



Managing Your Donations

Whether you are fundraising on the day or have gathered your donations prior to the event through ticket sales, please see all the information below that you need! From recording donations through to transferring to the school, we have you covered.

Issuing tax deductible receipts

Gathering the right details

Some people may want a tax deductible receipt which means you will need to record their details.

We have created a donations spreadsheet to make it easy! Simply add all the information in the **“Tax Receipt List”** spreadsheet and send the list to us after the event. After you deposit the funds you have raised, our team will send the donor a receipt for tax purposes.

To issue a tax deductible receipt we must have the following information: full name, postal address and email address.

After the event

After your event when you have your total amount, can either send through direct deposit to the school or write a cheque (details on the right hand side).

Once you have deposited the money or sent the cheque, make sure all the donors and transaction details are in the **“Tax Receipt List”** spreadsheet, and email to accounts@schoolofstjude.co.tz. Our accounts team will then be in touch with them directly to provide receipts.

Any further questions please contact:

David Collins +61 3 9755 2167

Email: treasurer@australia.schoolofstjude.org

Depositing the funds you raised

Via Cheque

If you want to deposit via cheque, please use the below information:

Cheque payable to:

“The School of St Jude (Australia)”

And mail to:

The School of St Jude Australian Financial Coordinator
PO Box 82
Kew East VIC 3102
Australia

Please include a note advising the following:

Your (or the donors) full name
The postal address of the donor
The email address of the donor
The event name and date

Via Direct deposit

Prefer to make a direct deposit? Please see our Australian bank account details below.

Bank Name: National Australia Bank
Account Name: The School of St Jude Limited
BSB: 083166
Account Number: 412011750