

Treasurer's form instructions

Thank you for being part of the Be Hope Christmas Appeal 2018!

We've provided these instructions and the Treasurer's Form to help you process your church's donations in four easy steps! Please read the instructions and complete the form IN BLOCK LETTERS.

Step 1:

Ensure individuals have filled out the Donation Envelope with their full name and address - especially those who wish to claim a tax deduction. Without this information we cannot issue a tax receipt for their donation.

Step 2:

Group donations / donation envelopes into the following three categories:

- **Credit Card donations**
- **Personal Cheque donations:** Please ensure all cheques are made out to Baptist World Aid Australia. If cheques have been made payable to your church, please bank these into your church account and include their donations in the total church cheque amount.

- **Cash donations:** Cash should not be sent directly; please include these donations in your church payment.

Step 3:

Complete the Treasurers Form attaching all Donation Envelopes, including any credit card details and personal cheques. If you have received cash donations, please deposit these into your church account and issue a cheque made out to Baptist World Aid Australia.

Step 4:

Send the form, with all the completed Donation Envelopes, to Baptist World Aid Australia by the end of January 2018 to ensure supporters' credit card expiry dates have not lapsed and cheques do not bounce.

NOTES

The Tax Receipt the church receives may not always match the amount on the church cheque as it will not include donations from church members who require a separate Tax Receipt.

Supporters who require a Tax Receipt must complete a donation envelope. Send all completed donation envelopes to Baptist World Aid with the Treasurers Form. New supporters will be added to the mailing list unless otherwise advised.

Due to privacy laws, we cannot issue individual Tax Receipts in care of the church address.

If you have any questions or need help, please **call our Supporter Services** team on **1300 789 991** and they will be happy to walk you through the process of completing the Treasurer's Form. You may also download a copy of the form from

www.baptistworldaid.org.au/be-hope-resources.

Be Hope Christmas Appeal 2018



Treasurer's Form

Please return this form and donations by the end of January 2019

Date: _____

Supporter ID: _____

Church Name: _____

Congregation size: _____

We collect this information to ensure we can send you the correct amount of resources in the future

Name of person who completed this form: _____

Role in the Church: _____

Contact Number (Mon-Fri Business Hours): _____

Donation Summary Form

Group donations received into the 3 sections below

| 1. Total Credit Card Donations | No. of Donations | Amount |
|--------------------------------|------------------|--------|
|--------------------------------|------------------|--------|

Fill this section with total credit card donation made using the donation envelopes \$

| 2. Total Personal Cheque Donations | No. of Donations | Amount |
|------------------------------------|------------------|--------|
|------------------------------------|------------------|--------|

Fill this section with total personal cheques individuals have placed in the donation envelopes \$

| 3. Total Personal Cheque Donations |
|------------------------------------|
|------------------------------------|

This section is for total cash donations given through the donation envelopes, as well as anonymously through church giving. Please note cash should not be sent directly to Baptist World Aid, so please ensure you issue a church cheque for the total amount of cash donations collected.

| | No. of Donations | Amount |
|--|------------------|--------|
|--|------------------|--------|

| | | |
|---|--|----|
| A. Total Individual Cash Donations <i>(these donations were made through the donation envelope and individuals will receive a tax receipt)</i> | | \$ |
|---|--|----|

| | | |
|--|-----|----|
| B. Total Anonymous Cash Donations <i>(these donations were made straight to the church without an attached donation envelope - individuals will therefore not receive a tax receipt)</i> | N/A | \$ |
|--|-----|----|

| | | |
|--|--|----|
| Total Cash Donations <i>(Church cheque payable to this amount)</i> | | \$ |
|--|--|----|

| | | |
|--|--|-----------|
| TOTAL DONATION AMOUNT FROM THE CHURCH | | \$ |
|--|--|-----------|

CHR CH 60274

Donations \$2 and over to the Be Hope Christmas Appeal are tax deductible only if individuals fill out the donation envelopes with their full name and address. The Be Hope Christmas Appeal supports our Community Development work in Cambodia.

Please return completed form by end of January 2019 to:

Baptist World Aid Australia Locked Bag 2200 North Ryde NSW 1670 Australia