



Diocese of Erie Annual Report

Determining Average Yearly Offering Per Contributing Family



You can find both the total number of donations and total households with a report called "Find Donor Households"

1. Open Ministry Platform and click **Contributions** on the Advanced navigation menu.
2. Click **Donors**.
3. Click the **Reports** button in the upper right corner and choose **Find Donor Households**.
4. Fill out the report criteria as shown below.

Note: Use the second screen shot to choose the correct options from the Statement Header drop down.

The last page of the report will show you total donating households and total donations.

The screenshot shows the report viewer interface with the following settings:

- Accounting Company: Holy Rosary, Erie
- Statement Header: Offering, Missions, Gifts, Special Offer
- Period Start: 8/22/2021
- Period End: 8/22/2022
- Min Period Giving \$: NULL
- Min Period Gift #: NULL
- Donors To List: All Donors
- Last HH Gift Before: NULL
- Show Contact: False
- Congregation: *All Congregation
- Program Filter: * Any Program
- Max Period Giving \$: NULL
- Max Period Gift #: NULL
- Optional Title: NULL
- Select Heads Only: True
- Add Soft Credit: False

The close-up shows the Statement Header dropdown menu with the following options:

- (Select All)
- *Any Statement Header
- Offering
- Missions
- Catholic Services Appeal
- Gifts
- Special Offerings
- Faith Formation Fees
- NULL