

Treasurer's Instructions



Thank you for being part of our Church Partnership Christmas Appeal!

If you've used the donation envelopes for your service, we want processing your church payment to be easy! Follow these four steps to preparing and submitting donations.

Step 1:

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

Step 2:

Sort donations/donation envelopes into the following three categories:

- **Credit Card Donations**
- **Personal Cheque Donations, and**
- **Cash Donations**

For cheque or cash donations, please make note of the following instructions:

a. Cash donations

Please deposit all cash into your church account and then include these donations in your church payment. **Cash should not be sent directly to Baptist World Aid.**

b. 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 own church account and then include these donations in your church payment to Baptist World Aid.

Step 3:

Complete the Treasurer's Form on page 7 and **submit your church payment through mail, cheque, direct deposit or over the phone using your church's credit card.**

For direct deposits... please deposit the church payment into the Baptist World Aid bank account (see below) and enter the following as the description:

"[7-digit Church ID Number] - CHR"

Account Name: Baptist World Aid Australia

BSB: 082-057

Account No.: 944 - 020 - 498

Step 4:

Mail your completed Treasurer's Form and the donation envelopes back to us using the reply paid envelope provided. Please send to:

Baptist World Aid Australia

Locked Bag 2200

North Ryde NSW 1670

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 Australia together with the Treasurer's 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 need assistance, please call our Finance & Donations team on 1300 789 991 and they will be happy to walk you through the process of completing the Treasurer's Form.

Treasurer's Form

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Please return this form and all donations by no later than 31st January 2021.

Date: _____

Church ID Number (if known): _____

Church Name: _____

Name of person who completed this form: _____

Role in Church: _____

Contact Number: _____

Donation Summary Form

Group donations received into the 3 sections below

1. Total Credit Card Donations	No. of Donations	Amount
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Fill this section with total credit card donations made using the donation envelopes \$

2. Total Personal Cheque Donations	No. of Donations	Amount
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Fill this section with total personal cheques that individuals have placed in the donation envelopes \$

3. Total Cash Donations

This section is for total cash donations given through the donation envelopes or anonymously through church giving. Cash should not be sent directly to Baptist World Aid. Please ensure your payment is for the total amount collected from cash donations. If making a deposit, please refer to the instructions on the previous page.

	No. of Donations	Amount
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A. Total Individual Cash Donations
(these donations were made through donation envelopes, and individuals will receive a tax receipt. Please ensure all donation envelopes are sent to Baptist World Aid) \$

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

Total Cash Donations
This amount has been... (please tick appropriate box) \$

- Issued by church cheque payable to Baptist World Aid Australia, or
- Deposited into Baptist World Aid's bank account on the following date:
____/____/____

TOTAL DONATION AMOUNT FROM THE CHURCH	\$
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Donations of \$2 or more are tax deductible for individuals who fill out a donation envelope with their full name and postal address..

Please return completed form along with all donation envelopes by 31st January 2021. For Big Hearted Gift Donations, please see the Big Hearted Gift Donation Summary Form included in your gift stall host's instruction guide.



Encourage Online Christmas Giving

**YOUR PERSONALISED ONLINE GIVING PORTAL
to use during your Christmas Service!**

Contact us to get the URL for your online giving portal

If your church is meeting online or not collecting a physical offering, use your NEW personalised online giving portal!

Simply share your personalised URL and your church family can easily donate from home or safely from their seats.

If you need the link to your church's personalised giving page, contact us at hello@baptistworldaid.org.au or call us on **1300 789 991**.

Ways to share your URL:

- Share it in your church's **digital newsletter**
 - Share the link on your **social media channels** like Facebook or Instagram
 - Create a **QR code using your personalised URL** for churches who are meeting in person but want to avoid handling offering.
 - Share it in the **chat during your online service**
 - **Or a mix of these suggestions!**
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