

# Treasurers Instructions

Thank you for holding a special offering for our  
2023 Matching Grant Appeal at your church!

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## STEP 1

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

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## STEP 2

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Sort donations/printed coupons 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.

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## STEP 3

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Complete the Treasurer's Form on the following page 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] - MG23"**

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

After deposit, please email [hello@baptistworldaid.org.au](mailto:hello@baptistworldaid.org.au) informing us of the date of the funds transfer, how much and whether we can expect printed coupons in the mail. Please do not attach credit card printed coupons to this email for privacy purposes.

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## STEP 4

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Mail your completed Treasurer's Form and the printed coupons 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 printed coupon. Send all completed printed coupons 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.

# Treasurers Form

MG CH 43260

Please return this form and all donations by no later than 30th June 2023.

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 |
|---|------------------|--------|
| Fill this section with total credit card donations made using the printed coupons   |                  | \$     |
| 2. Total Personal Cheque Donations  | No. of Donations | Amount |
| Fill this section with total personal cheques that individuals have attached to the printed coupons   |                  | \$     |
| 3. Total Cash Donations   |                  |        |
| This section is for total cash donations given through the printed coupons 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. |                  |        |
|   | No. of Donations | Amount |
| A. Total Individual Cash Donations<br><i>(these donations were made through printed coupons, and individuals will receive a tax receipt. Please ensure all printed coupons are sent to Baptist World Aid)</i>   |                  | \$     |
| B. Total Anonymous Cash Donations<br><i>(these donations were made straight to the church without an attached printed coupon - individuals will therefore not receive a tax receipt)</i>  | N/A              | \$     |
| <b>Total Cash Donations</b><br>This amount has been <i>(please tick appropriate box)</i>  |                  |        |
| <input type="radio"/> Issued by church cheque payable to Baptist World Aid Australia, or  |                  | \$     |
| <input type="radio"/> Deposited into Baptist World Aid's bank account on the following date:<br>____/____/____  |                  |        |
| <b>TOTAL DONATION AMOUNT FROM THE CHURCH</b>  |                  | \$     |

Donations of \$2 or more are tax deductible for individuals who fill out a printed coupon with their full name and postal address.

To ensure tax receipts can be attributed and issued before 30 June, please return this completed form along with the donations and printed coupons in a timely fashion.

**THANK YOU**  
**OXOX**