

RENEWAL INVOICE ADD-ON DONATIONS

Where members are invoiced for their annual membership or subscription, the ATO will not generally accept that a donation is made voluntarily where it has been included in an invoice amount before the total. The ATO generally expects a donation to be listed as a “below the line” amount, emphasizing its optional nature.

To include a donation request on your member invoices, simply work your way through the following steps to ensure donations are:

- tax-deductible; and
- processed as quickly as possible.

STEP 1

Include a reference to the ASF and our T&Cs below the invoice total, for example:

Text:

“By making a donation to the <<organisation name>> <<project name>> you are confirming that your gift is made unconditionally to the Australian Sports Foundation (ASF) and you agree to the ASF’s T&Cs”.

GST INCLUSIVE TOTAL	\$ 2,735.00

Tax deductible donation to [redacted] Fundraising Campaign:	
<input type="checkbox"/> \$1,000	
<input type="checkbox"/> Other: \$ _____	
<small>By making a donation to the [redacted] Fundraising Campaign, you are confirming that your gift is made unconditionally to the Australian Sports Foundation (ASF) and you agree to ASF's T&Cs at www.asf.org.au. Once your donation is processed, you will receive a tax deductible receipt from the ASF by email (for those that have an email address recorded on the Club's database) or via post. Donors who gift \$1,000 or more are provided the opportunity to be recognised as a significant supporter of this project by way of having their family name included on a "wall tile".</small>	
Total incl. donation:	\$ _____

STEP 2

Collect the details of those opting to make a donation using, this [spreadsheet template](#).

STEP 3

Transfer the total donations amount to the ASF (bank details below):

BSB: 032776
 Account No: 130159
 Account Name: ASF Donations Account
 Reference: “<<Organisation name>> add-on donations”

STEP 4

Upload the donor details spreadsheet via the [Secure Upload](#) function in the ASF’s [portal](#).

STEP 5

The ASF finance team will bulk upload all the donor details into the system and email the donors their tax-deductible receipt for the donated amount.

STEP 6

The ASF will include these donations in the next fortnightly round of grant payments.