



# ACA Training Day

Sandra Boguslawski  
ACA Bookkeeper & Administrative Assistant



Thankful



for You

# Important Points to Remember



- Parishes did a great job for 2018 in double-checking reports!
- Deposit = \$ of Payments on Report = Parish Check
- Once the 2018 ACA books are closed, any payments will move forward to the 2019 ACA.
- The parish gives tax receipts for all special collections – except the Annual Catholic Appeal.
- I am happy to give you a current total for your ACA – just call or email
- Feel free to call and ask me questions any time!

# Important Points to Remember

- If your parish accepts credit card payments, we highly recommend not accepting ACA payments through your own platform. Instead, please provide a link to the diocese donation page on your web page.
- ACA reports are available online
- ACA materials are available online
- Please forward ACA donations in a timely manner – credit/debit donations are **extremely** important to process before December 31<sup>st</sup>.



# About those tax receipts...

- You must provide a tax receipt for any amount over \$250.
- Letters should be sent by January 31<sup>st</sup> – donors are required to have documentation at the time of filing taxes.
- The Diocese chooses to send a thank you / tax receipt to every person who makes a donation to the ACA – regardless of amount.
- In order to send accurate tax receipts, we must have all donations forwarded to us as soon as possible.
- December 31<sup>st</sup> is a Monday this year.
- Don't forget to check postmarks!
- Fiscal Year vs. Calendar Year – please see handout.



# Break-Out Sessions 2.0

- We will be breaking out again into groups
- Bookkeepers/Secretaries who have attended this training once or twice – Sandra will review the proper procedures for filling out the ACA Reports. (Anyone else is also welcome to join!)
- Everyone else – please work with Alma to collect your ACA materials. Feel free to complete evaluations.





Sandra Boguslawski  
[sandra.boguslawski@yakimadiocese.net](mailto:sandra.boguslawski@yakimadiocese.net)  
509-367-5301

# Questions?