

# RECONCILIATION FORM



Thank you for participating in RSPCA Cupcake Day. Once you have collected all funds from your cupcake sales, please complete this form and return it to RSPCA in your capital city.  
**Completed forms and payments should be sent to RSPCA by Monday 21 September 2009.**

## RSPCA ACT

PO Box 3082  
Weston Creek ACT 2611  
P: (02) 6287 8100

## RSPCA NEW SOUTH WALES

PO Box 6993  
Silverwater NSW 2128  
P: (02) 8666 0109

## RSPCA NORTHERN TERRITORY

PO Box 40034  
Casuarina NT 8011  
P: (08) 8984 3795

## RSPCA QUEENSLAND

PO Box 6177  
Fairfield Gardens 4103  
P: (07) 3426 9932

## RSPCA SOUTH AUSTRALIA

172 Morphett Street  
Adelaide SA 5000  
P: (08) 8212 6871

## RSPCA TASMANIA

PO Box 463  
Launceston TAS 7250  
P: (03) 6332 8200

## RSPCA WESTERN AUSTRALIA

PO Box 3147  
Malaga WA 6945  
P: (08) 9209 9340

## RSPCA VICTORIA

3 Burwood Hwy  
Burwood VIC 3151  
P: (03) 9224 2210

## CONTACT DETAILS

Cook's Name: \_\_\_\_\_

Company / School / Social Group (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## RECONCILIATION

I/we sold \_\_\_\_\_ cupcakes at \$ \_\_\_\_\_ each = \$ \_\_\_\_\_

We also collected monetary donations in addition to our cupcake sale = \$ \_\_\_\_\_  
(Donations are all monies donated over the sale price of the cupcake)

Total funds raised for the RSPCA = \$ \_\_\_\_\_  
(Please add cupcake sale and donations to get total funds raised)



Important notes about reconciliation:

- All funds collected (both donations and cupcake sales) must be sent to the RSPCA.
- Cupcakes are made by registrants at their own cost and no amount of money can be removed from the collected and donated funds for reimbursement of such costs.
- The amount of money banked must match the total amount raised as indicated on this form.
- No receipts will be issued by RSPCA for products purchased to make cupcakes or for the sale of cupcakes. Receipts will only be issued for donations. Anything received above the sale price of the cupcake is considered a donation.
- All donations must be listed on the Donations Receipt Register for receipts to be issued.
- Receipts will be posted directly to the names listed on the Donations Receipt Register.



**PAYMENT OPTION 1 - Bank Deposit / EFT**

I, \_\_\_\_\_ have deposited \$ \_\_\_\_\_ in the following RSPCA account: \_\_\_\_\_  
(your capital city)

Date of deposit: \_\_\_\_\_ Signature: \_\_\_\_\_

Please staple bank deposit slip or EFT transaction receipt to this document and return to the RSPCA in your capital city.

**RSPCA BANK ACCOUNT DETAILS**

	RSPCA ACT	RSPCA NSW	RSPCA NT	RSPCA QLD	RSPCA SA	RSPCA TAS	RSPCA VIC	RSPCA WA
<b>Bank</b>	Commonwealth Bank	Westpac	Westpac	Westpac	Bank SA	ANZ	NAB	Westpac
<b>Acc Name</b>	RSPCA ACT Inc	RSPCA NSW Events	RSPCA Regional Branch Inc	RSPCA QLD Fundraising	Gift Fund Account	RSPCA Tasmania Inc	RSPCA VIC Inc	RSPCA WA Inc
<b>BSB</b>	062 905	032 070	035 306	034 033	105 159	017 042	083 153	036 360
<b>Acc #</b>	001 329 47	403 928	158 820	169 350	019 854 840	487 121 874	515 254 165	109 119
<b>Reference</b>	Cupcake	41646	Cupcake	Cupcake	40150	Cupcake	Cupcake + [your name]	Cupcake

**PAYMENT OPTION 2 - Credit Card**

Please debit my credit card: VISA  MASTERCARD  AMEX\*\*  DINERS\*

Card Number : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Diners not accepted in SA, WA or TAS.  
\*\* AMEX not accepted in TAS

Card holders name: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Signature: \_\_\_\_\_ Total amount to be debited: \$ \_\_\_\_\_

**PAYMENT OPTION 3 - Bank Cheque or Money Order**

Please make all cheques payable to the RSPCA in your state. And use the address details on the first page.

Cheque attached to the amount of \$ \_\_\_\_\_



On behalf of all creatures great and small we thank you for participating in RSPCA Cupcake Day 2009.

Don't forget about our 'Most Creative Cupcake' and 'Extreme Cupcake Eating' competitions! Visit [www.rspcacupcakeday.com.au](http://www.rspcacupcakeday.com.au) to enter.