

Payment of Monies Raised at Fundraising Events

IMPORTANT: All deposits must be 'tagged' with the name of your **donor number** (which is marked at the top left hand side of your authorisation letter) so the deposit can be identified from the bank statement.

You can bank funds raised for PCFA in the following ways:

- **Direct deposited** into the nominated PCFA Bank Account: **CBA: BSB 062 000**
Account No. **12668231**
- **Deposit slip** butt and details (retaining a copy for your own records) to be mailed to PCFA National Office: PO Box 1332, Lane Cove NSW 1595
- **Converted to a cheque (made payable to *Prostate Cancer Foundation of Australia*)** and mailed to PCFA National office with an accompanying note to identify the event.
- **Credit card payment** by telephoning PCFA **1800 220 099**

Please notify the PCFA of the deposit details for your event by email to dchugh@prostate.org.au

If PCFA manual receipts and/or raffle ticket books were issued for the event, the completed books must be returned to the PCFA National Office with a note identifying the event and a cheque covering the monies receipted or with remittance advice verifying a payment by direct deposit.

To ensure that the PCFA continues to meet its obligations under the various charity legislations a registry of receipt books and raffle books is maintained within the National Office.

Many thanks for your hard work on behalf of PCFA. We truly appreciate it.