

# Donor Receipt Form



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	\$
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# 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
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

<b>TOTAL EXPENSES</b>	\$
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