

# Diocese of Syracuse HOPE Appeal 2020 Parish Financial Report Form

This form is for in-pew processing only.

Parish Report # \_\_\_\_\_

Diocesan Deposit # \_\_\_\_\_

Parish \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Submitted By \_\_\_\_\_

CATEGORY	PAID NOW	BALANCE DUE	TOTAL	# PLEDGE ENVELOPES
Pledges Paid in Full	\$	XXXXXXXX	\$	#
Pledges Partial Payment	\$ +	\$ =	\$	#
Pledges Using Credit Cards	XXXXXXXX	\$	\$	#
Pledge Only	XXXXXXXX	\$	\$	#
TOTALS	\$	\$	\$	#

Declined # \_\_\_\_\_ Unable # \_\_\_\_\_ No Response # \_\_\_\_\_

Moved/Deceased # \_\_\_\_\_ Other # \_\_\_\_\_

1. **DO** - Donor's check must be kept with their pledge.  
**DO NOT** - Use paper clips or staples to attach checks to pledge forms; just keep them together.
2. **DO** - Write the check number on each corresponding pledge form.  
**DO** - Place a parishioner label with constituent ID number on each form or write the constituent number on each form.
3. **DO NOT SEND CASH.**  
**DO** - Use a Parish Check to replace cash payments. Be sure to include the names of the cash donors along with parish check.
4. **DO** - Bundle like forms together with a corresponding adding machine tape.

*The 2020 HOPE Appeal Ends January 31, 2021.*