



Annual Diocesan Appeal Transmittal Report

Name of person completing this form: _____

Date: _____

Parish number: _____

Daytime phone number: _____

Parish name: _____

City/Town: _____

	This Report	Total to Date (not required by Diocese, for parish records only)
1. Total number of cards enclosed		
2. Total amount of pledges and one-time gifts	\$	\$
3. Total number of checks enclosed		
4. Total amount of checks enclosed	\$	\$

Explanation:

Line #1 – Total number of donation cards enclosed.

Line #2 – Total dollar amount of all pledges **AND** one-time gifts enclosed.

Line #3 – Total number of checks enclosed.

Line #4 – Total dollar amount of checks enclosed.

The Total to Date column may be used for your parish records. **It is not required by the finance office.** The Weekly Pledge Journal e-mailed to you will reflect the ongoing total.

Using the transmittal envelopes provided by the Diocese, please mail this weekly transmittal form, signed and completed pledge cards, personal checks and a parish check for any cash gifts to the diocesan finance office.

**Diocese of Des Moines
Office of Finance
601 Grand Avenue
Des Moines, Iowa 50309
(515) 237-5083
finance@dmdiocese.org**