

# Summary Report

Organization Name: \_\_\_\_\_

**Did you remember to:**

1. Include all copies of pledge cards?
2. Include completed Pledge listing sheets?
3. Make all checks out to United Way? Include all cash?
4. Keep a copy of each pledge card for your payroll department?

This report is:    Partial    Final    Additional  
**Office Use Only:** \$ \_\_\_\_\_ Cash   \_\_\_\_\_ Initials

<b>Employee Gifts</b>	<b>Number of Contributors</b>	<b>Pledge Amount</b>	<b>Payment Amount</b>	<b>Balance Due</b>
<b>Payroll Deductions</b> Send duplicate pledge cards to YOUR payroll department. Send originals to United Way.				
<b>Check Gifts</b> Enclose pledge cards with checks attached. Make checks payable to United Way. Put cash in a separate envelope.				
<b>Cash Gifts</b> Enclose cash. Initial here: ECM _____ UW _____				
<b>Direct Bill</b> Be sure SIGNED pledge cards are enclosed with any cash paid now attached.				
<b>Credit Cards</b> Be sure SIGNED pledge cards include card holder's contact information.				
<b>Paid Direct Pledges</b> <i>Office Use Only</i>				
<b>Totals</b>				
Total number of company employees, contributing or not.		<i>Total pledge amount</i>	<i>Total dollar amount enclosed</i>	<i>Balance Due</i>

<b>Special Event(s)</b> Make checks payable to United Way. Initial here: ECM _____ UW _____	<b>Pledge Amount</b>	<b>Payment enclosed</b> Checks      Cash	<b>Balance due</b>

<b>Corporate Gift</b> If the Corporate Pledge card is completed and enclosed, list the amount. We'll automatically remit: <input type="checkbox"/> Mo <input type="checkbox"/> Qtr <input type="checkbox"/> Once on _____ OR please bill us: <input type="checkbox"/> Mo <input type="checkbox"/> Qtr <input type="checkbox"/> Once on _____	<b>Pledge Amount</b>	<b>Payment enclosed</b>	<b>Balance due</b>

<b>GRAND TOTALS</b>	<b>Total All Pledge Amounts</b>	<b>Total All Payments</b>	<b>Total All Balance Due</b>
	_____	_____	_____

ECM Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Report picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

Be sure all employee contributors are on Pledge Listing sheets.

Return top copy to United Way   ●   Retain bottom copy