

Statements & Coupons

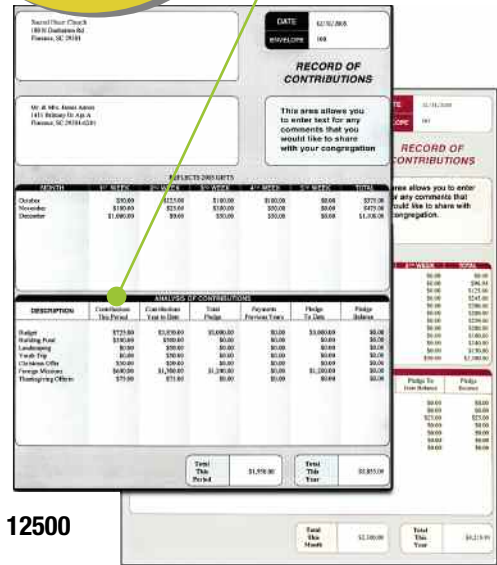
More and more churches are discovering the advantages of sending contribution statements to their members.

Statements enable the church to recognize the contributions received and show the contributing members how their money is being used. Statements are also a good backup "checks and balances" tool, helping to prevent embezzlement and misplaced contributions.

Many churches also find that using statements increases giving. Statements serve as a subtle alert to those who haven't met their pledges. For those who don't use pledges, statements serve as a reminder of how much each member has given.

Use these statements with Church Office™

Customize your statements by choosing the information that suits your church's needs for each column and heading.



A Flex Statements

Flex Statements are flexible in design, so you have one statement that can be customized to display data in multiple formats. You also get the PDS Guarantee for forms compatibility with our software.

- Display data in monthly, bi-monthly, quarterly, annual, semi-annual or tri-annual formats
- Customize column headings
- Makes pledge reporting optional
- 8 1/2" x 11" letter-size statement
- Use with window envelopes so no additional addressing is required
- Comes in three different color combinations: yellow & green, burgundy & gray, teal & gray

Item 12500

Item 12501

Recommended for use with Window envelope 12558 or 12559. Window envelope 12120 is also available. See page 5 for details.

Item 12500.....Flex statement, laser format (Teal & Gray) (Shown)
 Item 12501Flex statement, laser format (Burgundy & Gray) (Shown)
 Item 12502Flex statement, laser format (Yellow & Green)

Item 12551



Recommended for use with Window envelope 12120. See page 5 for details.

B Laser Statement

- 8 1/2" x 11" overall
- Coupon only 8 1/2" x 3 1/4"
- 1-, 2-, or 3-part
- 20# bond
- 3 statements per page

D Laser Coupon Cover

- 8 1/2" x 11" overall
- 80# Gray Text Cover stock
- Vertical perf is 3" (from left edge)
- Horizontal pers at 1/2", 3", 5 1/2", 8", and 10 1/2" (from top edge)

C Laser Coupon Sheet

- 8 1/2" x 11" overall
- 24# MICR Bond, white paper
- Vertical perf is 3" (from left edge)
- Horizontal pers at 1/2", 3", 5 1/2", 8", and 10 1/2" (from top edge)

Item 12551.....Laser statement, one-part (Shown)
 Item 12552.....Laser statement, two-part
 Item 12553.....Laser statement, three-part
 Item 12542.....Laser coupon sheet
 Item 12543.....Laser coupon cover

Statements

E Accounts Receivable Statement

Update your members on their pre-school and daycare account standing. Easily export data from PDS Church Office and PDS School Office products.

- Ideal for churches with pre-schools or daycare programs
- Address and logo imprinting available for an additional fee
- 8 1/2" x 11" letter-size statement
- Available in reflex blue only

Item 12540Accounts receivable statement, laser format (Shown)

INV. DATE	DESCRIPTION	CHECK NO.	DATE PAID	AMOUNT	BALANCE
02/28/2008	Registration			295.00	295.00
02/28/2008	Registration			200.00	495.00
02/28/2008	Tuition Payment	1523	12/31/2009	(200.00)	295.00
02/28/2008	Registration			9.00	304.00
02/28/2008	Payment for fees	1524	12/31/2009	(5.00)	299.00
02/28/2008	Books			25.00	324.00
02/28/2008	Field Trip Fee			50.00	374.00
02/28/2008	Lunch Program			54.28	428.28
02/28/2008	Books			20.77	449.05
02/28/2008	Day Care Fees			190.00	639.05
02/28/2008	Payment for fees	1524	12/31/2009	(100.00)	539.05
02/28/2008	Volleyball Registration			15.00	554.05
02/28/2008	Payment for fees	1524	12/31/2009	(15.00)	539.05
02/28/2008	Volleyball Registration			30.00	569.05
02/28/2008	Payment for fees	1524	12/31/2009	(24.00)	545.05



Recommended for use with Window envelope 12558 or 12559 Window envelope 12120 is also available. See page 5 for details.

Item 12540

F Charitable Contributions Report

Fulfill IRS regulations by providing written acknowledgement of individual contributions of \$250 or more on a given day, or quid pro quo (something-for-something) gifts over \$75, and all non-cash gifts.

- 8 1/2" x 11" letter-size statements
- Meets all IRS reporting requirements
- Preprinted with required information, including the statement "Unless otherwise noted, the only goods or services provided are intangible religious benefits."
- Space to report 26 contribution entries per page in Church Office
- Prints and totals multiple pages as needed
- Space to accommodate three comment lines in Church Office
- Attractive and easy to read, which improves communication with your members
- Fits easily into double window envelopes for ease of mailing
- Color: reflex blue & burgundy

GIVING AREA	DATE	GROSS AMOUNT	DESCRIPTION	NET AMOUNT
General Budget	C 01/04/2005	\$ 200.00		\$200.00
General Budget	C 01/13/2005	\$2,000.00		\$2,000.00
Building Fund	C 01/26/2005	\$100.00	Family Life Building Supplies	\$100.00
General Budget	C 01/29/2005	\$400.00		\$400.00
Building Fund	C 01/29/2005	\$100.00	Building Maintenance	\$100.00
General Budget	C 01/29/2005	\$600.00		\$600.00
General Budget	C 02/19/2005	\$5,000.00		\$5,000.00
General Budget	C 02/19/2005	\$400.00		\$400.00
General Budget	C 02/24/2005	\$200.00		\$200.00
General Budget	C 02/18/2005	\$500.00		\$500.00
General Budget	C 03/17/2005	\$1,000.00		\$1,000.00
General Budget	C 03/24/2005	\$300.00		\$300.00
Youth Fund	C 03/31/2005	\$100.00	Youth Trip Funding	\$100.00
Youth Fund	C 04/14/2005	\$50.00		\$50.00
General Budget	C 04/14/2005	\$400.00		\$400.00
General Budget	C 04/21/2005	\$200.00		\$200.00
Building Fund	C 04/28/2005	\$250.00	Family Life Building Supplies	\$250.00
General Budget	C 04/28/2005	\$750.00		\$750.00
General Budget	C 05/03/2005	\$50.00		\$50.00
General Budget	C 05/12/2005	\$50.00		\$50.00
Building Fund	C 06/02/2005	\$0.00	Printer given to Church Office	\$0.00
Foreign Missions	C 06/23/2005	\$200.00		\$200.00
Stash Memorial	C 07/23/2005	\$100.00	In Memory of Mother	\$100.00
Building Fund	C 08/04/2005	\$50.00	Printer's Office Renovation	\$50.00
General Budget	C 08/11/2005	\$400.00		\$400.00
General Budget	C 08/18/2005	\$30.00		\$30.00

Item 12550Charitable contributions report, laser format (Shown)

Item 12550

For the Latest Tax Forms and Envelopes See Page 9.

Recommended for use with Window envelope 12558 or 12559 Window envelope 12120 is also available. See page 5 for details.