

Appendix 1

Administrative Procedures

Administrative Appeal Procedures

ONLINE GIVING

- Last year more than 20% of donations were made through online giving.

Giving online continues to grow in popularity. Encourage your parishioners to go to **www.projectadvance.ca** and click on the Donate button at the top of the page. At this secure site, donors can give a one-time credit card gift or monthly donations which will be credited to your parish. A popular benefit to the donor is they get their tax receipt right then, just as soon as the payment is completed (if it was a one-time payment).

Donors are required to select their parish along with providing their other information. Your parish will be advised via the frequent **Pledge Status Report** of these gifts, as well as gifts that were mailed or phoned directly to the Project Advance office.

Keep this in mind: The more people who donate via online, the less work there is for your Project Advance Team, not only in the initial processing phase, but at year end because there will be less tax receipts to distribute

PREPARING PLEDGE CARDS

Every gift you handle must have a corresponding pledge card. Be sure to complete the name, address and telephone number of each parishioner who offers a gift (and email if possible). If you receive an anonymous gift, fill out the pledge card with “Anonymous” as the donor and it will be credited to your parish account. The pledge card may then be handled as a regular pledge. Do not send cash with a pledge card. **Even if the gift is anonymous, all gifts should be matched with their own, separate pledge card. This is a mandatory requirement of Canada Revenue Agency.**

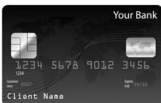
Accounting Procedures

1. Open all envelopes and attach cheques, notes, etc. to each individual pledge card.
2. Separate pledge cards into 3 piles:
 - a. Credit card pledges
 - b. Pre-authorized banking (will have a cheque on which “VOID” has been written – it is not necessary to have it signed)
 - c. All other gifts

IMPORTANT: DO NOT USE STAPLES AND NEVER SEND CASH IN THE MAIL

CREDIT CARD GIFTS

– VISA, MasterCard, American Express



1. Separate the Project Advance copy of the pledge form from the Parish copy. Ensure the Project Advance copy is complete. It **must have** the name, address and telephone number of the donor, the complete credit card number, the expiry date, and an indication of how the donor wishes to pay his gift. (\$X per month for X months for a total of \$X or a single gift amount.)

If any of the above information is missing, please contact the donor for details. A signature would be good to have, but lack of one becomes an issue only if the item on the donor's statement is disputed (which does happen from time to time).

2. Ensure the information on the Parish copy of the pledge form is complete. For security reasons, it is not wise for the parish to keep a record of the donor's credit card number, however, please make sure that there are 16 squares completed for the credit card number (15 for AMEX), and 4 squares completed for the expiry date on the Project Advance copy.
3. Complete the "Parish Use Only" section of the pledge card:
 - a. The "mon/day/year" should show the same date as the report filed on the green sheet
 - b. The "Payment" should be the amount deposited to the bank. The total of these amounts must balance to the bank deposit, so pledges of this nature usually will have a "0" in this box. If, however, the donor is making a partial payment, by cash or by cheque, please leave this pledge card in the "Credit Card" category, and complete the necessary information (i.e. amount enclosed). Be sure to include the partial payment in your parish cheque.
 - c. "Initial" should be that of the person completing the report form.
4. Place the Project Advance copies in alphabetical order, and run an adding machine tape showing the total amount of gifts in this category. Attach the tape to the pledge cards.
5. Place the parish copies of the pledge forms in alphabetical order. This will make it easier for you to find the pledge form you are looking for, should you need to refer back to these. Run an adding machine tape – it should equal the total shown in the Project Advance copies.

PRE-AUTHORIZED PAYMENT



Note: this is not the same as "Post-dated cheque"

1. Separate the Project Advance pledge copy from the Parish copy. Ensure the Project Advance pledge form is complete.
2. Attach the "Void" cheque to the Project Advance copy of the pledge form.
3. Complete the "Parish Use Only" section of the pledge card:
 - a. The "month/day/year" should show the same date as the report filed on the green sheet
 - b. The "Payment" should be the amount deposited to the bank. The total of these amounts must balance to the bank deposit, so pledge of this nature usually will have a "0" in this box. If, however, the donor is making a partial payment, by cash or by cheque, please leave this pledge card in the "Credit Card" category, and complete the necessary information (i.e. amount enclosed). Be sure to include the partial payment in your parish cheque.
 - c. "Initial" should be that of the person completing the report form
4. Run an adding machine tape of the total amount of gifts in this category. Attach the tape to the pledge cards.

5. You may keep a separate batch of parish pledge forms for this category, or you may keep one batch of all pledge forms. **(This applies to PARISH COPIES ONLY)**

ALL OTHER GIFTS (Except stocks, call our office for info)

This category includes gifts paid in cash, by cheque, by post-dated cheque, or for those wishing to receive monthly reminders from the Project Advance office.

1. Separate the Project Advance copy of the pledge form from the Parish copy. Ensure the Project Advance copy of the pledge form is complete.
2. Ensure that the amount of cash/cheque received is consistent with what is indicated on the pledge form.
3. Ask yourself the following questions:
 - a. Is there a name and address (and, hopefully, a telephone number and email address) on the pledge form? This is required by the Project Advance office in order to properly prepare the tax receipt.
 - b. Do I know how much this donor is giving in total?
 - c. Do I know how this donor is paying his gift? Is the cash/cheque attached, and is it in the correct amount?
 - d. Is the cheque completed correctly, and is it signed?
 - e. Is the cheque(s) post-dated? If yes, attach the cheque to the Project Advance copy. **DO NOT** include it in your total bank deposit. The Project Advance office will deposit the cheque at the appropriate time.

If you have answers to all the above questions, you may process this gift at this time. If not, please contact the donor in order to complete the missing information.

4. The items are now separated into three sections:
 - a. The Project Advance copies
 - b. The Parish copies
 - c. Cash and Cheques to be deposited
5. Sort the Project Advance copies of the pledge cards into alphabetical order. Run an adding machine tape of the total value of gifts in the Project Advance copies. Then run another adding machine tape of the cash/cheques received. This latter amount should equal the total bank deposit, and the amount of the cheque you send to the Project Advance office with these copies. Include the adding machine tape with the pledge cards when you send them in.
6. Run an adding machine tape of the total value of gifts in the Parish copies. Then run another adding machine tape of the cash/cheques received. The totals here should be identical to those on the Project Advance copies. Attach the adding machine tape to this group of pledge cards and note the Report # on the tape. The Project Advance office may need you to verify some information from a particular pledge card in a particular report.
7. File the Parish copies in alphabetical order, and integrate the credit-card and preauthorized payment pledge forms (if you are keeping records this way).
8. **Contact the Project Advance office at any time if you have questions at (604) 683-0281 and ask to speak to Grant Andrews (ext 50322) or Tim Phan (ext 50323).**
9. Complete your bank deposit.
10. Send to the Project Advance office the Project Advance pledge forms (along with any attachments) the green and yellow sheets (see next section for completion instructions), and a cheque from your parish for the full amount of your deposit.

NOTES: It is very important to continue to send in timely reports to the Project Advance office, weekly to begin, at least every two weeks as you receive additional gifts, and especially if you receive credit-card pledges and thereafter just as the odd pledge arrives. Be sure that the parish secretary or bookkeeper alerts you to new pledges especially after the main period is finished. It is vital that these gifts be processed as quickly as possible.

It cannot be emphasized enough that any gift not processed by the Project Advance office by December 31 (with a small number of days added for mailing) will not qualify for a tax receipt for the current year. Canada Revenue Agency is very strict on the dating of charitable gifts. You will be notified in advance by the Project Advance office of the absolute deadline for having pledge cards and payments into our office.

IMPORTANT: DO NOT USE STAPLES AND NEVER SEND CASH IN THE MAIL

Second Payments

If a donor decides to make a payment on their pledge soon after their pledge card was sent into the Project Advance office, or they would like to make a second donation, **do not fill out a second pledge card**. Follow these steps:

- Complete the “Donors’ Second and Subsequent Payment Form” (yellow) by listing the necessary information (date, name, account number if any, amount of payment and balance).
- Send the form with the “Weekly Parish Report” and include the amount in the parish cheque sent to the Project Advance office.