

Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This new sletter w ill be sent periodically to assist in your transition. Please encourage other ParishSOFT Users in your organization to subscribe. Thank you! Carla Haiar

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*Catholic Diocese of Sioux Falls*

**ConnectNow**  
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Family Suite

## Gift in Kind

Any time you receive a gift from a parishioner that you wish to acknowledge but cannot report as a tax deductible gift, you may post it to a Gift in Kind Fund. Examples would be a CFSA gift received at the Chancery Office but NOT receipted in your office, or a check from a grain elevator or an investment fund.

**Gift in Kind Fund is NOT Tax Deductible. Please acknowledge these gifts upon receipt. They will NOT appear on an EOY Gift Statement.**

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Family Suite

Home | Family Directory | Religious Ed. | Offering | Ministry Scheduler | Adm

Fund Management | Batch Management | Pledge Management | Contribution

### Fund Management

10 records

Add Fund

Fund #	Description	Tax Deductible	Tuition Fund
500-10-2013	Building Fund Campaign	<input checked="" type="checkbox"/>	
100-50	Holy Days - Special Collections	<input checked="" type="checkbox"/>	
100-10	Offertory	<input checked="" type="checkbox"/>	
100-10-2012	Offertory 2012	<input checked="" type="checkbox"/>	
100-10-2013	Offertory 2013	<input checked="" type="checkbox"/>	

Page 1 of 1 (5 Records)

Please search your funds for an existing Gift in Kind fund in the Offering, Fund Management Tab. If none is found:

1. Click Fund Management
2. Click Add Fund

1. Gift in Kind (3104)

Fund #: 1009Gift Fund ID:

Description: Gift in Kind

Start Date:

End Date:

Diocesan #:

External #:

Tax Deductible: No Tuition Fund: No

Require Pledge: No Enable Import: ⓘ

Edit Close

1. Fund # can be any number with Gift included in name and Description is "Gift in Kind"
3. Tax Deductible is No

# Now let's POST the gift to the parishioners account.

The screenshot shows the 'Contribution Posting' interface. Step 1 points to the 'Offering' menu. Step 2 points to the 'Posting' icon in the navigation bar. Step 3 points to the 'Batch' dropdown menu in the 'Default Posting Data' section. Step 4 points to the 'Memo' text field.

**1.** Click on Offering

**2.** Posting

**3.** Select Batch as None, since you are not reconciling cash, there is no need to batch Gift in Kind entries. Continue to select the Posting Date, Family, Amount as normal.

**4.** Memo field, if this for a CFSA Pledge, please enter CFSA in the Memo field for future search and reporting.

1. Click on Offering
2. Posting
3. Select Batch as None, since you are not reconciling cash, there is no need to batch Gift in Kind entries. Continue to select the Posting Date, Family, Amount as normal.
4. Memo field, if this for a CFSA Pledge, please enter CFSA in the Memo field for future search and reporting.

Date

Name

Address

City, State Zip

Dear Name,

I would like to thank you for your gift of \_\_\_\_\_ to \_\_\_\_\_.

Your donation of \_\_\_\_\_ for \_\_\_\_\_ is very much appreciated. Please note, no goods or services were provided to you, other than intangible religious benefits. \_\_\_\_\_ is a 501(c)3 not-for-profit corporation.

May the Lord bless you.

Gratefully in Christ,

\_\_\_\_\_

Acknowledge the gift with a thank you letter. A sample thank you letter is enclosed. It is best to reply immediately upon receipt of the gift in kind with a letter.

1.

**Edit Pledge (27990)** Quick Reports ▼

**Pledge List Filters**  
Organization: Blessed Kateri Tekakwitha, Pierre  
Fund: CFSA 2014  
Family Status: Registered  
Family Group: Active

**Donor Record**

First/Last Name	Env #	Pledge #	Phone #	Address 1	Address 2	City/State/Postal
B						7501

**Pledge Record**

Pledge Date\*: 1/1/2014  
First Payment Date\*: 1/2/2014

Down Payment\*: \$0.00  
Payment Type\*: Cash  
Check #:   
Post to\*: Entire Family  
Batch: None

Pledge Amount\*: \$500.00  
Adjustments: \$0.00  
Adjusted Balance: \$500.00  
Total Paid: \$0.00  
Balance: \$500.00

Frequency\*: Monthly  
# of Months\*: 12  
Payment Amount\*: \$41.67

Statement Months - **Select All** - **Clear All**  
Select each month a statement should be sent

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> October
<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> November
<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> December

Pledge Notes (3000 characters left):   
Reason (200 characters left)\*:   
  
Save Close

Suppose this Gift in Kind would reduce a CFSA Pledge. Be sure to Edit the Pledge.  
1. Click on Adjustments on the Edit Pledge Record.

1. 2.

### Pledge Adjustments for 279909

Add Pledge Adjustments

Date*	Amount*	Type*	Comment
2/3/2014	\$-500.00	Donor	Paid through Gift In Kind

Date	Amount	Type	User	Comment
No data to display				

1. Enter the Gift In Kind value as a minus number to reduce the Pledge Amount.
2. Enter the Comment as Paid Through Gift in Kind.

Pledge Amount*		Adjustments		Adjusted Balance		Total Paid		Balance
\$500.00	+	\$-500.00	=	\$0.00	-	\$0.00	=	\$0.00

The Pledge Amount will show as \$500 but the adjustment of -\$500 will result in a zero balance.

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