.00	Welk Walkson	0		CA	
	29	5.00	Toseminer Calob	0		CA	
	31	10.00	Madler's Ait and also	F.32 0		СН	
	35	10.00	Kerner within Gamery	della O		СН	
	37	10.00	Waleyn Mate	0		CA	
	37	10.00	Haren kate	2		CA	
	41	40.00	uss, but ne Copela.	0		СН	
	49	20.00	Brathsrider Mel. 101 Mill	(d)		CA	
Re	cord: 📕	10.00	<u>채형</u> 사장(전)(1.54) 1 ▶ ▶ ▶ ▶★ of 17	» n		сн	
	Total am	ount 🛸	234.00				

#### PAR batch(nn)

PAR <u>b</u>atch (16)

The **PAR** <u>batch</u> (nn) button will automatically create entries for all of the currently defined PAR contributions that have been previously recorded (and maintained) in the Church Envelopes module (see page 14).

This is a very quick way to work with a large batch of regularly received donations.

You will be prompted to confirm this process:

PAR Batc	h
۰.	You are about to create a contribution list of 16 PAR entries for this service. Are you sure you want to do this?
	Yes No

d.

#### Weekly Contributions

Date: Nov 7, 2004 [Service: 2, Time: 9:00 am]

EnvNo	0. Gen	eral		Other	Total	
1	0	11.00	сн		11.00	
5	0	10.00	сн		10.00	
9	0	10.00	CA		10.00	ç
11	0	10.00	CA		10.00	11
14	0	10.00	CA		10.00	14
18	0	10.00	CA		10.00	18
22	0	10.00	CA		10.00	2
23	0	5.00	CA		5.00	2
28	0	100.00	сн	02 200.00 CH	300.00	2
30	0	10.00	сн		10.00	30
33	0	10.00	CA		10.00	з
34	0	30.00	сн		30.00	Э
35	0	20.00	CA		20.00	Э
40	0	20.00	CA		20.00	- 4
44	0	10.00	CA		10.00	4
46	0	10.00	CA		10.00	4
47	0	13.00	сн	0 13.00 CH	26.00	4
49	0	15.00	CA		15.00	- 4
55	0	2.00	CA		2.00	- 5
56	0	80.00	сн		80.00	5
60	0	40.00	CA		40.00	6
62	0	15.00	сн		15.00	6
63	0	30.00	сн		30.00	6
65	0	5.00	CA		5.00	68
67	0	12.00	CA		12.00	6
72	0	40.00	сн		40.00	7:
73	0	20.00	CA		20.00	73

**Figure 111** Weekly Contributions: Envelope summary report

	Weekly Contril	butions Summary			
	Date: Nov 7, 2004				
Code	D escripti on			Total	Code
0	General Revenue	e		8,053.50	0
01	Offering Envelop	es		621.00	01
0 2	Individual Donati	on		3,375.00	02
04	Loose collection		388.01 10.00	04	
1 1	Holy Cross Food			11	
12	Food Basket	Food Basket			
14	Development and	d Peace		35.00	14
16	St Raphael Cent	St Raphael Centre			16
		Tot	al Contributions	\$12,522.51	
Paytype	Cash	3,765.51			
summary	Cheque	8,757.00			
Attendance:					
AM1:	SS:	Other 1:	Oth3:		
AM2:	Nurs:	Oth2:	Oth4:		

Figure 112 Weekly Contributions: Summary of week