

FUNDRAISE  
YOUR WAY  
FOR HARBOUR HOSPICE

GETTING  
FUNDS  
TO US



## BE SAFE WITH MONEY

Decide how you'll collect and account for all the money you generously raise.

Cashless options like online fundraising pages are a safe choice. Harbour Hospice also have Eftpos machines and tap point (payWave) donation machines that you can use, subject to availability. If you choose not to use an online fundraising page to collect donations, it's recommended that you keep a record of all income and outgoings.

Let your supporters know that **all donations over \$5 are tax deductible and that you will forward their donation and contact details to Harbour Hospice for receipting purposes.** Your responsibility for all expenses and income is truly appreciated.

Clearly state how much of your event profits are going to Hospice, for example:

**"100% of all profits will benefit Harbour Hospice"**

to let your supporters understand their impact on Harbour Hospice. Your help is needed make sure that any funds collected in aid of Harbour Hospice are turned over to the organisation within two weeks of a fundraising event ending\*.

Your raised funds can be paid via the **Harbour Hospice online donation page** or direct into the Harbour Hospice bank account below, referencing your name and event:

**Account Name:** Harbour Hospice Trust

**ASB Bank:** 12 3026 0781961 00

**Reference:** [Your Name/Event]

Send a quick note to:

**[events@harbourhospice.org.nz](mailto:events@harbourhospice.org.nz)** to tell us that we can expect your payment. Your help here will ensure these funds will be used in your local community (i.e. Hibiscus Coast, North Shore or Warkworth / Wellsford).

\*when you raise funds for Harbour Hospice, you are in a position of substantial trust. You have a moral and legal obligation to Harbour Hospice and its beneficiaries to release the funds you raise (and temporarily hold in trust for Harbour Hospice) accurately, honestly, responsibly and in a timely manner.

*You are going to make such a difference, thank you!*