

# Managing the Money

## Keep in mind:

- You must take reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event.
- Under no circumstances should individuals open or operate a fundraising bank account in the name of Variety to collect monies raised.
- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax-deductible receipt cannot be issued.
- Variety is unable to issue invoices for donations, as donations are of a voluntary nature. We can provide an 'intention to donate' form, acknowledging an individual or organisations commitment to donate (this form is often used to comply with the accounting procedures of companies).

## Online Fundraising

Donors who donate to your online fundraising page and pay by credit card will be charged and issued with a receipt straight away. Funds donated to your page will be transferred to Variety in your name so that we will have a record of your fundraising total. You won't have to do anything except thank your donors.

## Depositing your funds

### Deposit the funds into:

Variety Queensland  
General Account  
BSB: 034 072  
Account Number: 201 739

### Do you have an online Fundraising page?

You can add the funds on your page.

### Make out a cheque to 'Variety Queensland Inc' and post to:

Variety - the Children's Charity  
PO BOX 180, Albany Creek  
QLD 4035