



Office of Pontifical Missions • Diocese of Harrisburg
 4800 Union Deposit Road • Harrisburg, PA 17111-3710
 (717) 657-4804 ext. 240 • Fax (717) 657-4042
 email: missions@hbgdiocese.org www.hbgdiocese.org/MCA

How to remit MCA contributions—save for reference

Please give this information to the person who is responsible for handling MCA donations.

- Send all MCA Contributions to the Harrisburg Missions Office to make sure your school/parish receives proper credit. Remit by either:

HCAS Cash Receipt General Journal:

Enter G/L Account **25010** (*Custodial Fund Liability*)
 Enter Speedkey **MISSCHILD** (*Missionary Childhood Association.*)
 Enter your **Location Fund No.** as Reason Code *

*Important, if you are a parish that also operates a school, please put “**School**” or “**Religious Ed**” somewhere in the External Document name.

Check payable to:

“Missionary Childhood Association”
Mail to Missions Office

- Please send in contributions, no matter how small, by the end of the month in which they are collected, so that Father Sharman can personally thank the students in a letter to the school. The Missions Office then forwards the donations to the national MCA office after recording your students’ contributions. We always appreciate extra information, such as what activities your students did to raise MCA funds.
- For your convenience, below is a form for you to keep track of your MCA contributions. We will ask you to confirm these contributions at the end of the school year.

<i>Date Remitted</i>	<i>Amount</i>	<i>Date Remitted</i>	<i>Amount</i>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Name of School or Parish _____ City _____