

COMMUNITY FUNDRAISER FUND RETURN FORM

Thank you for holding a fundraiser to raise money for RSPCA Qld. Once you have collected all donations, please complete this form and return it to RSPCA QLD Head Office along with your cheque payment or EFT (Electronic Funds Transfer) receipt slip. **Please complete and return this form within 2 weeks of your community fundraising event.**

CONTACT DETAILS

Please ensure you fill in the same details as when you submitted your community fundraising proposal.

Name: _____

Company / School / Social Group (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Email: _____

RECONCILIATION

How much money did you raise at your community fundraising event? \$ _____

How are you returning the funds? (please circle) Cheque or money order / EFT / Drop funds at RSPCA Head Office

1. CHEQUE PAYMENT

Please make all cheques (personal, bank cheque or money order) payable to RSPCA Qld, attach to this form and send to:

RSPCA QUEENSLAND LTD
Events Department
Locked Bag 3000
ARCHERFIELD BH QLD 4108

**ATTACH
CHEQUE / EFT
SLIP HERE**

2. EFT PAYMENT

Please attach a copy of the remittance advice to this form and return to RSPCA Qld, address listed above.

Bank: Westpac
Account name : RSPCA Qld Inc
BSB : 034 033
Acc #: 169 350
Reference : _____ (your name **OR** date of your event)

Important notes about Cheque/EFT return:

- All Funds collected must be sent to the RSPCA
- Community fundraising events are held by organisers at their own cost and no money can be removed from the collected funds for personal reimbursement unless previously agreed to by the RSPCA Events Department
- The Cheque/ EFT amount must match the total amount as indicated on this form

3. DROP FUNDS AT RSPCA QLD HEAD OFFICE

Please notify the Events Team **before** you drop the money at the Head Office—(located at 139 Wacol Station Road, Wacol). They can confirm opening hours with you.

Date money was returned: _____

Staff member who received funds: _____

**If you have any questions about completing this form, please call 07 3258 5608.
Thank you for helping raise vital funds for RSPCA Qld. Your support is truly appreciated.**