

# Australian Lutheran World Service

## Treasurer's Reconciliation Sheet-Christmas Action

Need help? Just call: 1300 763 407  
or email: [alws@alws.org.au](mailto:alws@alws.org.au)



Australian  
Lutheran  
World Service



## THANK YOU!

### A. PLEASE COMPLETE THE FOLLOWING DETAILS

Name of Church:	<input type="text"/>				
Postal Address for Receipts:	<input type="text"/>				
	PO Box/Number	Street	City	State	Postcode
Street Address for Parcels:	<input type="text"/>				
	Number	Street	City	State	Postcode
Contact Person:	<input type="text"/>				
	Title	First name	Surname		
Contact Phone Number:	<input type="text"/>				
	Office hours				

### B. TOTAL DONATIONS

Donations NOT requiring a tax receipt, (cash, cheques and offerings). A Non Tax Receipt will be issued.

Total: \$	<input type="text"/>	Date of Banking: <input type="text"/>	Bank Reference used: <input type="text"/>
		for Direct Deposits	eg: St Lukes Albury

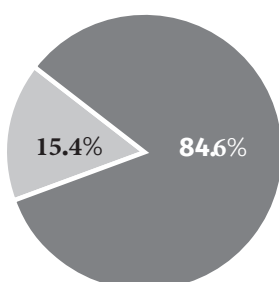
Bank Account Details: Lutheran Laypeople's League  
Name of Account: Australian Lutheran World Service  
BSB Number: 704 942  
Account Number: 100 644 384  
Bank Reference: Please use your Congregation name and city, (eg: St Lukes Albury)

This Reference will appear on our bank statement and helps us to identify who the donation is from. Please send a confirmation email to [donations@alws.org.au](mailto:donations@alws.org.au) to notify us when the donation is made. Many Thanks!

### C. CREDIT CARD DONATIONS

Total of Credit Card donations: \$	<input type="text"/>
------------------------------------	----------------------

Please post the completed credit card Donation slips to ALWS as outlined on page 2



### Your ALWS donations are used wisely

- Projects helping and educating people - thank you!
- Administration, accountability, fundraising \*

\* 'Overheads' are administration and fundraising costs as defined by the ACFID Code of Conduct.  
ALWS aims to minimise overheads while maximising your impact. The 5 year average is 15.4%



ACFID  
MEMBER

**D. TAX DEDUCTIBLE DONATIONS - Receipt Details**

	First Name – Surname	Address	State	Postcode	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**TOTAL DONATIONS REQUIRING INDIVIDUAL RECEIPTS**    \$ \_\_\_\_\_  
**TOTAL DONATIONS NOT REQUIRING INDIVIDUAL RECEIPTS**    \$ \_\_\_\_\_  
**TOTAL TO AGREE WITH AMOUNT BANKED**    \$ \_\_\_\_\_

**IF YOU NEED HELP COMPLETING THIS FORM, YOU CAN CONTACT US ON 1300 763 407 OR EMAIL US AT [ALWS@ALWS.ORG.AU](mailto:ALWS@ALWS.ORG.AU) Find us on the web at [www.alws.org.au](http://www.alws.org.au)**

**→ Please RETURN these forms immediately after banking so we can identify deposited funds.**

This is important, even if you do not require a receipt.

We can not process your deposit(s) until we receive these forms. Thank you!

**→ EITHER print out this spreadsheet and post with any credit card slips and/or cheques to:**

ALWS, PO Box 488, Albury NSW 2640

**→ OR if there are no credit card slips or cheques to post, you may prefer to email this to:**

Email: [donations@alws.org.au](mailto:donations@alws.org.au)

**Thank you! We really appreciate your time and effort.**