

APPENDIX XV

CHEQUE ISSUING GUIDELINES

1. Make cheques payable to The Clergy Benefit Fund Corporation S.S.M. for the following:

- a) Clergy Benefits Medical/Dental & Pension quarterly billing
- b) Multiple Stipends
- c) Donations – any donations to this Fund to be sent to the Diocesan Office. Income Tax receipts for this Fund can only be issued by the Diocese of Sault Ste. Marie

2. Make cheques payable to The Parish Assistance Fund Corporation S.S.M. for the following:

- a) Deposits to the P.A.F. account
- b) Loan payments
- c) Interest payments on Loans

3. Make cheques payable to R.C.E.C.S.S.M. or Diocese of Sault Ste. Marie for the following:

- a) D.A.E. monthly payments
- b) Bination masses
- c) Lay Employee Health Benefits
- d) All Special Collections – identify the Special Collection on your cheque:
 - Native Sector
 - Share Lent
 - Needs of the Church in the Holy Land
 - Ministry Formation
 - The Pope's Pastoral Works
 - Needs of the Canadian Church
 - World Mission Sunday
 - Canadian Missions Initiative

Note: All Special Collections to be sent to the Financial Administration Office as soon as they are collected. The charities rely on the Diocese to disburse these collections as soon as they are taken, in the year in which they are collected.

Exclusive to Special Collections you can issue one cheque, which includes multiple remittances. Please provide details (the amounts) in order to associate the funds with the correct collection.

- e) Surplus Stipends (non-celebrated masses) to be distributed by the Diocese of Sault Ste. Marie
- f) Any other payment to the Diocese of Sault Ste Marie (i.e. World Youth Days)

Please include your parish code on all cheques.