Member Engagement

ISIDORE USER GUIDE

engage@catholicunited.org
1-800-568-6670

Table of Contents

Contact Member Engagement 2

Privacy Statement 2

Sign up for the Member Portal 3

Program & Activity Overview 5

- Matching Grant 5
- Assistance Grant 5
- Gr*an*ts4Good 5
- MinisTREE 5
- Social Event 5
- Religious Event 5
- Service Event 5

Submit Activity 6

- Events 7
- Donations 8
- Newsletter 8

Member Programs 9

- Grants4Good 9
- Matching Grant 9
- Assistance Grant 10

Confirm Activity 10

- Income and Expenses 11
- Volunteers 13
- Adding a Non-Member Volunteer or Volunteer Not Previously Entered 14
- Additional Information 14

Activity Management 15

- Activities List 15
- Activity Details 15
- Edit Pre-Activity Details 16
- Edit Post-Activity Details 16

Status Index 17

- Activity Status 17
- Payment Status 18
- Star Status 18

Publicity Standards 19

Logo Usage 19
Annual Reports 20
Annual Report Basics 20
Finding the Annual Report 20
Annual Report Page 1: Account Balances 21
Annual Report Page 2: Activities and Transactions 22
Page 2 Overview 22
Balancing the report: Editing Activity Details 23
Balancing the report: Miscellaneous transactions 24
Annual Report Page 3: Auditor Review 25
Approved Donation List 26
Isidore FAQ 26
How do I enter payments made for the MinisTREE program? 26
How do I enter the activity allowance payment on my annual report? 26
How many donations can count toward my star status for the year? 26
Do additional donations to our parish, local youth group, or other organizations count toward start status? 26
Do I need to enter attendance at an Annual Convention or Regional Member Gatherings? 27
If we have a regularly scheduled activity, should I enter it for every activity date? 27
My activity was approved but was not given star status. Why is this? 27
Can our Treasurer/President/Team Director/etc. have access to Isidore to view the report? 27

Contact Member Engagement

If you have any questions or concerns along the way please contact us. We're here to help!

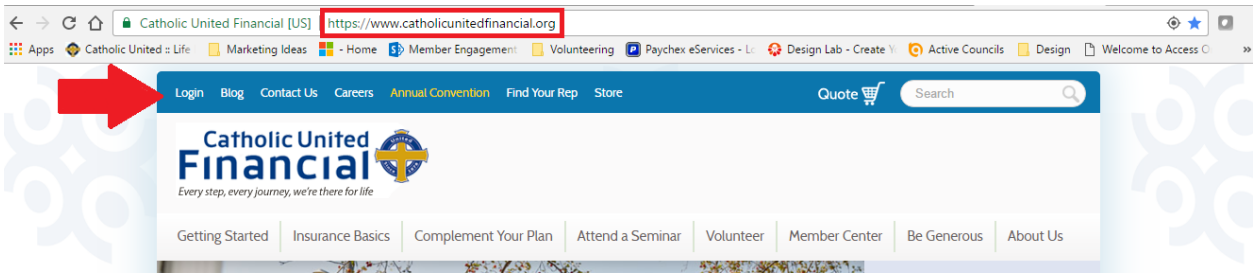
1-800-568-6670
651-490-0170
engage@catholicunited.org

Privacy Statement

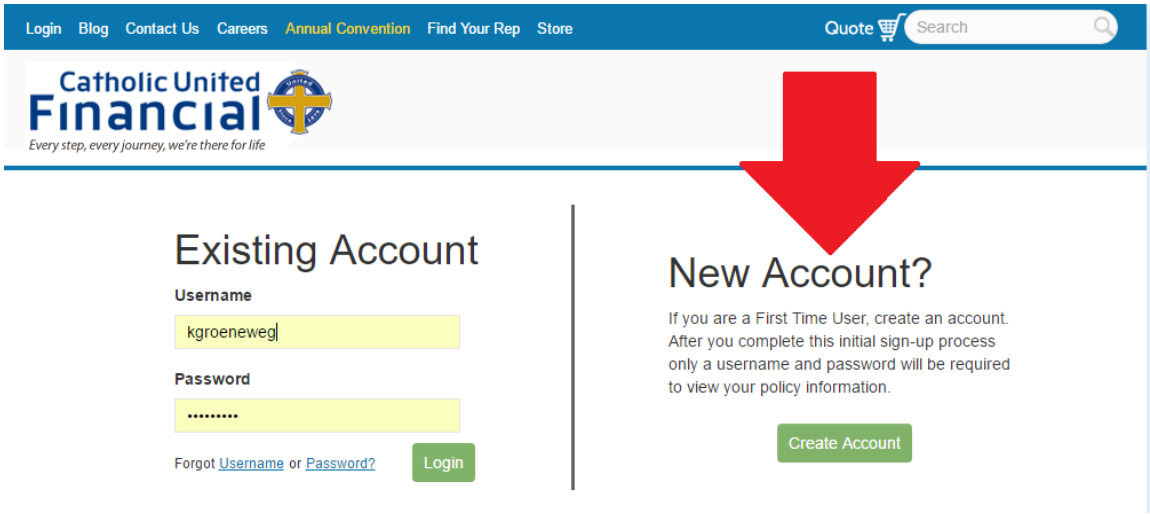
Visit https://www.catholicunitedfinancial.org/company/privacy-statement/ to view Catholic United Financial's Privacy Statement.

Sign up for the Member Portal

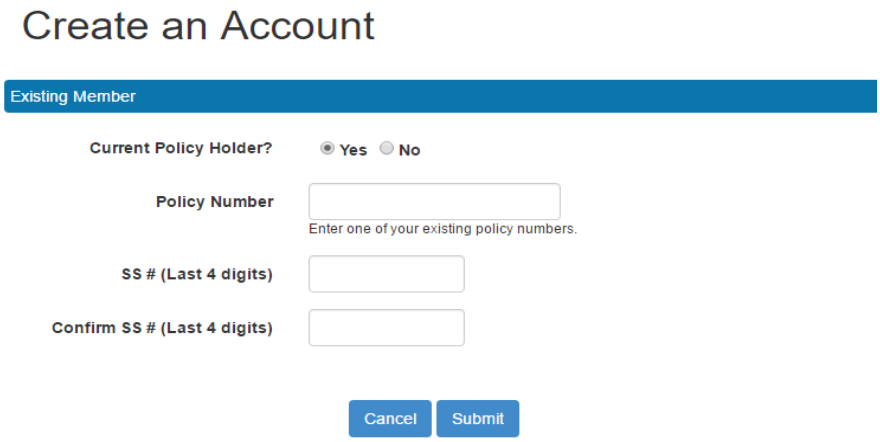
1. Navigate to the Catholic United Financial website. Type the following link directly in to your browser to ensure you get to the correct page. www.catholicunitedfinancial.org Click the "Login" button in the top left corner of the page.



2. Select "Create Account" to begin the sign-in process.



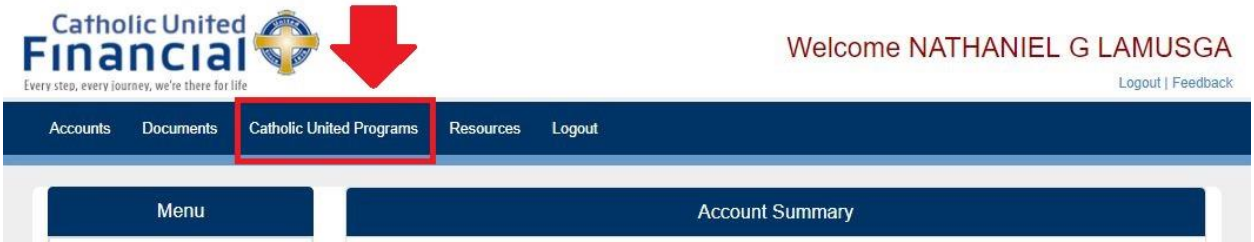
3. Select "yes" for Current Policy Holder. Fill in your policy or certificate number, and the last 4 digits of your social security number.



If you do not know your policy number call the home office at 1-800-568-6670 and ask to speak with Member Services.

4. After you have created your account you will be asked to verify your contact information and create security questions. Once you have completed this step, email engage@catholicunited.org to let us know that your account is complete. We will give you permissions for Isidore at that time.

5. Once you have been granted Isidore access, return to our website and log in. Click the "Catholic United Programs" button on the top navigation bar.



Program & Activity Overview

Matching Grant

Catholic United Financial will match the proceeds of fundraising events put on to benefit religious education. Funds raised are matched 50 cents on the dollar, with a maximum of $1000 per Council or Volunteer Team per year.

Assistance Grant

A dollar for dollar match on fundraisers put on for a Catholic United member in need of financial assistance due to hardship. Maximum of $1000 in matched funds per member per year.

Grants4Good

Councils and Volunteer Teams can apply for funds to enhance family, faith, or service events in their parish. Grants are available up to $500.

MinisTREE

Foster a culture of volunteerism and engagement with up to $500 from Catholic United Financial for utilizing volunteers to complete needs within the community. Any parish within Catholic United's sales territory is eligible to run the MinisTREE program. There is a separate user guide available to anyone wishing to run the MinisTREE program in their parish. Please contact the Member Engagement Department for assistance.

Social Event

Brings people together, creates fellowship, and builds a strong relationship between your Parish Volunteer Team and the local faith community.

Ex: pancake breakfast, parish picnic, bingo, holiday party.

Religious Event

Enhances the spiritual life of the Volunteer Team and/or the faith community as a whole.

Ex: Vacation Bible School, May Crowning, radio rosary, faith speaker, Totus Tuus

Service Event

Unites members and non-members in achieving a goal toward some greater good.

Ex: ditch cleaning, food drives, church/community repairs, serving at a homeless shelter.

Newsletter

Informs members and the community about the happenings and good works of your Parish Volunteer Team, creating a positive outlet for demonstrating the team's impact. Newsletter templates are available upon request.

Submit Activity

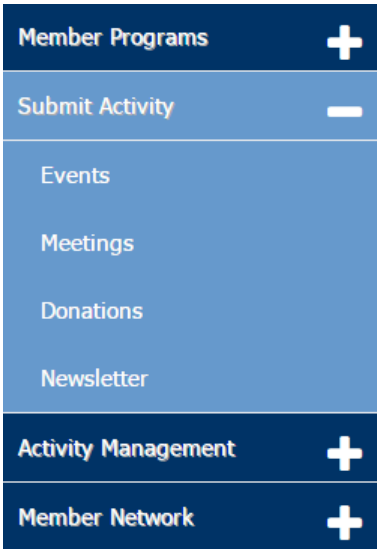
The Submit Activity menu is the source for recording your activities in Isidore that **do not require payment from Catholic United**. These activities are separated into four types: Events, Meetings, Donations, and Newsletters. Each menu option opens a submission form specific to that type of activity.

Below you will find the overall submission process:

1. **Click "Submit Activity"** in the side navigation menu. This will display the list of activity types available.

2. **Choose the activity type** (Events, Meetings, Donations, Newsletter) you would like to submit. The system will navigate you to the correct submission form.

   - If you are submitting a Matching Grant, Member Assistance, or Grants4Good activity, DO NOT ENTER IT HERE. Instead, choose the appropriate option from the Member Programs list.
     *See **Member Programs (9)** for more information.*



3. **Complete the form**, filling out all required fields and attaching any relevant documentation you wish to include.

4. **Check the box** to agree that the information you have submitted is accurate to the best of your knowledge.

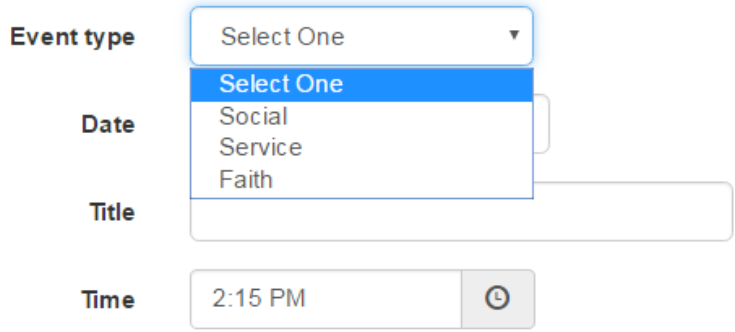
5. **Click the "Submit Activity" button** at the bottom of the form.

*The system will navigate you to the Activity Details page where the information entered will be displayed. See **Activity Management (Page 15)** for more information about this screen.*

There are several fields on the forms that are specific to each activity type. Outlined on the following pages are those fields that will only appear for certain activity types.

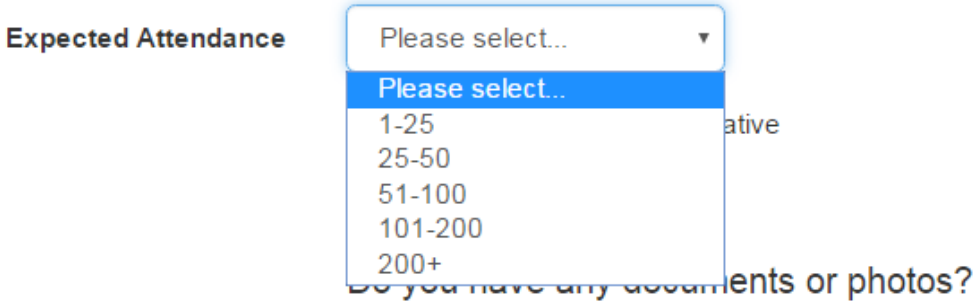
Events

- Event Type (Social, Service, Faith) – You will be prompted to choose a category for the event. There are three options available to help you do this. Consider the following criteria when determining what category to choose:



  - Social – The activity was based around a celebration or gathering. The activity provided a chance for family, friendship, or community connection in your parish.
  - Service – The activity created an opportunity for you and/or others to go out and do something good or help in some way.
  - Faith – The activity provided a way to learn or grown in faith together.

- Expected Attendance – Provide an estimate for the number of people you believe will be in attendance at the event (you will have the chance to enter actual attendance information after the event has taken place).

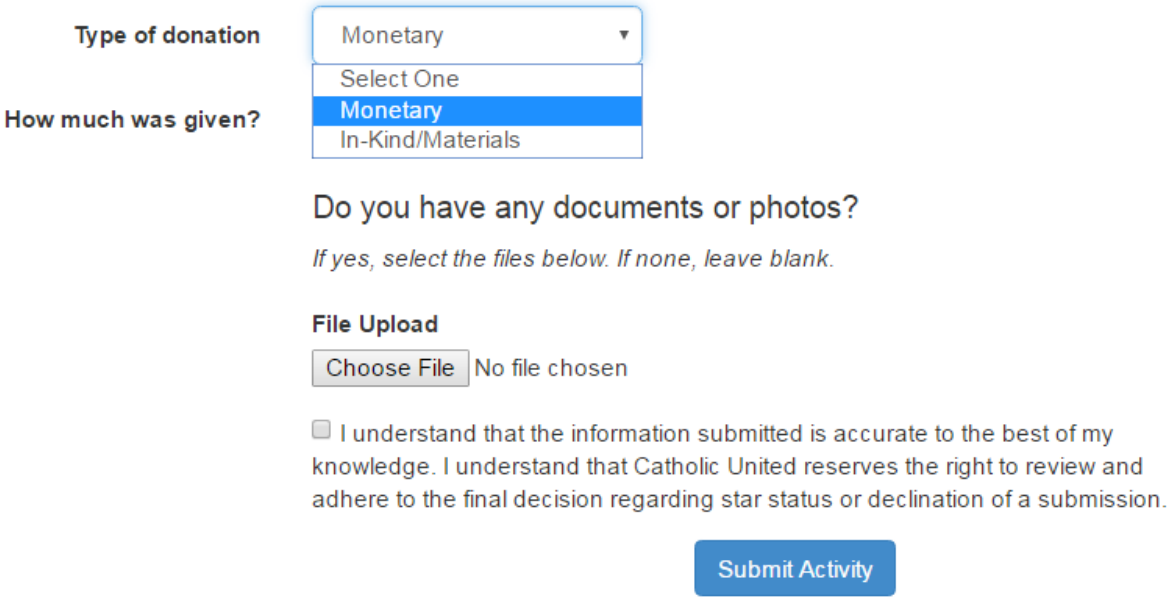


Donations

Recipient – A dropdown list is available with some common donation recipients (parish, school) as well as some organizations with which Catholic United Financial encourages support. A list of these recipients can be found on page 26.

-
    - If the donation is made outside of the available list, "Other" may be selected. A field will display asking you to define what/who the other recipient is.

- Donation Type (Monetary, In-Kind) – Select whether the gift was monetary (a gift of money or goods purchased by the team) or in-kind (a gift of goods, services or time). *The Submit button will not appear until a donation type is selected*.
    - Monetary – Enter the amount of money that was donated**,** or the value of items purchased with team funds.
    - In-kind – Enter the approximate value of the donation (price of items donated, hourly rate for service provided) and the type of materials. In-kind donations often occur after an event like a food or clothing drive. If so, remember to enter the drive as a service activity as well!



Newsletter

- Distributed to (Members Only, Parishioners) – Choose the intended audience, or recipients, of your newsletter.
    - Members Only – Your newsletter was sent primarily to Catholic United members.
    - Parishioners – Your newsletter was distributed to your entire parish community.
    - If the newsletter is distributed outside of the available list, "Other" may be selected. A field will display asking you to define what/who the other recipient is.

- Expenses – Include any expenses incurred from the creation, production, printing, or distribution of your newsletter that came out of your volunteer team budget.
    - If no expenses were incurred, then leave the amount blank.

Member Programs

The "Member Programs" menu is the place to submit activities in Isidore that **require payment from Catholic United**. These programs include Matching Grant, Member Assistance, and Grants4Good. Activities that receive funding through these programs must be entered through this menu.

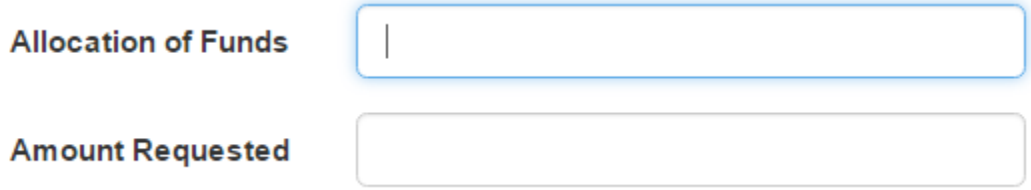
Entering these activities ahead of the activity date will help facilitate a quicker turn-around time in processing payments once the activity details have been submitted following the event.

Each program is listed separately and will open a submission form specific to that program. Submitting an activity for any of these programs is similar to a regular activity submission (*see **Submit Activity (Page 6)** for more information)*, but will require additional information for approval.

All member programs require publicity, and publicity standards apply. An approved logo and language specific to the program are required for approval from Member Engagement. See the Publicity Standards section (**page 19**) for more information.

Grants4Good

- Allocation of Funds – Enter a specific explanation of how the funds will be used to support the activity. Be as detailed as possible.



- Amount Requested – Enter the dollar amount you are requesting in your grant application, up to $500.
- File Upload – An option to browse documents saved on your computer is available to attach any publicity used to advertise the event.
    - Publicity that includes Catholic United Financial's role through the Grants4Good program is required in order to be considered for payment.
        - **Any Grants4Good application submitted without publicity will be marked as incomplete and will not be reviewed until publicity has been attached.**
    - Documents and flyers are most easily uploaded and viewed in a PDF format to ensure limited file sizes and viewing integrity.
    - Images are most easily uploaded and viewed in .jpeg format.

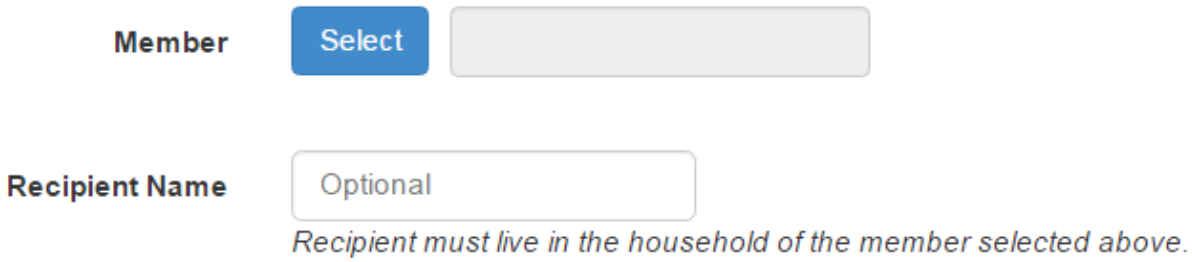
Matching Grant

- Recipient – A dropdown list is available with some common Matching Grant recipients (parish, school) as well as some organizations with which Catholic United Financial has a relationship.
    - If the Matching Grant donation is made outside of the available list, "Other" may be selected. A field will display asking you to define what/who the other recipient is.
        - Matching Grant funds must go to support religious education in some capacity.

- File Upload – An option to browse documents saved on your computer is available to attach any publicity used to advertise the event.
    - Publicity which includes Catholic United Financial's role in the Matching Grant activity is required in order to be considered for payment.
        - **Any Matching Grant submitted without publicity will be marked as incomplete and will not be reviewed until publicity has been attached.**
    - Documents and flyers are most easily uploaded and viewed in a PDF format to ensure limited file sizes and viewing integrity.
    - Images are most easily uploaded and viewed in .jpeg format.

Assistance Grant

- Member – Click on "Select" and type in the name of the Catholic United member that will be the recipient of the funds raised. If the recipient is a non-member, the person selected here should be the member living within the same household.
    - Whether the recipient of the Assistance Grant is a Catholic United member or a member of their household, a member **must** be selected in order for the grant to be approved.



- Recipient Name – In the event that the member selected is not the recipient of the Assistance Grant (but is a member of that household), enter the family member's name in this field.

Confirm Activity

The process of confirming is the same for all activities that require post-activity information (events, meetings, Matching Grant, Grants4Good, Assistance Grant). Below you will find the confirmation process:

1. **Navigate to the "Activities" list through "Activity Management**." This is the default display upon logging in to Isidore.

2. **Click the "Confirm" status on an activity to navigate to the post-activity submission form.** Only activities that require post-activity details will display this status.

3. **Complete the form**, filling out all relevant fields (ex: income, expense (**page 11**), attendance) and attaching any documentation you wish to include.

4. **Check the box** to agree that the information you have submitted is accurate to the best of your knowledge.

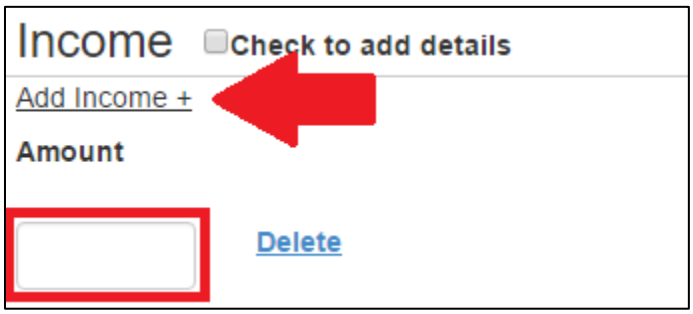
5. **Click the "Submit" button** at the bottom of the form.

The system will navigate you to the Activity Details page where the information entered will be displayed. See ***Activity Management (page 15)*** *for more information about this screen.*

Outlined on the following pages is information regarding entering income, expenses, donations, volunteers, and attendance associated with activities.

Income and Expenses

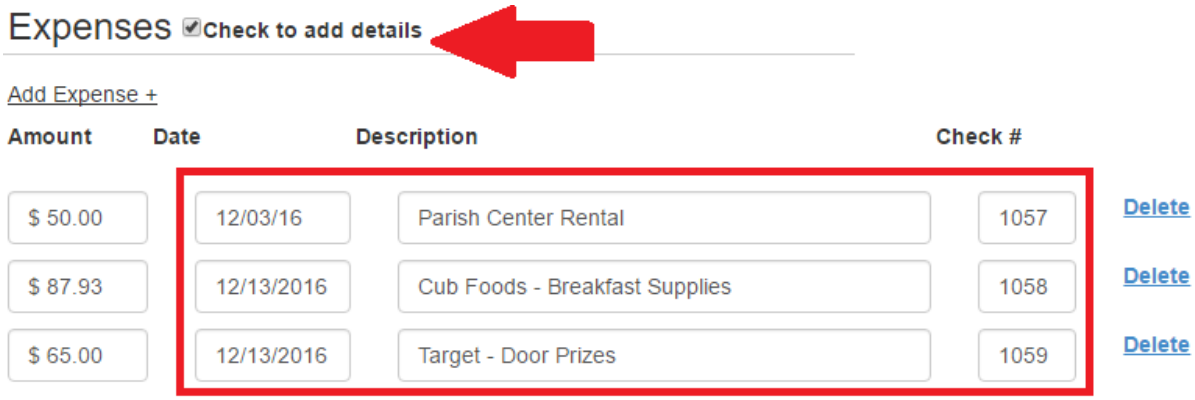
- **Income** – If there was money brought in by your activity, add that information by clicking "Add Income +" and entering the dollar amount in the field displayed.



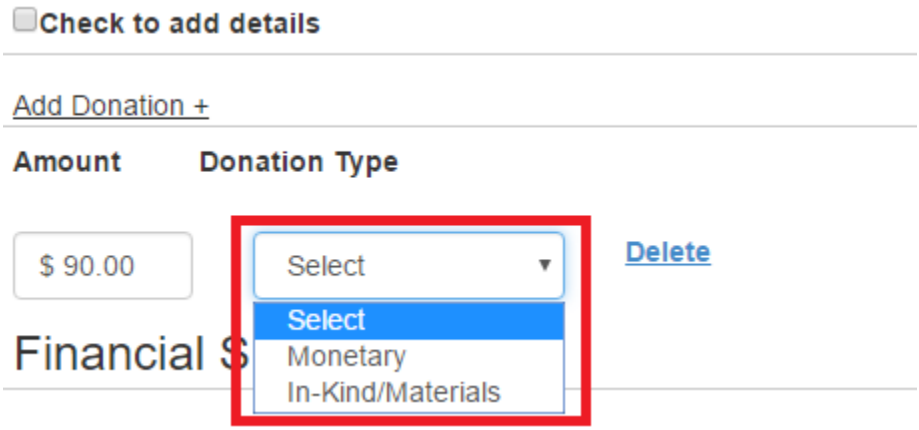
  - Your activity's earnings may be entered as one lump sum or you can enter itemized income by clicking "Add Income +" for each separate entry.

  - To enter additional information about the income, click the "Check to add details" box next to the "Income" header.
    - Additional fields will appear, allowing you to enter the following:
      - Date received
      - Description

- **Expenses** – If there were expenses associated with your activity that came from your Council or Volunteer Team checking/savings account, add that information by clicking "Add Expense +" and entering the dollar amount in the field displayed. ***Any donations associated with the activity should not be entered in expenses, but should be included in the "Donations" section below or entered as a separate donation***.
    - Your activity expenses may be entered as one lump sum or you can enter additional items to your expenses list by clicking "Add Expense +" for each separate entry.
    - To enter additional information about the expenses, click the "Check to add details" box next to the "Expenses" header. This is an additional tool for you, and is not required for entry of expenses.
        - Additional fields will appear, allowing you to enter the following:
            - Date of expense
            - Description Check Number



- **Donations** – If your Council or Parish Volunteer team made any donations associated with this activity (example: donating the matched funds from a Matching Grant activity, or the food collected from a food drive), add that information by clicking "Add Donation +" and entering the dollar amount and selecting the type of donation from the drop down.
    - If you made multiple donations associated with the activity, you can enter additional donations by clicking "Add Donation +" for each separate donation.
    - To enter additional information about the donations, click the "Check to add details" box next to the "Include any donations you made below" header.



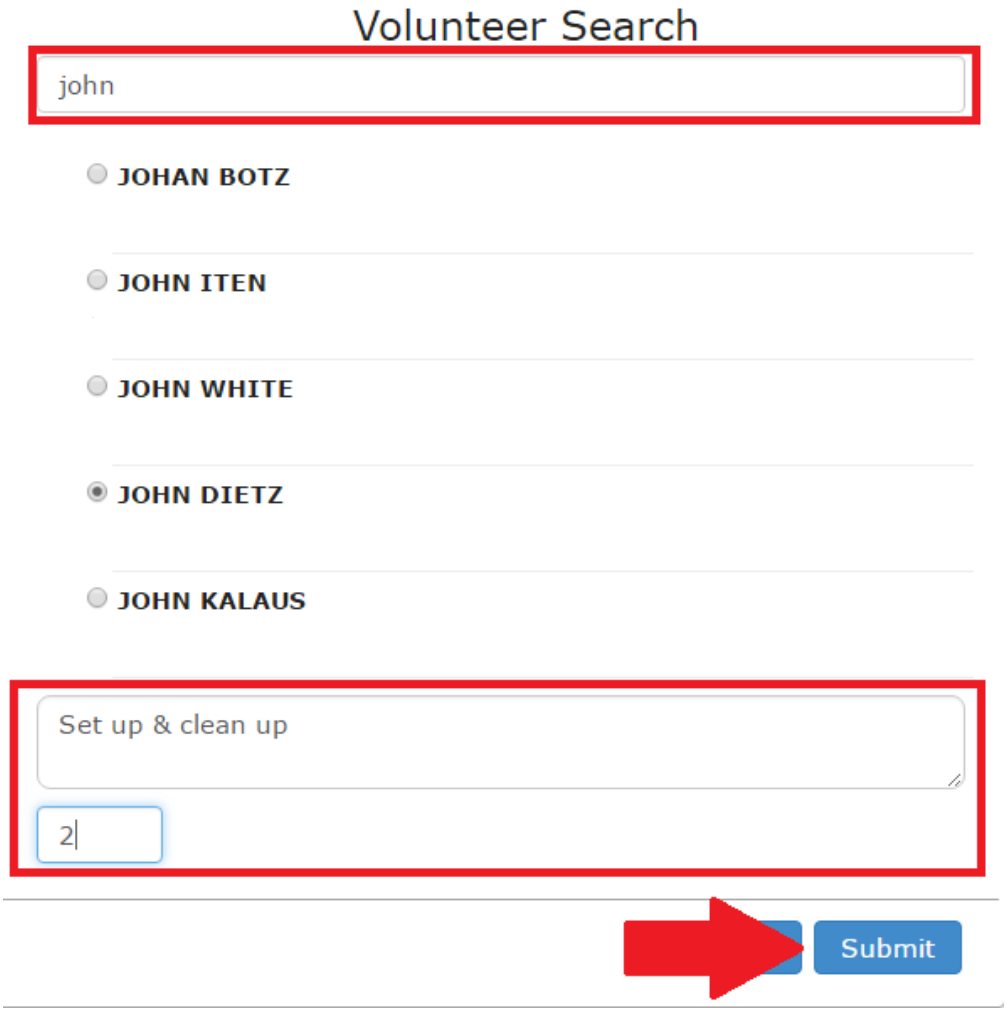
        - Additional fields will appear, allowing you to enter the following:
            - Date of donation
            - Description
            - Check Number

A “Financial Summary” is included at the end of the “Income and Expenses” section. Your entries will be automatically totaled and calculated to provide you with the overall financial information for the activity. This will include any projected grant amount for Matching Grant and Assistance Grant events.

Volunteers

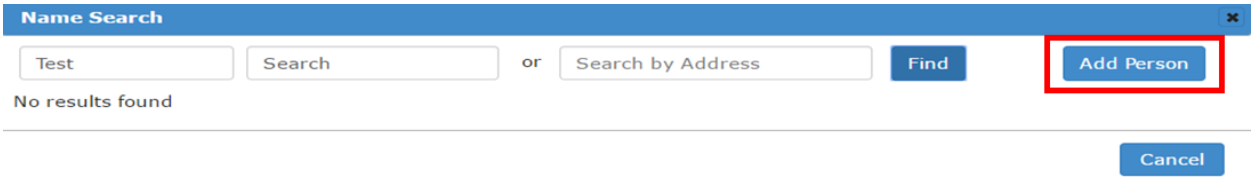
- Add a Volunteer – If you have volunteers who helped at your activity, you can create a volunteer list by adding them individually in the “Volunteers” section. Click “Add a Volunteer” to open the “Volunteer Search.”

  1. Enter the volunteer’s name (only Catholic United members are available for search) and select the member by clicking the circle located next to their name.
  2. Enter the description of what that volunteer did during their time (example: cooked, cleaned, worked registration).
  3. Enter the number of hours that volunteer worked for the activity.
  4. Click “Submit” to add the volunteer to the “Volunteers” section.
- To add additional volunteers, repeat the process outlined above for each new volunteer.



- See next page for information on how to add a non-member volunteer or someone not found in the search.

Adding a Non-Member Volunteer or Volunteer Not Previously Entered



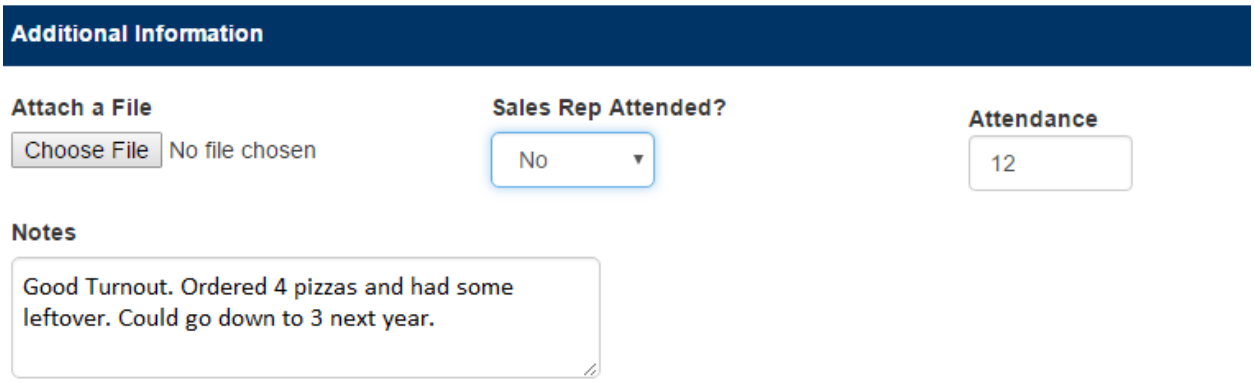
If no name appears, you will need to add this person to your volunteer database following these steps:

- Click "Add Person" next to the search fields at the top of the Name Search window.
- Fill out the required (*) fields on the form, including first and last name and the zip code of the volunteer. One other form of communication is required as well.
    - If you have their email address or phone number, be sure to enter this during this step as it will help with communication in the future.
- Click "Add Person" at the bottom of the screen to add the volunteer to the database. This person will now appear when their name is searched if they volunteer at events in the future.

Additional Information

- File Upload – An option to browse documents saved on your computer is available to attach any publicity used to advertise the event.
    - Documents and flyers are most easily uploaded and viewed in a PDF format to ensure limited file sizes and viewing integrity.
    - Images are most easily uploaded and viewed in .jpeg format.
    - Only one file can be uploaded at a time. If you have multiple attachments, please save your activity and come back to upload another, or email files to the Member Engagement Department.
    - Files that have been uploaded can not be deleted.

- Sales Rep Attended – If your Catholic United sales representative did or did not attend your event, enter that information here by selecting "Yes" or "No" from the dropdown.
- Attendance – Enter the total attendance of those who attended the activity.
- Notes – Include any notes about how the activity went. Examples to include in notes might include:
    - Information about supplies: did you have too much or too little?
    - Special comments from attendees
    - Reminders for future events, should the activity be recreated in the future



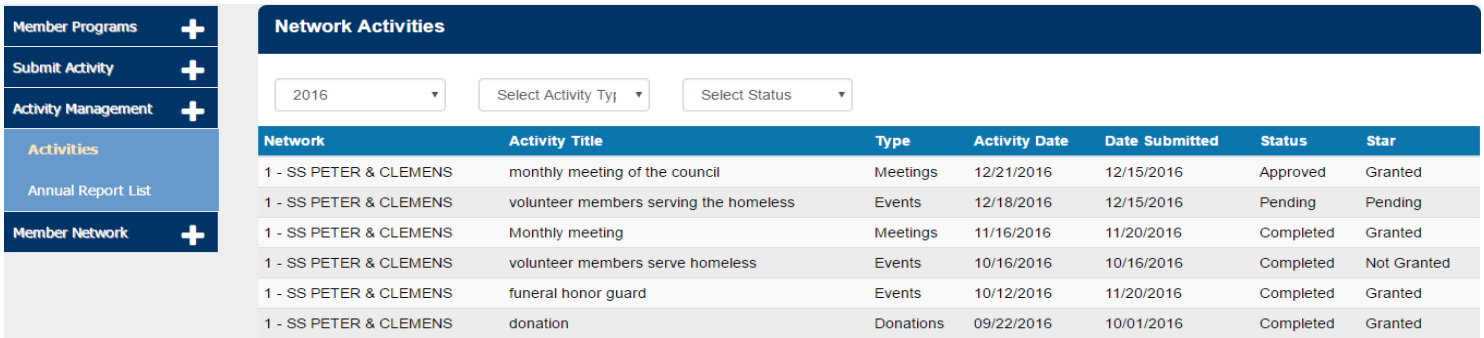
Activity Management

The "Activity Management" menu is where you will find access to all of your submitted activities and your annual report throughout the year. "Activity Management" will be the default menu displayed each time you log in to Isidore. You will automatically land on the "Activities" page.

Activities List

The "Activities" list provides an overview of all the activities you have submitted. The "Activities" list will allow you to track your activities and perform next steps for any activities that require additional information. This page will display the following information:

- Activity information – Title, type of activity (Event, Meeting, etc.), date of activity, date of submission
- Activity Status – The point in the submission and review process for the activity. *See **Activity Status (page 17)** for activity status detail.*
- Star Status – Indicates whether or not the activity was granted star status



Network	Activity Title	Type	Activity Date	Date Submitted	Status	Star
1 - SS PETER & CLEMENS	monthly meeting of the council	Meetings	12/21/2016	12/15/2016	Approved	Granted
1 - SS PETER & CLEMENS	volunteer members serving the homeless	Events	12/18/2016	12/15/2016	Pending	Pending
1 - SS PETER & CLEMENS	Monthly meeting	Meetings	11/16/2016	11/20/2016	Completed	Granted
1 - SS PETER & CLEMENS	volunteer members serve homeless	Events	10/16/2016	10/16/2016	Completed	Not Granted
1 - SS PETER & CLEMENS	funeral honor guard	Events	10/12/2016	11/20/2016	Completed	Granted
1 - SS PETER & CLEMENS	donation	Donations	09/22/2016	10/01/2016	Completed	Granted

The "Activities" list can be filtered to show only the information you would like displayed. There are three filters available (Year, Activity Type, and Activity Status) and these can be used individually or in conjunction to sort your list.

- Year – Select the year you would like to display activities for. This will filter activities based on the activity date, not the date submitted. The default filter will always be the current year.
- Activity Type – Choose an activity type to view only the selected type. For example, only meetings, or only donations.
- Activity Status – Choose an activity status to filter the list to find certain activities. *See **Status Index (Page 18)** for more information*.

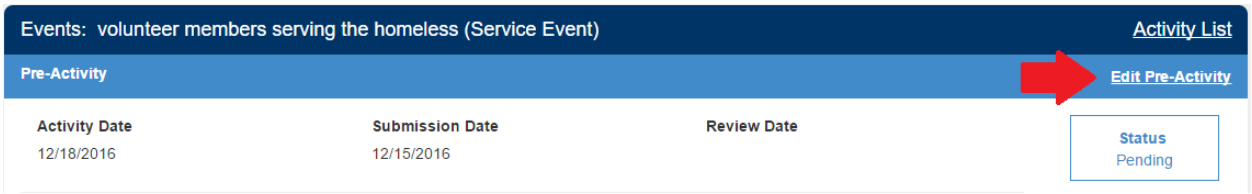
Activity Details

Clicking on an activity from the list will navigate you to the "Activity Details" page. This page is designed to give you an overview of the important details for your activity. The information included here is drawn from your initial activity submission and from the confirmation of the activity after the event. Information on this page can be edited and changed without approval/request from the Member Engagement Department.

Edit Pre-Activity Details

On the "Activity Details" page you will have the option to edit the general information for the activity. This is the information you initially included on the Submit Activity form. To edit this information, follow these steps:

1. Click on "Edit Pre-Activity" link on the right side of the "Pre-Activity" header. This will navigate you back to the "Submit Activity" form with your information pre-populated in the fields.



2. Make any edits to correct the information.
3. Check the box to agree that the information you have submitted it accurate to the best of your knowledge.
4. Click the "Submit Activity" button at the bottom of the form. The new information will now display on the "Activity Details" page.

Edit Post-Activity Details

On the day an event or once an event date has passed and you have taken the necessary steps to confirm your activity (entered financial information, attendance data, volunteer involvement), you will be able to edit the information following the steps below:

1. Click on the "Edit Post-Activity" link on the right side of the "Post-Activity" header, located midway down the "Activity Details" page.
2. Make any edits to correct the information.
3. Check the box to agree that the information you have submitted is accurate to the best of your knowledge.
4. Click the Submit Activity button at the bottom of the form. The new information will now display on the Activity Details page.

It is important to note that if the event requires payment from Catholic United Financial, any changes made to the "Post-Activity" details prior to payment being processed will affect the grant amount according to your changes. Any changes made after payment has been processed will not affect the amount provided by Catholic United, but should still be entered to reflect accurate record keeping in Isidore.

Status Index

Activity Status

Every activity submitted will be given an activity status to help you track its progress. Outlined below are the statuses that may appear on an activity once it is submitted. Becoming familiar with the meaning of each status will be beneficial in prioritizing and following up on Isidore entries in a timely manner.

- **Incomplete** – An activity that has been submitted without all required information. This status is most likely to appear for Member Programs (Matching Grant, Member Assistance, Grants4Good) that do not have the required publicity attached.

- **Pending** – The activity has been submitted with all pertinent information and is waiting for approval from the Member Engagement Department. Activities need to be approved before they are confirmed and will remain in a pending status until the Member Engagement Department has completed their review.

- **Approved** – The activity has been reviewed and approved by the Member Engagement Department. If you have entered the activity ahead of the activity date, this status will display until the event date, at which point it will transition to confirm.

- **Confirm** – The activity has been approved and the event has passed. This status displays for any activity that requires follow-up information (financial data, attendance counts, notes on the event, etc.). This status will provide a link to the post-activity submission form to finalize the activity information.

- **Completed** – The activity has been approved and confirmed (where required). No further action is required.

- **Declined** – The activity has been declined by the Member Engagement Department. The reason for declining the event was sent via email for your reference.

- **Canceled** – The activity did not take place for some reason (weather, rescheduled, conflicts) and needs to be canceled. Canceled activities will not display on the “Activities” List, but can still be viewed by filtering the list by canceled status.

Payment Status

Activities that require payment from Catholic United Financial will display information on the process of that payment. Programs like Matching Grant, Member Assistance, and Grants4Good will have this data, providing a clear step-by-step update as to the status of the payment.

- **N/A** – The type of activity you are viewing does not involve payment from Catholic United Financial, or your payment activity has not yet reached the payment process.
- **Pending** – The activity has been approved by the Member Engagement Department and the post-activity information has been confirmed by the Fraternal Secretary or Administrative Coordinator.

- **Processing** – The payment has been approved and the process has begun for distribution of funds.
- **Paid** – The payment method (direct deposit, check) has been processed and funds made available to the recipient.

Star Status

Star Status	Activity Required
Semi-active Team	1 meeting + 1 activity
Active Team	2 meetings + 4 activities
Silver Team	4 meetings + 8 activities
Gold Team	4 meetings + 12 activities
Platinum Team	4 meetings + 12 activities (including a Grants4Good Service grant)

All submitted activities are reviewed and deemed eligible for star status based on the following criteria:

- Would the event happen if not for the existence/involvement of the group?
- Were income and/or expenses (if they exist) managed by the group?
- Did the group provide volunteer coordination?
- Did activity promotion include information about Catholic United Financial involvement?

If the answer to the questions above is “yes,” that is a good indicator that the activity will receive star status. If it seems like the activity does NOT fulfill any of these criterion, it is still best to enter the activity in to Isidore to help track your work throughout the year. Just because an activity may not receive star status does not mean it should not still be included in your records.

- **Pending** – The activity is being reviewed by the Member Engagement Department to ensure that it meets the guidelines for receiving star status.
- **Granted** – The activity was granted star status and will count toward the group’s total for the year.
- **Not Granted** – The activity was not granted stars status as the Member Engagement Department was unable to reconcile the nature of the activity with the guidelines for star status.

A Council or Volunteer Team's overall star status is calculated based on a combination of activities completed and meetings held throughout the calendar year. See the table above for more information on each star status level.

Publicity Standards

All forms of publicity (flyers, bulletins, websites, social media, newsletters, and newspapers, etc.) used to promote Catholic United Financial program events (Matching Grants, Grants4Good, and Member Assistance Grants) must include the full Catholic United logo with a trademark in the lower righthand corner. The emblem alone is not the full logo. Every program event submitted in Isidore must have at least one form of publicity adhering to the standards. Isidore submissions that do not include uploaded publicity will remain in "Incomplete Status" and will not be reviewed by Member Engagement.

Catholic United is the only acceptable shorthand for Catholic United Financial. Refrain from abbreviations such as "CUF" as this may be confused with other organizations with similar abbreviations.

In addition, certain programs also require specific language to appear on the publicity for that event:

- **Matching Grant and Member Assistance Programs:** "This event is eligible for a matching grant from Catholic United Financial of up to $1000"
- **Grants4Good Program:** "This event is supported by a grant from Catholic United Financial"

Logo Usage

The logo must be *at least* 1.5 inches long, maintain the proper aspect ratio, and contain the ® (registered trademark) symbol in the lower right corner. Approved logos are available online at **www.catholicunitedfinancial.org/giving/resources**

Acceptable
proper aspect ratio
at least 1.5 inches in length

Unacceptable
aspect ratio (proportions) distorted
Trademark symbol in wrong location

Unacceptable
too small

Changing the logo to anything other than the original blue and gold, the black and white, or the all-white version is not acceptable.

There should be enough blank space or "real estate" around the logo so as not to crowd the image and reduce visibility or readability of the logo.

Annual Reports

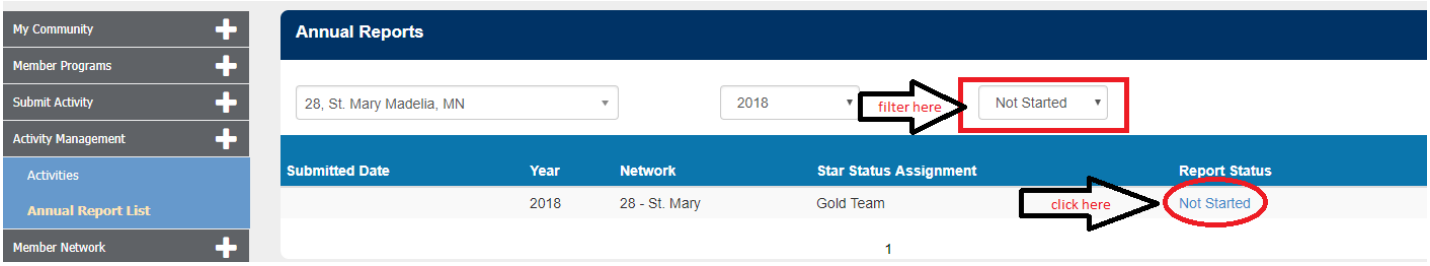
Annual Report Basics

The Catholic United Financial home office submits form 990 to the IRS on behalf of each of our local Councils and Volunteer Teams each year. In order to do this, we need financial details from each of our active groups. This information is collected through an annual report, which is due **February 15th** each year to report on activity from the previous calendar year. This report is also what calculates star status for calculating annual activity allowances. Groups that do not submit an annual report on time may not be eligible for Volunteer Team or Fraternal Secretary stipends, or an activity allowance.

Before you begin working on your annual report, it will be helpful to gather your bank statements, check register or any other documents you may have used to keep track of your finances for the year. This may require working with your Council Treasurer. You will also want to make sure all your Council or Volunteer Team events for the year have been entered and confirmed in Isidore. It is also recommended to schedule time with your Auditor(s) now to review the financial statements. This also needs to be completed before the February 15th deadline.

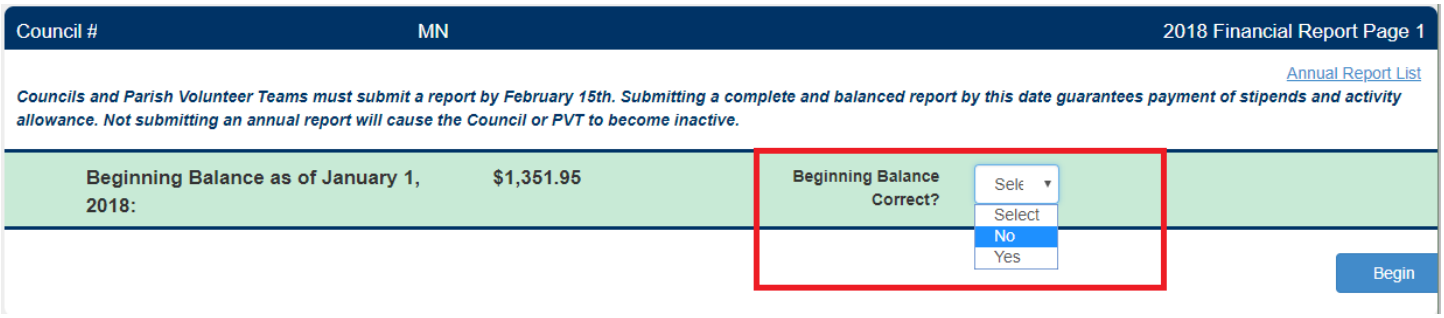
Finding the Annual Report

1. Log in to the Catholic United Financial website and find “Catholic United Programs” in the top menu bar. Click “Activities List”.
2. Locate the “Activity Management” section on the left side menu. Select “Annual Report List”
3. You should see any previously submitted annual reports for your Council or Volunteer Team listed on this page. Click the blue link in the status column to open the report.
4. If you do not already see your report, you may need to filter by the status “Not Started” (see below).

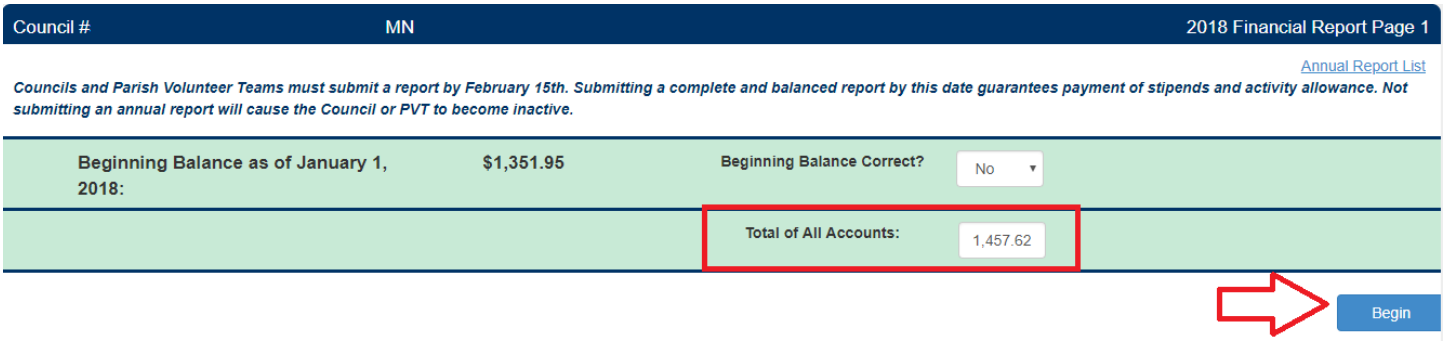


Annual Report Page 1: Account Balances

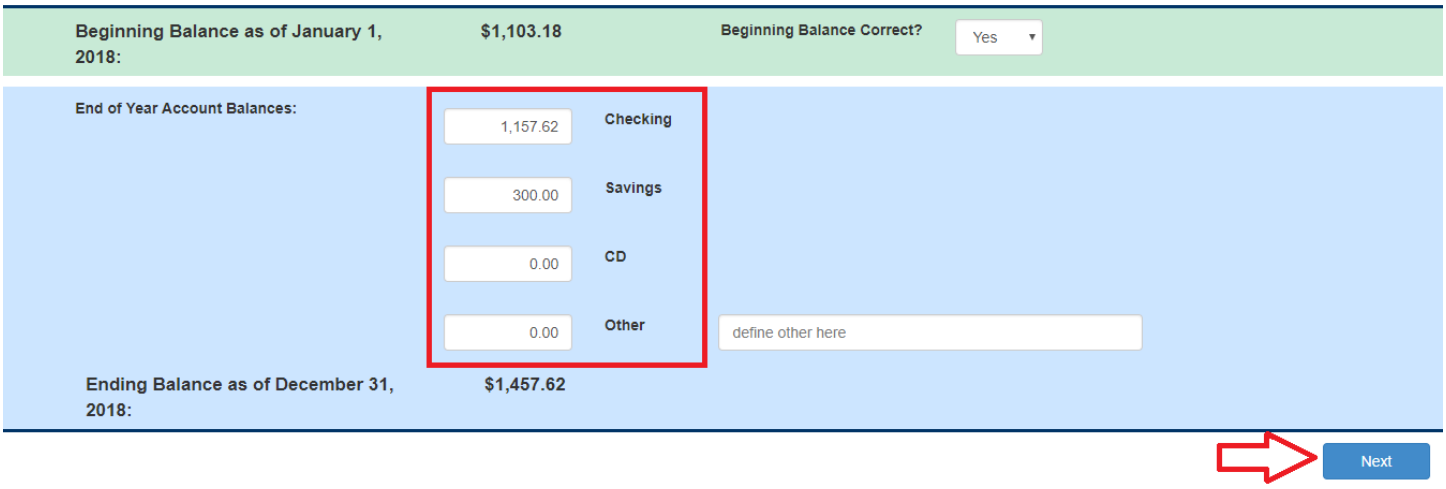
1. Verify your **beginning balance** for the year. Note this is the cumulative balance of all accounts your team has (checking, savings, etc.) on January 1st. The number listed here is pulled directly from the previous year's annual report. If this number is correct, select "Yes" from the drop-down menu. If it is incorrect, select "No".



2. If "No" is selected a new field will appear to enter the correct starting balance for the year.
3. Click the "Begin" button.



4. Your report is now officially "In Progress"!
5. Fill in your **end of year balances** for all accounts. On this page, the "Other" option is for any funds your group has that is not in a checking, savings or Certificate of Deposit account. Click the "Next" button to move on to page 2 of the report.



Annual Report Page 2: Activities and Transactions

Page 2 Overview

This page of the report shows every activity currently entered in Isidore for the year, as well as any activities from the previous year that had a financial transaction carry over into the reporting year (see example below). The top of the page shows the ending balance in your accounts as reported by you, and a calculated balance based on your entries in Isidore. The "Calculated Balance" uses the starting balance from page one of the report, then adds and subtracts for every instance of event income, grant, expense, and donation you entered throughout the year. If what Isidore calculates does not match your reported ending balance, the difference will be stated for you. Our goal is for these numbers to match. See the example below. (numbered examples are explained below the image).

Year End Balance from Previous Page: **$1,070.24**

Calculated Balances: $1,534.24

Calculated Balance Overstated by: **$464.00**

Activity Summary

Star Status: Gold Team

Date	Program	Title	Income	Grant Amount	Expenses	Donations	Star Status
12-15-2017	Matching Grant	Sing O Heavens	$0.00	1 $1,000.00	$0.00	$0.00	
01-21-2018	Meetings	Council Meeting	$0.00	$0.00	$0.00	$0.00	Granted
01-21-2018	Events	Coffee and Donuts	$105.00	$0.00	$55.15	$0.00	Granted
02-11-2018	Events	Sweetheart Bake Sale	$366.00	$0.00	$0.00	$0.00	Granted
04-22-2018	Events	Breakfast Meet and Greet	$0.00	$0.00	$0.00	$0.00	Granted
06-24-2018	Meetings	Meeting	$0.00	$0.00	$0.00	$0.00	Granted
07-29-2018	Events	Egg Bake Breakfast	$71.00	$0.00	$101.51	$0.00	Granted
07-28-2018	Meetings	Council Meeting	$0.00	$0.00	$0.00	$0.00	Granted
07-31-2018	Events	Sock Drive	$0.00	$0.00	$0.00	$0.00	Granted
10-13-2018	Grants4Good	Rural Life Mass	2 $33.00	$500.00	$500.00	$0.00	Granted
10-25-2018	Grants4Good	Fall Raking Event	$0.00	$500.00	$500.00	$0.00	Granted
09-08-2018	Events	Fall Festival	$525.00	$0.00	$350.00	$0.00	Granted
09-16-2018	Donations	Shuler Seminarian Fund	$0.00	$0.00	$0.00	$150.00	Granted
09-16-2018	Meetings	Meeting	$0.00	$0.00	$0.00	$0.00	Granted
12-15-2018	Matching Grant	Sing O Heavens Concert	3 $2,400.00	$0.00	$2,756.68	$0.00	Granted
12-08-2018	Events	Cookie Baking & Delivery	$0.00	$0.00	$0.00	$0.00	Granted
10-28-2018	Events	Fall Bake Sale	$166.00	$0.00	$0.00	$0.00	Granted
11-17-2018	Events	Christmas Wrapping Elves	$0.00	$0.00	$0.00	$0.00	Granted

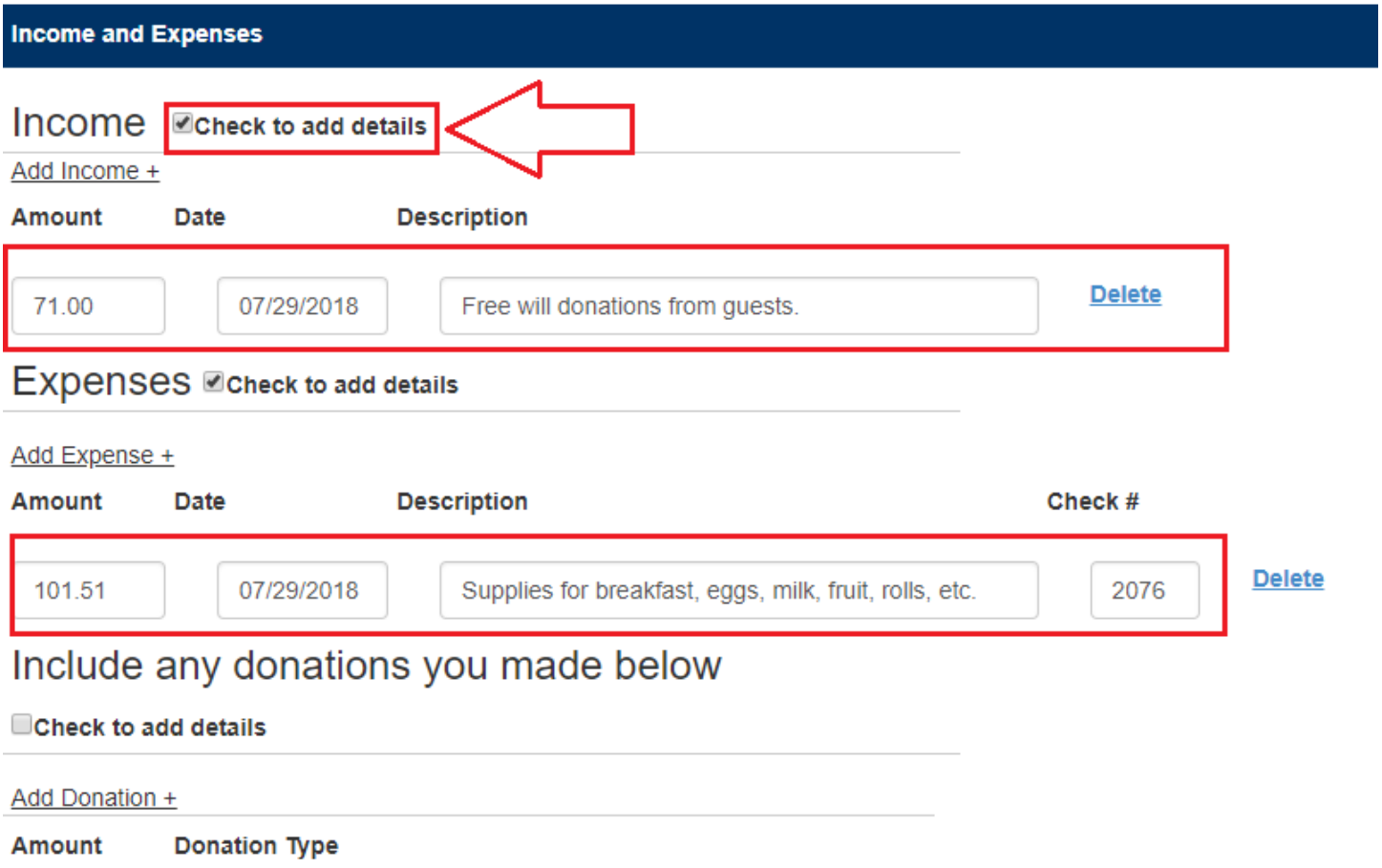
1. This matching grant happened in 2017, but due to the activity date being just before Christmas, the $1000 matching funds were not paid until January of 2018. That is why $1000 show up on the report, but the event income and expenses are both blank. Also notice the "Star Status" column is blank, since this group already received credit for this activity on their 2017 annual report.
2. Grants4Good payments will be entered for you.
3. Here is the 2018 matching grant. Notice the income, expenses, and star status all appear, but the grant amount is blank. Their $1000 grant payment will show up on the 2019 report.

Balancing the report: Editing Activity Details

If your report is not balanced, you will want to start by confirming the end-of-year balances from page 1 of the report are correct. Hit the "Previous" button on the bottom of the screen to return to page 1.

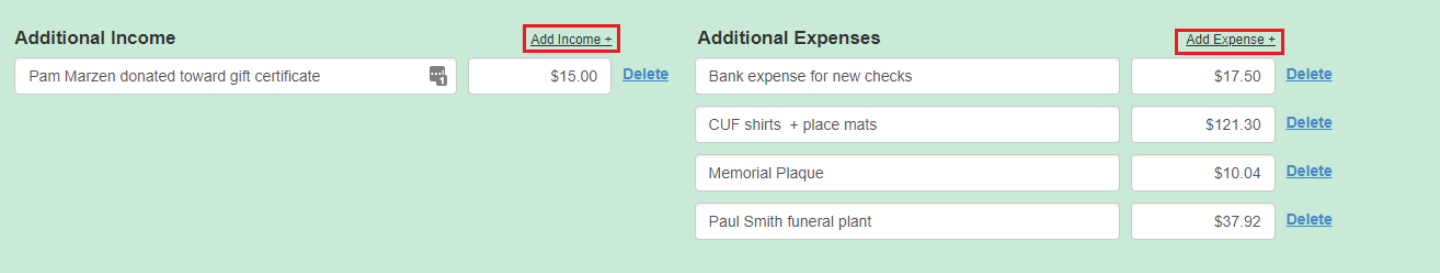
Next, return to page 2 to look over all activities entered for the year and make sure all income and expenses are correct and match your bank account activity. If any activity needs to have changes to income or expense, click on the title of the activity that needs to be changed.

Once you click the activity title, you will see the post-activity details page. On this page you can adjust income, expenses, and donations for that event. The sub-headers for Income, Expenses, and Donations on this page have a small check box next to them labeled "Check to add details". If you check this box, you will have the ability to add a description and check number for each transaction. Also note you can have multiple transactions in each category of Income, Expenses, and Donations. This may be helpful if you would like Isidore to match your checking account.



Balancing the report: Miscellaneous transactions

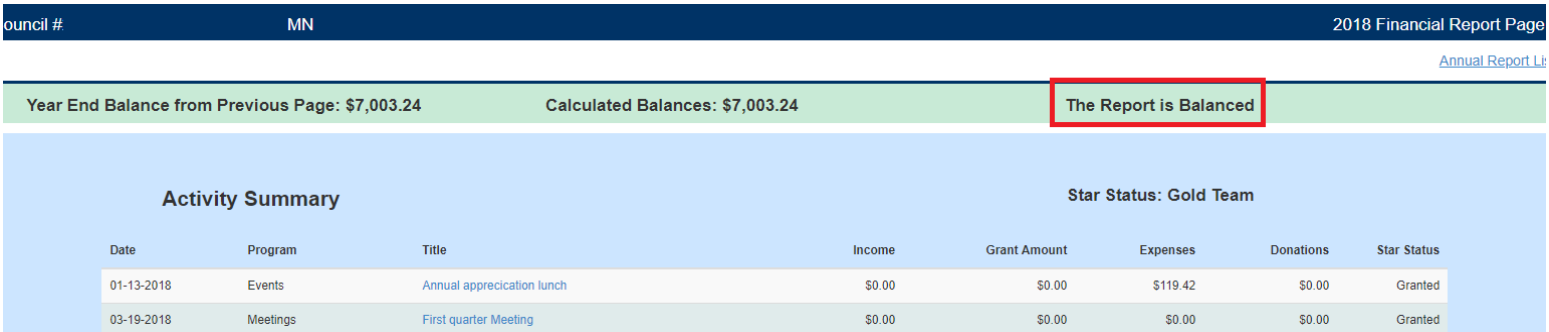
If you had any transactions throughout the year that were not directly related to an activity, they can be entered as additional income or additional expenses below your list of activities. To do this, click “Add Income” or “Add Expense” to enter a description and the amount of the transaction.



Common transactions that are logged here are:

- Interest on a savings account (income)
- Volunteer Team stipend (income)
- Paying for postage (expense)
- Purchasing new checks (expense)
- Ordering placemats or napkins from the Catholic United Logo Store for general use (expense)

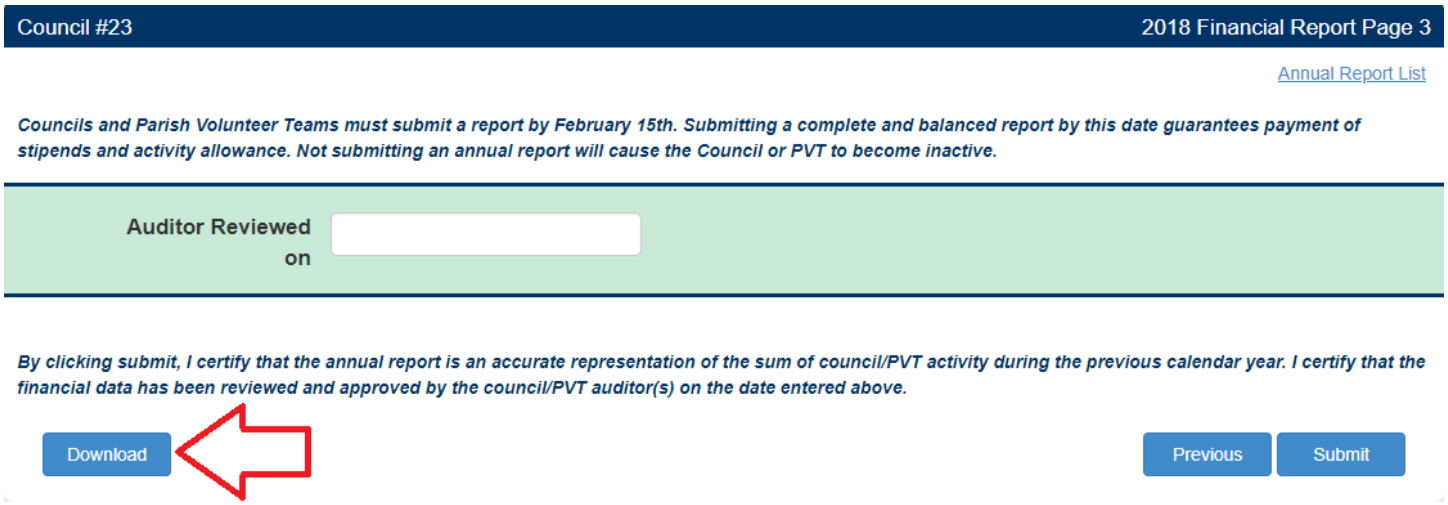
Once your report is balanced, you will see the following at the top of your report:



You will also see a summary to review at the bottom of the page. This includes your totals for annual income, expenses and donations. Your net income (or loss) for the year is also noted here. It does not matter if your net is positive or negative. As long as your report is balanced we have what we need. Click “next” to move on to page three.

Annual Report Page 3: Auditor Review

All Councils and Volunteer Teams are required to have an Auditor conduct an annual review of the finances of the team. Volunteer Teams are required to have one auditor, Councils must have three. We encourage you to schedule time with your Auditor(s) as soon as possible. To make it easier to show the Auditor(s) what is entered in Isidore, there is an option to download an excel spreadsheet with all your entered transactions.



The download will show the name of the event, the date of the activity, the dollar amount, and the check number (if entered). Activities that did not have financial transactions will not show up on the download.

date	title	income	grants	expenses	donations	checknow
1/13/2018	25098 - Annual apprecication lunch	0	0	119.42	0	1543
3/23/2018	Allowance	1008	0	0	0	
3/27/2018	25117 - Easter egg hunt	0	0	167.84	0	0
6/10/2018	29721 - Mass for Catholic United members	0	0	10	0	0
6/10/2018	29720 - Community Service Award	0	0	25	0	0
6/10/2018	29423 - Communion linger longer	0	0	46.94	0	0
6/10/2018	29424 - Annual newsletter	0	0	0.01	0	
7/10/2018	31543 - Bingo prizes for St. Joe's picnic	0	0	0	10	
7/25/2018	29768 - Annual rummage and bake sale	0	0	200	0	
7/25/2018	29768 - Annual rummage and bake sale	2114.75	0	0	0	
7/28/2018	29830 - Ice cream stand	1352	0	0	0	
7/28/2018	29830 - Ice cream stand	0	0	737.56	0	
8/4/2018	31538 - Convention (Hourglass)	0	0	0	50	
8/26/2018	31544 - Beautification project introduction	0	0	69.41	0	1561

Make sure the audit happens before February 15th to ensure you can submit the annual report on time. Once your Auditor(s) have reviewed and approved the financials, return to your annual report to fill in the Auditor Review Date. Click the "Submit" button on the bottom of the page.

Congratulations, you're done!

Your report has been submitted to the Member Engagement Department for review.

Approved Donation List

Msgr. Richard J. Schuler Seminarian Fund
3499 Lexington Ave. North
St. Paul, MN 55126
Catholic United Financial Foundation
3499 Lexington Ave. North
St. Paul, MN 55126
Birthline of Central MN
1411 West Saint Germaine St. #5
St. Cloud, MN 56301
Catholic Defense League
3499 Lexington Ave. North
St. Paul, MN 55126
Common Hope
550 Vandalia Street – Box 14298
St. Paul, MN 55114
NET Ministries
110 Crusader Ave W
West St. Paul, MN 55118
Catholic Defense League
3499 Lexington Ave. North
St. Paul, MN 55126

Isidore FAQ

How do I enter payments made for the MinisTREE program?

Member Engagement tracks all Council/Volunteer Team participation in the MinisTREE program to count as an activity and will track all MinisTREE related payments. If you decide to donate those funds to the parish or a Religious Education program, you should enter this in Isidore as a separate monetary donation.

How do I enter the activity allowance payment on my annual report?

Your activity allowance for the year is automatically entered into Isidore by Member Engagement. You can see it at the bottom of page 2 of the annual report.

How many donations can count toward my star status for the year?

In order for donations to count as an activity toward your star status, they must be made to an approved organization. Of the approved organizations, up to two donations will count toward star status every year. In addition to this, donations of $100 or more to Gather4Good®, can count as a bonus star status activity. This means that it is possible to have up to three donations be considered star status activities per year.

Do additional donations to our parish, local youth group, or other organizations count toward start status?

No. However, entering every donation your Council or Volunteer Team makes during the year is important to complete an accurate annual report. You should enter every monetary and in-kind donation (ex. Christmas decorations for the parish, door prizes for school festival, $100 check for local R.E. program) as an activity in Isidore.

Do I need to enter attendance at an Annual Convention or Regional Member Gatherings?

The final Annual Convention was held in 2018 and was replaced with a Triennial Conference. The next conference will be in 2021. Attendance at either event does not count as an activity and does not need to be entered.

If we have a regularly scheduled activity, should I enter it for every activity date?

Activities that occur multiple times a year (ex. monthly parish cleaning, weekly meals on wheels, attending wakes or funerals as a group) will only count toward star status one time, regardless of how many times they occur in the year. You may enter every date individually to report income, expenses, or volunteers for each, **or** enter one activity to account for every occurrence.

My activity was approved but was not given star status. Why is this?

Activities that are eligible to receive star status will be determined at the discretion of the Member Engagement Department. The decision will be made by taking the following into consideration:

- Would the event happen if not for the existence/involvement of the Council or Volunteer Team?
- Were income and/or expenses managed by the Council or Volunteer Team?
- Did the Council or Volunteer Team provide volunteer coordination?
- Did activity promotion include information about Catholic United Financial involvement?

If you feel one of your activities was not granted star status in error, please contact us!

Can our Treasurer/President/Team Director/etc. have access to Isidore to view the report?

No, not at this time. Isidore can only be granted to one user account per Council or Volunteer Team. If you need help sharing the needed information with other officers, please contact the Member Engagement Department for assistance.