

DONATION SUMMARY FORM

Name of Gift Stall Host: _____ Church Name: _____

Supporter ID: _____ Church Supporter ID: _____

	No of Donations	Amount
Total Credit Card Donations <i>Fill this section with total credit card donations made using the order forms or online orders</i>		\$.
Total Cheque Donations <i>Fill this section with total cheques received for Better World Gifts</i>		\$.
Total Cash Donations <i>Fill this section with total cash donations received for Better World Gifts.</i>		\$.
	GRAND TOTAL	\$.

How are you sending the total funds raised through your gift stall to Baptist World Aid?

- I am/my church is issuing a cheque, payable to Baptist World Aid Australia
- I'm depositing the amount into Baptist World Aid's bank account on the following date ____ / ____ / ____
- Other (please specify): _____

Donations of \$2 or more are tax deductible for individuals who fill out a donation form /order online with their full name and postal address. To ensure tax receipts are issued to individuals, don't forget to send back completed order forms.

You've done a world-changing thing — thank you! To return the funds, follow these three easy steps:

STEP 1. Group your donations into two categories: **cheques** or **cash**.

For cheques that have been made payable to your church, please bank these into your church account before sending to Baptist World Aid. **For cash**, please deposit to Baptist World Aid's account using the following details (do not send via mail):

Account Name Baptist World Aid Australia
BSB 082-057
Account No. 944-020-498

STEP 2. Complete this form and mail it to the address below, along with any Order Forms and/or cheques:

Baptist World Aid Australia
Locked Bag 2200
North Ryde NSW 1670

STEP 3. Contact our team at hello@baptistworldaid.org.au and let us know:

- The total amount you've raised through your stall,
- Whether you need individual receipts, and
- How you'll be sending the total funds raised from your stall

PRODUCT TALLY SHEET

Photocopy this page as many times as you need and use this table to track how many gifts are being sold at your stall and reconcile donations each week.

Products	Cost	Tally	Total Sold	Total Cash	Total Cheque	Total Credit Card
<i>Example Product</i>	\$15.00		9	\$ 25 . 00	\$ 0 . 00	\$ 75 . 00
Advent Calendar	\$15.00			\$.	\$.	\$.
Arts and Craft	\$15.00			\$.	\$.	\$.
Arts and Craft (colouring-in)	\$15.00			\$.	\$.	\$.
Back to School	\$100.00			\$.	\$.	\$.
Bees	\$40.00			\$.	\$.	\$.
Blanket	\$15.00			\$.	\$.	\$.
Blanket (colouring-in)	\$15.00			\$.	\$.	\$.
Chicken	\$20.00			\$.	\$.	\$.
Chicken (colouring-in)	\$20.00			\$.	\$.	\$.
Child Friendly Space	\$300.00			\$.	\$.	\$.
Clean Water	\$50.00			\$.	\$.	\$.
Conversation Cards	\$29.95			\$.	\$.	\$.
Disaster Toolkit	\$15.00			\$.	\$.	\$.
Emergency Shelter	\$1,500.00			\$.	\$.	\$.
Goat	\$40.00			\$.	\$.	\$.
Hand Soap	\$5.00			\$.	\$.	\$.
Lunch for Learners	\$5.00			\$.	\$.	\$.
Make Your Thread Count	\$15.00			\$.	\$.	\$.
Piglet	\$50.00			\$.	\$.	\$.
Safe Birth	\$60.00			\$.	\$.	\$.
Sermon Journal	\$20.00			\$.	\$.	\$.
Socks	\$20.00			\$.	\$.	\$.
Stop Malaria	\$10.00			\$.	\$.	\$.
Toilet	\$500.00			\$.	\$.	\$.
Tote bag	\$40.00			\$.	\$.	\$.
Trees	\$10.00			\$.	\$.	\$.
Trees (colouring-in)	\$10.00			\$.	\$.	\$.
Veggie Patch	\$20.00			\$.	\$.	\$.
Additional donations:				\$.	\$.	\$.
Total:				\$.	\$.	\$.