

Company Donation Form (Internal Use Only)

Form Preview

Donation form

* indicates a required field

Use this form to record your one-off charitable donations (gifts) that do not require an acquittal process.

****This is not for recording grants, sponsorships, or scholarships****

Record your giving as a donation if it is:

- charitable or delivers an activity that is broadly recognised as charitable e.g. education, health, social welfare, arts/culture
- delivers a public rather than private benefit (may support a vulnerable member of the community)
- one-off, or in response to a short-term event
- relies on the charity's assurance that the money is well spent, rather than formal acquittal processes

A donation **excludes:**

- funds gifted following an application and acquittal process (grants, sponsorships or scholarships)
- funds provided in exchange for benefits
- cash or in-kind donations provided by:
 - employees (either direct donations or funds raised by employees)
 - customers
 - other organisations (government or business)

Does this donation meet the above criteria? *

☐ Yes ☐ No

Definitions:

- **Cash** - the gross amount paid to support an organisation/project.

Do not record cash value of resources provided by:

- Employees (either direct donations or funds raised by employees)
- Donations from customers
- Donations from other organisations (government or business)
- **Time** - includes employee volunteering or any other community activity e.g.
 - Active participation in fundraising activities
 - Longer-term secondments to community organisations
 - Supervision of work experience placements
- **In-kind** - non-cash donations of products, services or other resources e.g. IT equipment, used furniture, meeting rooms or other space.

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Donation

Donation type *

- ☐ Cash
- ☐ Time
- ☐ In-kind (non-monetary)

Cash

Cash donation type *

- ☐ Donation to appeal
- ☐ Individual hardship relief payment
- ☐ Community benefit
- ☐ Other

Time

Time donation type *

- ☐ Staff volunteering (outside work hours or with no time off in lieu)
- ☐ Staff volunteering (during work hours or with time off in lieu)
- ☐ Directors' volunteer time (e.g. board time)

Total number of hours volunteered *

Must be a number.
Estimate if unknown.

In-kind

In-kind donation type *

- ☐ Product or services
- ☐ Other resources such as equipment, used furniture, etc
- ☐ Meeting rooms or space
- ☐ Professional services

Details

Date made ***Amount (or equivalent value) ***

- If time has been volunteered, estimate amount by multiplying the number of hours by an estimated hourly rate.
- In-kind contributions must be valued at what it has actually cost you, not what the beneficiary would have paid in a retail market.

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Donation/gift name *

Must be no more than 250 characters.

e.g. National Bushfire Appeal, Primary School [year] fundraiser, volunteering for the local fire brigade.

Location *

Address

Suburb/Town, State/Province, Postcode, and Country are required.

Details *

Please provide information about what was donated and how you arrived at the value (if not a cash donation).

Who are the primary beneficiaries of the donation? *

No more than 1 choice may be selected.

Please choose only the group(s) that are at the very core of this project/program.

Approximately how many people will benefit? *

Must be a number.

What is the primary areas of focus for this donation? *

No more than 1 choice may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific.

Supporting documentation (optional)

Attach a file:

Recipient details

Recipient *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Please use sentence case when entering individual or organisation names.

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ABN (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Address

Address

Phone Number

Must be an Australian phone number.

Email

Reporting reminder!

Once submitted, remember to complete the **Decision Tab** and **mark the donation as Paid** to ensure this donation amount on this form appears in your reporting.

For information or queries, please contact communityimpacthub@bendigoadelaide.com.au.