

# Funds Submission Overview

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The SLF has a rigorous process to make sure that all funds submitted by grandmothers groups and their supporters are accurately recorded in our database and that all tax receipts are issued in a timely manner. We sincerely appreciate your help in this process!

When we receive funds from a grandmothers group, we need to know the following things:

- 1) How were the funds raised? Are they from a specific event? **[required]**  
*Having this information allows us to track both how your group raises funds (so we can report your group total in more detail by type of fundraising) and how the Campaign as a whole raises funds*
  
- 2) Is the group or a group member submitting their own cheque on behalf of other individuals who have made donations to the SLF? **[required]**  
*Sometimes individuals donate in cash or write a cheque directly to the grandmothers group and then the group (or a group member) sends a cheque to us to cover those funds*
  
- 3) Does anyone need a tax receipt? If so, we need the full names, full mailing addresses, and donation amount for everyone who needs a tax receipt **[required]**  
*Sometimes this information is clearly indicated on a personal cheque or donation form filled out by the donor. If it is not, please include an additional sheet of paper with these details.*

Here's an example of the bottom part of the "submitting your funds" form filled out.

Source of Funds	Description	Payment Type	Amount	Tax Receipts?
Donations	Individual donations at African dinner	Personal cheques	\$375	Yes  <i>See attached personal cheques</i>
Donations	Individual donations at African dinner	Group cheque	\$115	Yes  <i>See attached sheet</i>
Ticket Sales	Ticket sales for African Dinner	Group cheque	\$750	No
Silent Auction	Silent Auction funds at African Dinner	Group cheque	\$425	No

# Submitting Your Funds

## A Form for Treasurers



Thank you for all of your incredible support. Please have your group's treasurer complete this form every time you submit funds. It tells us how the funds were raised, how much was raised from each method, and which donations require a tax receipt. We've provided some tips about how to fill out the form, but don't hesitate to call us if you have any questions.

Fundraising Information	Contact Information
Event Name:	Group Name:
Type of Event (check all that apply): <input type="checkbox"/> Ongoing <input type="checkbox"/> Annual <input type="checkbox"/> One-time	Group ID#:
Event Date & Time:	Mailing Address:
	City/Town: Prov./Terr.:                      Postal Code:
Treasurer Name:	Treasurer Email:
Treasurer Signature: x _____	Treasurer Phone:

Source of Funds	Description	Payment Type	Amount	Tax Receipts?
<b>Example:</b> Ticket Sales	100% of ticket sales or partial proceeds from ticket sales	Group cheque	\$500	No
	<b>Total amount enclosed:</b>			

My initials in this box signify that I am the agent submitting funds on behalf of other donors.      Should SLF expect any more funds from this event?  Y  N

This form is also available online at [www.grandmotherscampaign.org/materials](http://www.grandmotherscampaign.org/materials)