

# CHRISTMAS DAY offering



## GIFT PROCESSING INSTRUCTIONS

**Critical dates and important information to help you process your corps' generous Christmas Day Offering gifts.**

### CRITICAL DATES

- Before 18 Nov Download all resources, including videos and poster
- 25 Dec Christmas Day Offering Altar Service
- **Before 7 Jan** Process donations, bank gifts, and return forms to:  
The Salvation Army, Locked Bag 3010, NUNAWADING VIC 3131

### ATTENTION

- **Away over Christmas/New Year?**  
Nominate someone to process gifts, complete banking, and post forms on your behalf.
- **Waiting on additional gifts?**  
Please send existing gifts to avoid complications with credit cards expiring or being compromised.

#### WHY?

- To ensure supporters' generous gifts are acknowledged in a timely manner.
- Delays in processing may result in credit cards expiring or being compromised, reducing revenue for your Corps.

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# 1 - Important timelines

## Christmas Day Offering 2024

|   |  |  |
|---|--|--|
| <b>Gifts received on Christmas Day</b>  | <p>Corps send to:</p> <p><i>The Salvation Army<br/>Christmas Day Offering<br/>Locked Bag 3010<br/>NUNAWADING VIC 3131</i></p>            | <p>Monies to be banked next business day or before 7 January 2025. Gift coupons/paperwork to be posted within also by 7 January 2025 for receipting purposes. Please email <a href="mailto:overseasaid@salvationarmy.org.au">overseasaid@salvationarmy.org.au</a> once funds have been banked. Subject line: Christmas Day Offering (your corps name and tracking number).</p> <p>Send in an Express Post envelope. <b>Note the tracking number on your email, and retain the number for your records.</b></p> |
| <b>Gifts received after Christmas Day</b>   | <p>All corps to send to Donor Services for processing and receipting.</p> <p>Address above.</p>  | <p>Monies to be banked on a weekly basis with the accompanying paperwork posted within two business days of the deposit, preferably by seven January 2025. Please email <a href="mailto:overseasaid@salvationarmy.org.au">overseasaid@salvationarmy.org.au</a> once funds have been banked. Subject line: Christmas Day Offering (your corps name and tracking number).</p> <p>Send in an Express Post envelope. <b>Note the tracking number on your email, and retain the number for your records.</b></p>    |
| <b>Receipting and acknowledging</b>   | <p>Donor Services to receipt all Christmas Day Offering gifts.</p> <p>Corps to issue certificates to children under 18 years of age.</p> | <p>Receipting on a daily basis.</p> <p><b>Please note:</b><br/>Incorrect/incomplete information received will delay the processing and receipting of gifts.</p>  |
| <p><b>Credit card and direct debit coupons must be sent VIA MAIL ONLY.<br/>DO NOT SEND ANY FINANCIAL DETAILS VIA EMAIL.</b></p> |  |  |

## 2 – Cash, cheque and money order gifts



### Bank all cash, cheque and money order gifts

#### Corps who bank with **NAB**:

Use your Self Denial Deposit Book\* to bank funds into the Self Denial/Overseas Aid bank account:

BSB: 083 004  
Account: 37 080 3038  
Account Name: The Salvation Army (VIC) Property Trust Self Denial Overseas Aid  
**Note the tracking number on your email, and retain the number for your records.**

After depositing funds, please notify us by email:

Email: [overseasaid@salvationarmy.org.au](mailto:overseasaid@salvationarmy.org.au)  
CC: Your External Communications Manager and Relationship Manager  
Subject: Christmas Day Offering – (Corps name and tracking number)

*\*If you do not have a Deposit Book, please email [overseasaid@salvationarmy.org.au](mailto:overseasaid@salvationarmy.org.au)*

#### Corps who bank with the **COMMONWEALTH BANK (CBA)**:

After depositing funds, please:

1. Email: [internaltsa-banktransfers@salvationarmy.org.au](mailto:internaltsa-banktransfers@salvationarmy.org.au)  
**including your completed internal transfer form**  
CC: [overseasaid@salvationarmy.org.au](mailto:overseasaid@salvationarmy.org.au)  
and your External Communications Manager and Relationship Manager  
Subject: Christmas Day Offering – (Corps name and tracking number)
2. Revenue Accounting Team will validate the deposit to the CBA bank statement
3. Revenue Accounting Team will then send deposit confirmation email to corps and Donor Services

**Do not deposit funds into your Corps Account.**

**IMPORTANT: Please ensure Christmas Day Offering banking and paperwork is completed prior to Territorial Officer appointment changes taking place on 10 January 2025.**



### Gift coupons:

- Make sure all personal details, corps name and amount are clearly noted on gift coupons.
- Any amounts that do not have a gift coupon with the personal details filled out will be recorded as an anonymous gift and will not be receipted.
- Group all cash, cheque and money order gift coupons together. Total these gifts, complete and include the corresponding summary form (attach to the front and secure together — see page 6)
- Please separate each deposit's gift coupons and secure together with the corresponding form. This will help Donor Services in reconciling the bank account.
- Methods of sending to Donor Services:

### Mail

- Please send gift coupons to Donor Services for processing and receipting in an Express Post envelope, retaining a copy of your tracking number.:

**The Salvation Army  
Christmas Day Offering  
Locked Bag 3010  
NUNAWADING VIC 3131**

### Email

- Please **scan and email** the gift coupons with the corresponding summary form (see page 6) to [overseasaid@salvationarmy.org.au](mailto:overseasaid@salvationarmy.org.au)
- Please note: **Credit card and direct debit coupons must be sent via mail only** (see page 5 for full instructions)
- Processing and receipting will commence as soon as details are received from the corps, and that confirmation of the deposit has been made to the Self Denial/Overseas Aid Bank Account.



## 3 - Direct debit and credit card gifts

**These are to be sent directly to Donor Services for processing.**

- Make sure all personal donor details, corps name and amount are clearly noted.
- Group all credit card gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together — see page 6)
- Group all direct debit gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together — see page 6)
- Please send to Donor Services on the address below for processing and receipting in an Express Post envelope:

The Salvation Army  
Christmas Day Offering  
Locked Bag 3010  
NUNAWADING VIC 3131

**\*It is the policy of The Salvation Army to not add givers under the age of 18 to our mailing list. To help us to follow this policy, please ensure that the 'I am over 18 years old' box is ticked for each adult supporter. If a child is giving, the box must NOT be ticked.**

## 4 - Receipting of gifts

Receipts for all gifts will be issued directly from Donor Services.

**Receipts will be mailed directly to the giver's mailing address as indicated on the coupon.**

For all gifts, banking and processing enquiries, please contact Donor Services by email at [overseasaid@salvationarmy.org.au](mailto:overseasaid@salvationarmy.org.au) or by phone on **1300 727 252** or Kerry Webb directly on **0419 139 064**.



## Christmas Day Offering Gifts

Corps: \_\_\_\_\_

Date:    /    /   

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts: \_\_\_\_\_

Total: \$ \_\_\_\_\_



## Christmas Day Offering Gifts

Corps: \_\_\_\_\_

Date:    /    /   

CREDIT CARD

GIFTS

Number of gifts: \_\_\_\_\_

Total: \$ \_\_\_\_\_



## Christmas Day Offering Gifts

Corps: \_\_\_\_\_

Date:    /    /   

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts: \_\_\_\_\_

Total: \$ \_\_\_\_\_



## Christmas Day Offering Gifts

Corps: \_\_\_\_\_

Date:    /    /   

DIRECT DEBIT (ONE-OFF)

GIFTS

Number of gifts: \_\_\_\_\_

Total: \$ \_\_\_\_\_