

Gift Entry

RE Title	How we use it
Date (Gift Date)	Date entity <i>RECEIVED</i> the check
GL Post Date	Date the donation was <i>DEPOSITED</i>
Attribute: Received by date	Date the gift was <i>PROCESSED</i> by Development
Check Date	Date on the check
Reference Date	Date on the receipt, transaction date, etc.

Gift type vs Pay Method

- Type: category of gift
 - *Huge implications on reporting*
 - Cash
 - In-Kind
 - Stock
- Method: Way in which a gift is given to us
 - Personal check
 - Business check
 - Cash
 - other

Gift sub type

- Helps us better identify “types” of gifts
 - Paypal
 - Authorize.net
 - Grant
 - United Way

Sample Entries



Advancement Office
Gift Designation Form

- MJ
- SMS
- Filing Only

Kindly mark FUND that applies.

- | | | | | | |
|--|--|---|---|--|--------------------------------------|
| <input checked="" type="checkbox"/> Unrestricted | <input checked="" type="checkbox"/> Nov. Sponsorship | <input type="checkbox"/> Elderly Sisters | <input type="checkbox"/> Vocations Office | <input type="checkbox"/> Friends of Carmel | <input type="checkbox"/> In Honor |
| <input type="checkbox"/> Bequest | <input type="checkbox"/> Mem./Enroll. | <input type="checkbox"/> Sisters' Education | <input type="checkbox"/> Stipends | <input type="checkbox"/> CDs | <input type="checkbox"/> In Memoriam |
| <input type="checkbox"/> Family Donations | <input type="checkbox"/> Jubilees/Prof. | <input type="checkbox"/> M. L. Fund | <input type="checkbox"/> Donor Restricted | | |
| <input type="checkbox"/> Grant Unrestricted | <input type="checkbox"/> Grant Restricted | | | | |

Kindly mark APPEAL that applies. Note that there may be a year attributed to the appeal.

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Expectant Mothers | <input type="checkbox"/> Priest Enrollment | <input checked="" type="checkbox"/> Annual Appeal (Year: <u>2014</u>) | <input type="checkbox"/> S of C (Date of Issue: _____) |
| <input type="checkbox"/> First Profession | <input type="checkbox"/> Final Profession | <input type="checkbox"/> Sisters' Jubilee | <input type="checkbox"/> Moments of Grace Book |
| <input type="checkbox"/> Candidates | <input type="checkbox"/> Christmas | <input type="checkbox"/> Christmas Enrollments | <input type="checkbox"/> CD: _____ |

Notes: _____

Note Relationship: _____

Additional Information:

- Gift given in honor of: _____
- Gift given in memory of: _____
- Prayer Request: _____
- Other: _____

OFFICE USE ONLY

Steve Boomer
met sisters at SCRC

\$10

Your Name
Pete Ericson
123 Main Street
Alhambra, CA 91801

1337

8/30/2017

DATE

Pay to the
Order of: *Apostolic Center*

\$

150.00

One Hundred Fifty and 00 / xx

Dollars

Best Bank
777 Money St.
Alhambra, CA 91801

Memo: *tithe*

Your Signature

.: XXXXXXXXX .: 00000000

Advancement Data

From: redge@carmelitesistersocd.com
Sent: Friday, September 01, 2017 6:24 AM
To: REdge Coordinator
Subject: Carmelite Sisters | Online Donation

Transaction ID: 1112223333

Donation In Honor of

Bobby Bison

I would like my donation to be a

One Time Donation

Name

Owen Ox

Credit Card

American Express
XXXXXXXXXX1234

Card Billing Address

47 E. Plain Pasture
Apt.488
New York, NY 10023
United States
[Map It](#)

Please include any prayer intentions below:

For the intentions of Bobby Bison on the occasion of his 70th Birthday

Order

Product	Qty	Unit Price	Price
Enter Donation Amount			
Designation: In Honor	1	\$70.00	\$70.00
Total:			\$70.00

Advancement Data

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Friday, September 01, 2017 6:24 AM
To: REdge Coordinator; Advancement Data
Subject: Merchant Email Receipt

===== SECURITY STATEMENT =====

It is not recommended that you ship product(s) or otherwise grant services relying solely upon this e-mail receipt.

===== GENERAL INFORMATION =====

Merchant : CARMELITE SISTERS OF THE (1731279) Date/Time : 1-Sep-2017 6:23:58 PDT

===== ORDER INFORMATION =====

Invoice : 59a95f78d4667

Description : Donation | General Full Form Amount : 70.00 (USD) Payment Method: American Express xxxx5007

Transaction Type: Authorization and Capture

===== Line Items =====

Item: 4

Description: Enter Donation Amount

options: In Honor

Quantity: 1

Unit Price: \$70.00 (USD)

Item Total: \$70.00 (USD)

===== RESULTS =====

Response : This transaction has been approved.

Auth Code : 106197

Transaction ID : 1112223333

Address Verification : Street Address: Match -- First 5 Digits of Zip: Match

==== CUSTOMER BILLING INFORMATION ===

Customer ID :

First Name : Owen

Last Name : Ox

Company :

Address : 47 E. Plain Pasture Apt 488

City : New York

State/Province : NY

Zip/Postal Code : 10023

Country : United States

Phone :

Fax :

E-Mail :

==== CUSTOMER SHIPPING INFORMATION ===

First Name :

Last Name :

Company :



GIFT-IN-KIND ACCEPTANCE FORM

PLEASE MARK APOSTOLATE

<input checked="" type="checkbox"/> 01 Generalate	<input type="checkbox"/> 03 MCHM	<input type="checkbox"/> 05 Santa Teresita	<input type="checkbox"/> 06 Avila Gardens	<input type="checkbox"/> 07 Marycrest
<input type="checkbox"/> 08 Sacred Heart RH	<input type="checkbox"/> 09 Mt. Carmel RC	<input type="checkbox"/> 10 Mt. Carmel CC	<input type="checkbox"/> 11 Little Flower MH	<input type="checkbox"/> 12 Hayden

Gift Received by: ADV Date: 9/12

DONOR INFORMATION – PLEASE PRINT LEGIBLY

Name of Company/Donor Doug's Sandwiches Contact Name Doug Harden
 Address 112 Whole Grains Way
 City Provo State CA Zip 92460
 Phone Number (626) 443-2312 Email toastedcheddar@aol.com
 Donor Signature _____ Date _____
 Procurer Signature _____ Date _____

GIFT INFORMATION

Detailed description of item (3) Three serving trays and (12) twelve baking sheets

Estimated value given by Donor \$ _____ Receipt / Invoice Attached: Yes No

Item Received To be picked up by: _____ To be delivered by: _____

Donor Restrictions No Yes _____

Comments _____

IN-OFFICE USE ONLY

For dinner events, please select event to left and fill out auction item information

Luck of the Irish Live Silent Category: _____ Item #: _____
 ST Gala

For day events, please select the name of the event below and the category the donation will be applied to

<input type="checkbox"/> SHRH Boutique	<input type="checkbox"/> ST Fantasia			
<input type="checkbox"/> Food Booths/Bakery Shop	<input type="checkbox"/> Game Booths	<input type="checkbox"/> Caricature Booth	<input type="checkbox"/> Country Store	<input type="checkbox"/> Raffle
<input type="checkbox"/> Carmel Kitchen	<input type="checkbox"/> Children's Area	<input type="checkbox"/> Garden Booth	<input type="checkbox"/> Gift Shop	<input type="checkbox"/> Live Auction
<input type="checkbox"/> Fudge	<input type="checkbox"/> Santa's Workshop	<input type="checkbox"/> Misc. Booths	<input type="checkbox"/> Hall Boutique	<input type="checkbox"/> Silent Auction

Entered into RE Date: _____ Initials: _____ TY Sent Date: _____ Initials: _____

*The Carmelite Sisters reserve the right to decline a gift if it is not consistent with our mission or if unable to use or sell gift in a timely manner.
 Revised 5/18/2012

Other Things to Be Aware of

- Money orders & credit memo's, pay method = business check
 - This is the pay method Finance will associate with these for reconciling
- Restricted fund donations have implications for Finance
- When entering donations, focus on the PERSON first, then the FINANCIAL