- 1. Go to Administration > Parish Funds
- 2. Click ADD NEW FUND in the top right hand corner
- 3. Assign a fund number and a fund description
- 4. If fund is related to Formation click Formation Fund checkbox
- 5. If fund is Recurring check Recurring checkbox, if the fund is not recurring (ex. multi year Capital Campaign) choose a start and end date
- 6. If Fund is non-deductible choose the non-deductible checkbox
- 7. If needs to be excluded from Tax Reports choose the Exclude from Tax Receipts checkbox
- 8. Add one or multiple Activities to the new fund
- 9. Click SAVE in the top right corner
- 10. You will now see the new fund in the list of PARISH FUNDS

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