

**THE ANNUAL PARTNERS IN CHARITY APPEAL
PARISH REPORT WORKSHEET**
DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

WEEK 1

Staff phone numbers: (508) 929-4366 / Fax: (508) 929-4387

	<u># of Gifts</u>	<u>Cash Collected</u>	<u>Balance Due on + Pledges</u>	<u>Credit Card + Amount</u>	<u>Matching Gifts + Amount</u>	<u>TOTAL AMOUNT</u>
↙ Carry forward totals from report of <u>Week 1</u>						

↓ TOTAL						
↓ REPORT	_____	_____	+ _____	+ _____	+ _____	= _____

↓ THE FIGURES REPORTED ON THE LINE ABOVE SHOULD BE CARRIED FORWARD TO
↓ THE NEXT REPORT.

WEEK 2

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous						
↙ Report	_____	_____	+ _____	+ _____	+ _____	= _____
Additional Parish Returns	_____	_____	+ _____	+ _____	+ _____	= _____
TOTAL REPORT 2	_____	_____	+ _____	+ _____	+ _____	= _____

WEEK 3

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous						
↙ Report	_____	_____	+ _____	+ _____	+ _____	= _____
Additional Returns	_____	_____	+ _____	+ _____	+ _____	= _____
TOTAL REPORT 3	_____	_____	+ _____	+ _____	+ _____	= _____

WEEK 4

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous						
↙ Report	_____	_____	+ _____	+ _____	+ _____	= _____
Additional Returns	_____	_____	+ _____	+ _____	+ _____	= _____
TOTAL REPORT 4	_____	_____	+ _____	+ _____	+ _____	= _____

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# of Gifts	Cash Collected	+ Balance Due on Pledges	+ Credit Card Amount	+ Matching Gifts Amount	= TOTAL AMOUNT
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☞ Carry forward totals from report of Week

↓ TOTAL
 ↓ REPORT 4 _____ + _____ + _____ + _____ = _____

↓ THE FIGURES REPORTED ON THE LINE ABOVE SHOULD BE CARRIED FORWARD TO
 ↓ THE NEXT REPORT.

WEEK 5

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
 ↓ Report _____ + _____ + _____ + _____ = _____
 Additional
 Parish
 Returns _____ + _____ + _____ + _____ = _____
 TOTAL
 ☞ REPORT 5 _____ + _____ + _____ + _____ = _____

WEEK 6

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
 ↓ Report _____ + _____ + _____ + _____ = _____
 Additional
 Returns _____ + _____ + _____ + _____ = _____
 TOTAL
 ☞ REPORT 6 _____ + _____ + _____ + _____ = _____

WEEK 7

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
 ↓ Report _____ + _____ + _____ + _____ = _____
 Additional
 Returns _____ + _____ + _____ + _____ = _____
 TOTAL
 REPORT 7 _____ + _____ + _____ + _____ = _____

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# of Gifts	Cash Collected	+	Balance Due on Pledges	+	Credit Card Amount	+	Matching Gifts Amount	=	TOTAL AMOUNT
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↺ Carry forward totals from report of Week

↓ TOTAL
↓ REPORT 7 _____ + _____ + _____ + _____ = _____

↓ THE FIGURES REPORTED ON THE LINE ABOVE SHOULD BE CARRIED FORWARD TO
↓ THE NEXT REPORT.

WEEK 8

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
↺ Report _____ + _____ + _____ + _____ = _____

Additional
Parish
Returns _____ + _____ + _____ + _____ = _____

TOTAL
↺ REPORT 8 _____ + _____ + _____ + _____ = _____

WEEK 9

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
↺ Report _____ + _____ + _____ + _____ = _____

Additional
Returns _____ + _____ + _____ + _____ = _____

TOTAL
↺ REPORT 9 _____ + _____ + _____ + _____ = _____

WEEK 10

DO NOT INCLUDE ANY DIOCESAN CREDITS IN THIS REPORT

↓ Previous
↺ Report _____ + _____ + _____ + _____ = _____

Additional
Returns _____ + _____ + _____ + _____ = _____

FINAL
REPORT _____ + _____ + _____ + _____ = _____

PLEASE CONTINUE TO REPORT WEEKLY TOTALS UNTIL CAMPAIGN CONCLUDES