

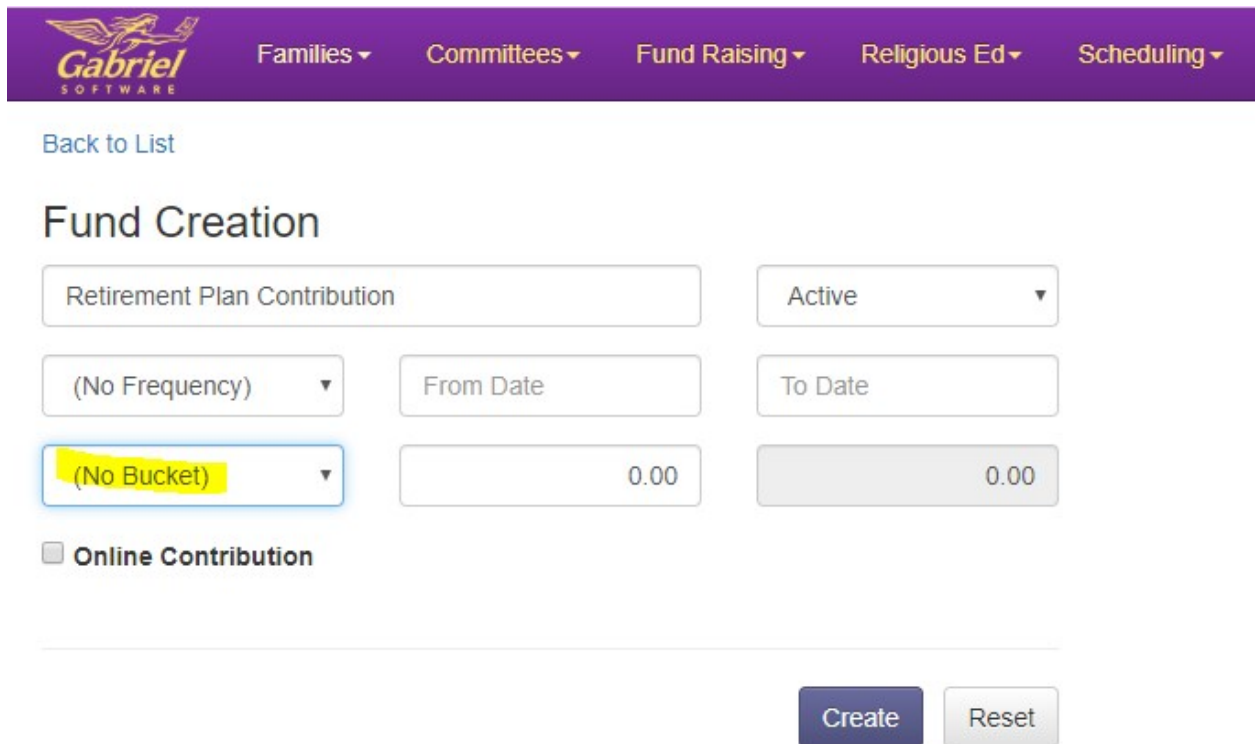
IRA Contributions from Members in Gabriel Software

The information in this document can be used as a guide for a Parish to follow when you receive a donation from a Members IRA company.

1. The donation must be received from the Members IRA Company.
 - a. The member must make arrangements with their IRA Company to distribute the donation to the Parish.
 - b. The member will receive confirmation from their IRA company the donation was sent to the Parish
2. The Parish is required to acknowledge receipt of each individual IRA donation of the member.
 - a. Thank the member for their generous donation.
 - b. Check IRS documentation for any specific wording needed in the letter.

The remaining is how to record each IRA donation in Gabriel Software.

1. A fund should exist in Gabriel called something close to **Retirement Plan Contribution** . Leave this fund with (No Bucket).



The screenshot shows the Gabriel Software interface for creating a fund. At the top is a purple navigation bar with the Gabriel Software logo and menu items: Families, Committees, Fund Raising, Religious Ed, and Scheduling. Below the bar is a 'Back to List' link. The main heading is 'Fund Creation'. The form contains several fields: a text input for the fund name (filled with 'Retirement Plan Contribution'), a dropdown for status (set to 'Active'), a dropdown for frequency (set to '(No Frequency)'), a dropdown for bucket (set to '(No Bucket)' and highlighted with a yellow box), a 'From Date' field, a 'To Date' field, and two numeric input fields for amounts (both set to '0.00'). There is a checkbox for 'Online Contribution' which is currently unchecked. At the bottom right are 'Create' and 'Reset' buttons.

2. Put the check number in the reference field. And use comments to record where the contribution came from, and the dates represent the parishioners parish donation for that time span.

Gabriel SOFTWARE Families ▾ Committees ▾ Fund Raising ▾ Religious Ed ▾ Scheduling ▾ Administrative ▾ Reports ▾

Fund Information Active Pledges Contributions

1/14/2020 Family Contribution Amount * Save ▾

Contribution Date	Budget	Family	Contribution Amount	Reference	Comment	
6/26/2019	1858		800.00	8598406	7/1/2019 - 9/30/2019 Charitable Contributions through Fidelity Charitable	View Delete
5/21/2019	3360		800.00	930798421		View Delete
4/9/2019	1858		800.00	8334768	4/1/2019-6/20/2019 Charitable contribution through Fidelity Charitable	View Delete
1/14/2019	1858		800.00	8100363	1/1/2019-3/31/2019 Charitable contribution through Fidelity Charitable	View Delete

< > Show: 10 ▾ Page 1 of 1 4 record(s) found

3. The paperwork should be attached to the actual bank deposit.

Annual Statements

1. When generating statements for a member's year-end tax statement, this fund should **NOT** be included in the annual statement to parishioners.