

REMITTANCE ADVICE



Thank you! We appreciate your valuable contribution to the important work of Red Cross.

Please include \$\$ figures only in the coloured boxes of this form. And please complete all areas with a dotted line.

For further assistance, please refer to the 'Instructions' worksheet for help in completing this form.

SECTION 1: Group Details

Name of Unit/Branch/Club/Office: _____ Branch ID: _____
Contact Name _____ Position held: _____ Email: _____
Address: _____ Suburb: _____
State: _____ Postcode: _____ Telephone: _____

SECTION 2: Fundraising Activity Breakdown

Activity Type	Amount Raised (\$)	Allocation (select from Dropdown or refer to "Funding Options" list if using paper form)	Notes
General Fundraising			
Donations			Complete donor list if applicable
Raffles			
Red Cross Calling Appeal		Red Cross Calling Appeal	
Big Cake Bake Appeal		Big Cake Bake Appeal	
Member-run Retail Shop/Tea Room			
Medical Equipment Rental			
Medical Equipment Sales			

A deposit or cheque must be made for this **Total:**

\$ -

Please do not send cash

ABN 50 169 561 394

www.redcross.org.au

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Payment Options

☐ **Direct Deposit:**

Bank Name: Date:

Bank Location:

Bank Address:

.....

Australia Post Outlet: Date:

Address of Outlet:

Agent Number:

Funds deposited into: **Commonwealth Bank of Australia** BSB: **063 000** Deposit Narrative:
Bank account name: **Australian Red Cross Society** Account: **0000 2026**

* The deposit narrative is your branch number with MEM at the end. Example 123456MEM

This remittance advice can be submitted electronically by emailing it to **transactions@redcross.org.au**. Please provide a copy of any supporting documents, including a deposit slip, where available. Supporting documents can be sent electronically to the transactions@redcross.org.au email address, or as hard copy via post to the address below.

Please ensure the date of the Remittance Advice is the same as the date of deposit.

☐ **Cheque:**

Cheque No: Date:

Please send cheques, and any hard copy support documents to:

Australian Red Cross Transaction Services
GPO BOX 2957
MELBOURNE VIC 3001

Name: Signature: Date:

* This remittance advice does not need to be signed if electronically submitted.

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Funding Options for Member Groups



Australian Red Cross Branches and Groups work hard to raise money for our humanitarian efforts. Based on feedback from members, we're making it clearer to know what you can raise money for and the positive impact this will have. This lets Branches and Groups choose how the money they raise will support Australian Red Cross each year.

To stay a trusted charity, we must follow certain rules for fundraising. The list of options below are compliant with these requirements and aligned to our organisational strategy.

If the option is State Specific - you must be located in that State to allocate to that option

Australian Emergency Fund

Pacific Emergency Fund

Global Emergency Fund

Middle East Crisis Appeal

Ukraine Crisis Appeal

Emergency Services inc Pillowcase (ALL except WA)

MSP Emergency Relief (NSW, SA, ACT)

Restoring Family Links (SA, VIC)

Heritage Archives (SA, VIC)

Community Mobilisation Team (NSW, SA, ACT)

Recognition Events (NSW, SA, ACT)

In Search of Safety (SA, NT, WA)

Tiraapendi Wodli (SA)

Wellbeing Accommodation Centres (Cairns, Rockhampton, Mackay, Townsville) (QLD)

Night Café (QLD)

Soup Patrol (WA)

HSP Material Aid and Food (ACT)

Katherine Placed Based Program (NT)

Connected Women (NT, TAS)

This sheet is to record donations received by the Branch and ensure the donor and the funds are accurately recorded and allocated by Australian Red Cross

[illegible]

Electronic Version of Remittance Advice

Instructions

- 1** This electronic Remittance Advice Form replaces all previous paper versions.
- **Do not use the old hard copy form** – it is now obsolete and no longer accepted.
- This Excel form is the official method for notifying the Australian Red Cross of funds deposited into the Commonwealth Bank account.
You **can print** this form if needed, but please make sure you are using the most up-to-date version.
- 2** When you click on a box (also called a "cell"), a box will appear and you can type in the information.
Please complete every row that applies to your group's activity.
If a row doesn't apply to your group, you can leave it blank.
- 3** In the "Amount Raised (\$)" column, type the total amount of money your group raised for that activity.
Example: If you raised \$250 from a raffle, type 250 in the Raffles row.

In the "Allocation" column, click on the box. A small arrow will appear.
Click the arrow to choose from a list of options like:
-General Funds
-Australian Emergency Appeal
-Global Appeal
-Other
Select where you would like the funds to be allocated to.
- 5** If you want to split the money between more than one area:
Scroll down to the extra blank rows at the bottom of the table.
Enter the Activity Type (e.g. "Raffles"), the Amount Raised, and the Allocation (e.g. "General Funds").
Repeat as needed.
- 6** If you selected "General Donations" or "Member Donations" as one of your activity types, please upload or include a donor details spreadsheet. This helps us thank the donors and record their gifts properly.
- 7** When you have completed the Electronic Remittance form, please save a copy and email to Transactions Services at: **transactions@redcross.org.au**
- 8** Make sure the date of the Remittance Advice is the same as the date of deposit.
- 9** If you have the ability to scan associated documents, including the bank deposit receipt, please attach and email with this remittance.
- 10** If your remittance will be paid by cheque, you can still use this form. Please print it out and include with the cheque when mailing to Transaction Services
- 11** Please ensure that there is one remittance advice for each individual deposit and that you send this as soon as possible after you have made the deposit.

Electronic Version of Remittance Advice

Queries

If you have any queries regarding your deposit, please contact your Community Mobilisation Team contact.

Depositing Funds

- 1** When depositing funds into the Australian Red Cross Commonwealth Bank account, it is very important you include a deposit narrative. When depositing the funds at the bank or via EFT, please use your Branch member number (this is your Branch ID) and the abbreviated deposit narrative MEM. For example, **123456MEM**. This will allow the Transaction team to clearly identify the deposits coming from your branch/unit.
- 2** There are a few ways of providing your information to us.
(1) entirely electronic. Once funds are deposited into the Red Cross Commonwealth account you then scan all documentation and email the remittance and supporting paperwork to transactions@redcross.org.au for processing.
(2) combination (electronic remittance + hard copy documentation). Once funds are deposited into the Red Cross Commonwealth account you then email the remittance advice to transactions@redcross.org.au notifying us of the deposit, then mail all supporting paperwork to the address listed on the remittance advice.
(3) entirely hard copy. You print out and complete the remittance advice, and attach all supporting paperwork then mail to the address listed on the remittance advice.
- 3** Please remember to only deposit funds into the bank account as listed on the remittance advice.