

INVOICED 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/receipted as quickly as possible.

STEP 1

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

GST INCLUSIVE TOTAL	\$ 2,735.00
<hr style="border-top: 1px dashed black;"/> <p>Tax deductible donation to [REDACTED] Fundraising Campaign:</p> <p><input type="checkbox"/> \$1,000</p> <p><input type="checkbox"/> Other: \$ _____</p> <p><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></p>	
Total incl. donation:	\$

“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 available at asf.org.au/terms-and-conditions”.

STEP 2

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

STEP 3

Transfer the total amount of donations 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 platform](#).

TIP: If there will be a significant time lag between when you collect a payment from a donor and when you transfer the donations to the ASF, we suggest communicating with donors so they know when to expect their tax-deductible receipt from the ASF.

Best practice would be to mention this both at the time of requesting a donation (e.g. *"Your donation will be passed onto the ASF, who will provide you with a tax-deductible receipt"*) AND as you transfer the donations to the ASF for processing (e.g. *"Thanks again for your donation to <<project name>>. Shortly we will be passing your donation onto the ASF for processing, so keep an eye out for your tax-deductible receipt in an email from them."*)

STEP 5

The ASF Finance team will bulk upload all the donor details into our platform 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.