



CHARITABLE WORKS FUND

Your *local* charity

CATHOLIC ARCHDIOCESE OF SYDNEY

CHARITABLE WORKS FUND TRU

ABN 24 784 785 643

REMITTANCE ADVICE

PARISH NAME _____

| | |
|--|----------|
| 1. Total Collected during CWF Appeal (Cash, Cheques & Credit Cards) | \$ |
| 2. Paid from Parish Funds (ie shortfall) | \$ |
| 3. Total Amount to be paid (as per assessment letter) – ie 1 + 2 | \$ |
| 4. LESS total of Credit Cards | \$ |
| 5. LESS total of Cheques | \$ |
| 7. Amount to be remitted (ie 3 - 4 - 5) – to be paid by EFT | \$ |
| Amount for which donors require income tax-deduction. (Cannot exceed amount collected by Appeal line 1 above) | \$ |
| Are all Cheque and Credit Card donation slips posted to Development and Fundraising Office in a secure envelope via registered post? | YES / NO |

Development and Fundraising Office will process Cheque and Credit Card donations and send out receipts to those donors. All other donations are processed and receipted by the Parish.

Thank you for supporting the Charitable Works Fund.

REMITTANCE INSTRUCTIONS FOR PARISH PRIEST/ADMINISTRATOR/MODERATOR

1. Complete the remittance form and forward all Cheque & Credit Card donation slips in SECURE envelopes via registered post to the Development and Fundraising Office (St Martha's, 38 Renwick Street, Leichhardt NSW 2040).
2. A copy of this advice is enclosed to be retained by the Parish for its records
3. The ABN must be quoted on all receipts issued from the Charitable Works Fund Trust
- i.e. ABN 24 784 785 643.
4. **CWF Bank Details:**
BSB: 062-784
Account No: 100000422
Ref: CWF <<MMM YYYY>> "Insert Parish Suburb"
5. Please ensure remittance is returned either by mail or by email (fundraising@sydneycatholic.org) within four weeks of the appeal being concluded.
6. Development and Fundraising will notify Parish when Cheques & Credit Cards have been processed, and advise if any declines.

We greatly appreciate your assistance in coordinating the CWF Parish Appeal. If you have any questions, please contact the Development and Fundraising Office on 1800 753 959.