

Managing Member Donations

Managing member's donations

- At the start of each term, send an email to centre members, reminding them that it is time for their termly donation. Include the Playcentre account details.
- Most donations will be paid via internet banking. Reconcile these in Xero adding details. For cash and cheque payments, refer to the previous section on receiving and banking money. Issue receipts as per the instructions below.
- Track who has paid and who has outstanding fees – chase up if needed.
- A few weeks out from the end of term, place a notice on the inside of the door by the tablet, reminding families that fees are due.

Issuing receipts

Once the deposits have been reconciled, issue a receipt, in the Xero Dashboard, click on 'Account Name' and the 'Account Transactions' tab. Under 'Description' click on the name of the family you wish to receipt as per the example below:

21 Apr 2017	Hannah Armstrong	25.00	17,008.67	Bank Feed	Reconciled
19 Apr 2017	Michael Linton	50.00	16,993.67	Bank Feed	Reconciled
18 Apr 2017	Bank Transfer to Rapid Save.	1.00	16,933.67	Bank Feed	Reconciled

This opens the transaction as per the example below. Select **Options > Send Receipt/remittance**.

The screenshot shows the Xero interface for a transaction titled "Transaction: Receive Money". The transaction is from "Wilson Periodicals" dated "13 Jul 2021" with a reference "Sub 098801" and a total of "35.00". The transaction is categorized as "Unreconciled". The "Options" menu is open, and the "Send Receipt" option is highlighted with a red circle. The transaction details table shows one item: "Long-term subscriber discount - refund on sub" with a quantity of 1.00, unit price of 30.43, and a tax rate of 15% GST on Expenses. The subtotal is 30.43, and the total GST is 4.57, resulting in a total of 35.00.

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Reg
	Long-term subscriber discount - refund on sub	1.00	30.43	Subscriptions	15% GST on Expenses	

Subtotal 30.43
Total GST 15% 4.57
TOTAL 35.00

This opens another window where you can type the family's email address in if it isn't already in contacts, edit the message if you wish and send it via email.

The screenshot shows a 'Send Receipt' dialog box in the Xero software interface. The dialog box contains the following fields and options:

- Send receipt to:** A text input field containing 'xyz@gmail.com'. Below it, a note says 'Separate multiple email addresses with a comma (,) or semicolon (;)'.
- From:** 'Accounts Payable'.
- Reply to:** 'accounts.payable@playcentre.org.nz'.
- Use branding theme:** A dropdown menu set to 'Standard'.
- Email template:** A dropdown menu set to 'Receipt: Basic', with a link to 'Show placeholder info'.
- Subject:** A text input field containing 'Receipt for Wilson Periodicals for \$NZD 35.00 from Demo Company (NZ)'.
- Message:** A text area containing the following text:
Hi,
Attached is a receipt for your payment of \$NZD 35.00.
If you have any questions, please let us know.
Thanks,
Demo Company (NZ)
- Send me a copy:** An unchecked checkbox with the text '(accounts.payable@playcentre.org.nz)'.

At the bottom of the dialog box are two buttons: 'Send' (in green) and 'Cancel' (in grey). The background shows a transaction record for 'Wilson Periodicals' dated '13 Jul 2021' with a subtotal of '35.00'.

What should my receipt have on it?

Donation receipts need to show:

- donor's full name
- the amount they donated
- the date they donated
- a clear statement that it was a donation
- your organisation's name, Charities Services registration number and IRD number
- your official stamp or logo or letterhead
- The full name, designation, and signature of an authorised person from your organisation
- A receipt number, unique to each receipt

Here is a link to Xero training on creating a receipt template.

<https://central.xero.com/s/article/Email-or-print-a-customised-receipt>