

Treasurers Instructions

Thank you for holding a special offering for the Myanmar Humanitarian Response at your church!

STEP 1

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

STEP 2

Sort donations/donation slips 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 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] - DRMHC23"**

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

After deposit, please email hello@baptistworldaid.org.au informing us of the date of the funds transfer, how much and whether we can expect donation slips in the mail. Please do not attach credit card donation slips to this email for privacy purposes.

STEP 4

Mail your completed Treasurer's Form and the donation slips back to us ASAP to ensure tax receipts are issued promptly. 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 slip. Send all completed donation slips 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

DRMHC23 CH 43382

Please return this form and all donations as soon as possible to allow for prompt processing.

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 donation slips		\$

2. Total Personal Cheque Donations	No. of Donations	Amount
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 in step 3.

	No. of Donations	Amount
A. Total Individual Cash Donations <i>(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)</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	\$
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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.

To ensure donations requiring a tax receipt can be processed in a timely fashion, please return this completed form along with donation slips as soon as possible.

THANK YOU
OXOX

Should the funds raised for this appeal exceed the amount required to meet the immediate and longer-term needs of this project, Baptist World Aid Australia will use the excess funds to help others in emergency situations around the world.