

**2009 Fall Combined Collection**  
**INSTRUCTIONS FOR PROCESSING DONATIONS**

Accounting Services is now solely processing all FCC donations. Accounting prefers one check for one stub. We ask that only the envelopes that contain cash in them be processed. Please follow the instructions below for the FCC.

1. Open all envelopes that are for the FCC. Separate the envelopes that have checks in them from the envelopes that have cash. Do not remove the check or stub. The envelopes with checks are to be forwarded as is.
  
2. When there is cash in the envelope, deposit the cash in the parish checking account and write one check to the Diocese of San Bernardino for the same amount.
  - a. Verify that the amount written on the stub is the same amount of cash in the envelope. If there is a difference write the correct amount of cash on the stub.
  - b. For the loose collection, please total these funds and write the amount on a blank FCC Pledge Card. Write the name of the parish and entity on the pledge card as well
  - c. Total both amounts from a. & b. and write one parish check. Make sure to enclose all pledge cards with this check.
  
3. Forward all pledge cards and payment to:

Diocese of San Bernardino  
Accounting Services - FCC  
1201 E. Highland Ave  
San Bernardino CA 92404

Accounting Services typically receives several hand-written FCC Gift Cards. Now that the diocese and our parishes are using ParishSOFT, our parishes have access to the Family DioID. Parishes are asked for help in looking up the donor numbers (Family DioID) and writing them down on each gift card prior to sending the completed gift cards into Accounting Services. The following page provides instructions to view the Family DioID in ParishSOFT.

If dropping the payments off at the Diocesan Pastoral Center, they may be placed in the drop safe behind the receptionist desk in the front lobby.

If you have any questions, please feel free to contact Karly Benitez, DDF Accounting Clerk at (909) 475-5485.