Donor Receipt Form

ABORIGINAL LITERACY FOUNDATION

Event Organiser:_____ Date Held:__/__/____

As all donations over $2 are tax deductible, please record each donor's details for any individual receipts that need to be issued and return to the Aboriginal Literacy Foundation. We will send a tax-deductible receipt directly to these donors using the details you have provided us below. We respect all of our donor's privacy and personal information on this form will not be sold, traded or rented to another organisation.

TITLE	FIRST NAME	SURNAME	ADDRESS	STATE	POSTCODE	DONATION AMOUNT
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$

Please print as many as required

TOTAL	$

Activity Donor Register

ABORIGINAL LITERACY FOUNDATION

Event Organiser: _____ Date Held: ___/___/_____

Please keep a record any company/or individual who have donated substantial prizes, goods/and or services to the fundraising activity you are holding. The Aboriginal Literacy Foundation can prepare and send "thank you" letters or certificates of appreciation to the company/or individuals when your fundraising activity is finished.

TITLE/FIRST/SURNAME	COMPANY	ADDRESS	STATE	P/CODE	GOODS/SERVICES DONATED	VALUE
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$

Fundraiser Final Summary

Please complete this form, and returned it, along with all other accompanying forms no later than 2 weeks from the date your fundraising activity has finished to: **Aboriginal Literacy Foundation, Attention: General Manager**
PO Box 315, Flinders Lane, Melbourne, VIC, 8009

Name of Event: Date held: Location held:

(Full)Name of Organiser: Street Address:

Suburb: State: Postcode:

The total (gross) income generated by the fundraiser was: $_____ and I have deducted expenses (as shown below) of: $_____

Therefore I have enclosed the net total (of proceeds): $_____ Signed: Date: ___/___/_____

Please ensure that the following items are submitted together with this form:

- Completed Donor Receipt Form/s (if tax deductible receipts are required)
- Activity Donor Register Form/s (if substantial prizes, good/and or services were donated to the fundraising activity)
- Funds Collected – Cheque or Money Order made out to the Aboriginal Literacy Foundation.
  - If you are making direct deposit, please include a copy of the deposit receipt when returning these forms.
    Aboriginal Literacy Foundation
    BSB: 013 822 ACCOUNT: 4960 01997

Fundraiser Expenses Incurred

DATE	SUPPLIER PAID	PURCHASE DESCRIPTION	AMOUNT
			$
			$
			$
			$
			$
			$
			$
			$
			$

TOTAL EXPENSES	$