



*More Than*  
**STONE SOUP**

***A Stewardship and Giving Emphasis Program for Congregations***

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***WEEK #6 - RESULTS REPORTING NOTES***

Timing: Sometime following Sunday of Week #6

Purpose: To provide instructions for calculating and reporting the giving response program results.

Suggested Speaker/Reporter: Either the Program Coordinator or the Finance and Data Coordinator.

Objectives and Suggestions: Report results in a timely manner:

1. Create the spreadsheets by formatting the columns and inserting the necessary formulas. The columns should be laid out as follows: Col#1 – Envelope# (if used); Col#2 – Name; Col#3 – Historical Weekly Giving Data; Col#4 – Historical Annual Giving Data; Col#5 – Estimated Weekly Giving Data; Col#6 – Estimated Annual Giving Data; Col#7 -- +/- \$Weekly Giving Increase; Col#8 -- +/- \$Annual Giving Increase; Col#9 -- %Giving Increase
2. Insert the necessary formulas, depending on how you want the calculations performed. Test the spreadsheet using hypothetical data.
3. Prepare the computer spreadsheets by keying all available historical data into the spreadsheets in advance of Week #6.
4. Determine a cut-off date when cards must be received for inputting.
5. Sort the cards to match the sort on the spreadsheets and enter the data.
6. Check all results for accuracy.
7. Report the figures to the Program Coordinator.