FINANCIAL GUIDELINES & STRUCTURE

This document will explain all of the financial process for receiving and sending in your finance. There are different regulations in each country so please ensure that you read the section that is applicable to your country.

AUSTRALIA: Page 3
UNITED KINGDOM: Page 5
SOUTH AFRICA: Page 7

REST OF THE WORLD

Please note that if you are not in Australia, the UK, or South Africa it is best to follow the guidelines in the Australian section of the document, ignoring the tax deductibility option.

You may do a direct deposit into The Colour Sisterhood bank account or give online through www.coloursisterhood.com/donate.

CONTACT DETAILS

Please direct all enquiries and questions directly to The Colour Sisterhood office:
e. coloursisterhood@hillsong.com
w. www.coloursisterhood.com
INTEGRITY & ACCOUNTABILITY
When you commit to fundraising for a Colour Sisterhood project we ask you to sign a declaration affirming that you understand and agree to abide by the policies and procedures outlined in this document. This declaration is available on page 9.

All funds that are raised for the project that you are fundraising for must be directed to that project to ensure accountability to any donors.

It is not acceptable for funds raised on behalf of The Colour Sisterhood to be allocated to any other project without the prior approval of The Colour Sisterhood.

FUNDRAISING IN A GROUP
• Due diligence is essential when handling charitable/donated finances, so if you are asking for donations from other people as a part of a group nominate a TREASURER and send all donations directly to The Colour Sisterhood.

• When counting money – For your own protection, please ensure there are always two unrelated individuals counting funds and signing off on the paperwork.

• For event costs, keep all funds in a separate account to ensure accountability for those funds.

LOGOS AND PROMOTIONAL MATERIAL
• You may not use The Colour Sisterhood name on any promotional material without prior approval.

• All promotional material with our name or logo on it must be emailed to us to approve prior to printing or distribution, coloursisterhood@hillsong.com

KEEPING RECORDS
Please keep a record of all finance you send in so that you know when you make your target. We will not be able to report on multiple donations from your group as there is no way of tagging your finance to a particular group of people. The ID number that you use simply tags it to that project where it will be pooled with all other finance coming in for that project and sent off to the partner organisation on the ground.
SENDING IN YOUR FINANCE

IDENTIFYING YOUR PROJECT
Please ensure all funds have a project number attached so that we know which project to allocate your finance to. You will find the project list on page 8.

All finance for each project will be pooled into a project fund and disbursed as requested to our partner organisation on the ground.

RECEIVING AND POSTING FINANCE

1. ONLINE GIVING
   - Visit www.coloursisterhood.com/donate
   - Fill in the details as requested. Once the transfer has successfully gone through you will receive an automatic tax receipt.

2. DIRECT DEPOSIT BANKING DETAILS
   **Australian Deposit Details**
   - **Account Name:** The Colour Sisterhood
   - **Bank:** National Australia Bank
   - **BSB:** 082135
   - **Account Number:** 870503277

   **International Deposit Details**
   - **Account Name:** The Colour Sisterhood
   - **Bank:** National Australia Bank
   - **BSB:** 082135
   - **Swift Code:** NATAAU3302S
   - **Account Number:** 870503277

   On the reference section of the deposit please put your surname or group name so we can match it to you once we receive the bank statement. Make sure you include the Project ID (e.g. ID ‘1662’) in the reference section so we know which project your finance is for. The project list can be found on page 8. Please also email lisa.beavan@hillsong.com with the date and amount of the deposit so we can ensure that we do receive it.

3. CASH
   - If you are collecting money as a group, we recommend counting the funds with two signatories who are unrelated in any way to ensure accountability.
   - Take the cash to the bank or post office and have it converted into a cheque or money order addressed to The Colour Sisterhood and send directly to address specified below.
   *please note: cash is not to be posted at any time.*

   TheColourSisterhood – Finance Department
   c/o Hillsong Church – PO Box 1195, Castle Hill NSW 1765 Australia
RECEIPTS

All tax deductible receipts are issued from The Colour Sisterhood. If you are collecting money through group fundraisers, we recommend that you purchase a receipt book from a newsagent to track donor information. You can then give a receipt to the donor on receiving the donation as an acknowledgement only, informing them that their tax receipt will be issued by The Colour Sisterhood, and posted to them (the ‘donor’), at the end of the month (if you include their details on the tax deduction form!)

Please ensure, if you have any donations that are eligible for tax deductibility (as defined below by the Australian Tax Office) please take the donors full details down on the provided tax deductibility form & send it to us along with the donation, so we can promptly send out a tax receipt.

If you have any specific FINANCIAL QUESTIONS feel free to contact our office on coloursisterhood@hillsong.com or +612 8853 5353

TAX DEDUCTION PROCESS (ONLY FOR AUSTRALIAN TAX-PAYERS)

FINANCE THAT IS TAX DEDUCTIBLE (As outlined by the Australian Tax Office)

Tax deduction is only applicable for gifts (including financial donations) in the amount of $2.00 or more, and not for any other gift that has something given in return e.g. a cake etc. Another common example - entry tickets to an event are NOT tax deductible because the giver is getting something in return for their ‘donation’ and therefore it is not considered a donation but rather a payment for a service.

What is a gift? Gifts have the following characteristics:
• They are made voluntarily
• They do not provide a material benefit to the donor, and
• They essentially arise from benefaction and proceed from detached and disinterested generosity. (In other words – there are ‘no strings attached’ to the money donated)

NOT ALL PAYMENTS TO DGRS (DEDUCTIBLE GIFT RECIPIENTS) ARE GIFTS. FOR EXAMPLE, THE FOLLOWING PAYMENTS ARE NOT GIFTS;
• Purchases of raffle or art union tickets
• Purchases of chocolates, pens etc
• The cost of attending fundraising dinners, even if the cost exceeds the value of the dinner
• Payments where the person has an understanding with the recipient that the payments will be used to provide a benefit for the 'donor'

(Australian Tax Office Gift Pack for deductible gift recipients & donors: a comprehensive guide on tax deductible gifts for organisations and donors; May 2003 p60)

PLEASE NOTE:
Due to Government Charity Regulations all funds received by your group must be forwarded to The Colour Sisterhood within 14 days of you receiving it.

The Colour Sisterhood
UNITED KINGDOM

SENDING IN YOUR FINANCE

IDENTIFYING YOUR PROJECT
Please ensure all funds have a project number attached so that we know which project to allocate your finance to. You will find the project list on page 8.

All finance for each project will be pooled into a project fund and disbursed as requested to our partner organisation on the ground.

RECEIVING AND POSTING FINANCE

1. **ONLINE GIVING**
   - Visit [www.coloursisterhood.com/donate](http://www.coloursisterhood.com/donate)
   - Fill in the details as requested. Once the transfer has successfully gone through you will receive an automatic tax receipt.

2. **DIRECT DEPOSIT BANKING DETAILS**
   - **Account Name:** Hillsong - The Colour Sisterhood
   - **Sort Code:** 20-74-63
   - **Bank:** Barclays
   - **Account Number:** 107 594 30
   - **IBAN:** GB96 BARC 2074 6310 7594 30
   - **SWIFTBIC:** BARCGB22

   On the reference section of the deposit please put your surname or group name so we can match it to you once we receive the bank statement. Make sure you include the Project ID (e.g. ID ‘1662’) in the reference section so we know which project your finance is for. The project list can be found on page 8. Please also email kalleigh.mikkelson@hillsong.co.uk with the date and amount of the deposit so we can ensure that we do receive it.

3. **CASH/CHEQUES**
   - If you are collecting money as a group, we recommend counting the funds with two signatories who are unrelated in any way to ensure accountability.
   - If you attend Hillsong London services, place the cash in the Sunday offering containers, including the completed deposit slip and marked as The Colour Sisterhood.
   - Take the cash to the bank or post office and have it converted into a cheque or money order addressed to The Colour Sisterhood and send directly to address below:
     *please note: cash is not to be posted at any time.*

     **The Colour Sisterhood – Finance Department**
     **c/o - Hillsong Church, PO Box 29971, London, SW6 2WX, UK**

   - All cheques to be made out to ‘Hillsong - The Colour Sisterhood’, in UK Pounds Sterling
     - **Account Name:** Hillsong - The Colour Sisterhood
     - **Sort code:** 20-74-63
     - **Bank:** Barclays
     - **Account Number:** 10759430
RECEIPTS

All receipts are issued from Hillsong London – The Colour Sisterhood. We recommend that you purchase a receipt book from a newsagent - you can then give a receipt to the donor on receiving the donation as an acknowledgement only, informing them that their gift aid receipt will be issued by Hillsong London - The Colour Sisterhood and posted to them (the donor), at the end of the month (if they have completed a gift aid declaration).

Please ensure if you have any donors who would like to receive a gift aid donation receipt, they have completed all details on the gift aid declaration, and ticked the box to receive a receipt. Please send it to us along with the donation, so we can promptly send out an official receipt.

If you have any specific FINANCIAL QUESTIONS feel free to contact Kalleigh Mikkelsen who can arrange information for you, in our office on the following:

e: kalleigh.mikkelsen@hillsong.com  /  p: +44 (0) 7771 890 461

GIFT AID INFORMATION

Gift Aid is a UK government initiative where the government will refund to any registered charity, the basic rate of tax that has been paid on the contributions made in the UK. Gift Aid increases the value of a donation by up to 25%. In addition, if an individual pays higher rate tax, they can claim extra relief on their donations.

FINANCE THAT IS GIFT AID APPLICABLE:

For gift aid to apply, a donation must be made by a UK taxpayer to a registered charity. It does NOT apply to any donation or gift that has something given in return e.g. a cake etc. Another common example – Gift Aid does NOT apply to entrance tickets to an event because the giver is getting something in return for their ‘donation’ and therefore it is not considered a donation but rather a payment for a service. Accordingly many of the activities in the ‘500 ways to 500 document’ will not be eligible for gift aid receipt.

HOW TO CLAIM GIFT AID

In order for gift aid to apply to a donation, each individual donor needs to make a Gift Aid declaration. Once a declaration has been made, it applies to all donations in the future.

A gift aid declaration must be completed for each individual donor, and so if you are asking others to donate to your project, you must collect a gift aid declaration from each person. Please note, the gift aid declarations are made to Hillsong Church London which is a registered charity in the UK. All funds collected by Hillsong Church London on behalf of the Colour Sisterhood are restricted funds, and will be disbursed directly to each of the organisations listed on the fact sheets.

GIFT AID DECLARATIONS

If your donation meets the criteria for gift aid, please complete the Gift Aid declaration on the deposit slip. The declaration must be completed by the individual who has made the donation (i.e. if you have collected cash from other donors and are sending it in, a gift aid declaration does not apply to the whole amount, only to any donated from yourself personally).

All the details need to be completed on the declaration, and the amount of the donation always need to be included, even if the amount is paid in cash.

PLEASE NOTE:

All funds received by your group should be forwarded as soon as possible.
SENDING IN YOUR FINANCE

IDENTIFYING YOUR PROJECT
Please ensure all funds have a project number attached so that we know which project to allocate your finance to. You will find the project list on page 8.

All finance for each project will be pooled into a project fund and disbursed as requested to our partner organisation on the ground.

RECEIVING AND POSTING FINANCE

1. ONLINE GIVING
   • Visit www.coloursisterhood.com/donate
   • Fill in the details as requested. Once the transfer has successfully gone through you will receive an automatic tax receipt.

2. DIRECT DEPOSIT BANKING DETAILS
   Account Name: Sisterhood 500
   Account Number: 624 067 259 55
   Branch: Tokai – 200409

   On the reference section of the deposit please put your surname or group name so we can match it to you once we receive the bank statement. Make sure you include the Project ID (e.g. ID ‘1662’) in the reference section so we know which project your finance is for. Project list can be found on page 11. Please also email sisterhoodfinance@hillsong.co.za with the date and amount of the deposit so we can ensure that we do receive it.

3. CASH/CHEQUES
   • If you are collecting money as a group, we recommend counting the funds with two signatories who are unrelated in any way to ensure accountability.
   • Take the cash to the bank or post office and have it converted into a cheque or money order addressed to Hillsong Church and reference ‘Sisterhood’ and send directly to address below: *please note: cash is not to be posted at any time.*
     The Colour Sisterhood – Finance Department
     c/o – Postnet Suite 1001, Private Bag X2, Century City, 7446

RECEIPTS

All tax deductible receipts are issued from The Colour Sisterhood. We recommend that you purchase a receipt book from a newsagent - you can then give a receipt to the donor on receiving the donation as an acknowledgement only, informing them that their tax receipt will be issued by The Colour Sisterhood and posted to them (the donor), at the end of the month (if they have completed a gift aid declaration).

If you have any specific FINANCIAL QUESTIONS feel free to contact our office on the following:
   e: sisterhoodfinance@hillsong.co.za

PLEASE NOTE:
Due to Government Charity Regulations all funds received by your group must be forwarded to The Colour Sisterhood within 14 days of you receiving it.
### PROJECT LISTING

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<th>REFUGEE RESPONSE</th>
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<th>500 PROJECTS</th>
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<td>A Safe 1000 Days</td>
<td>1643</td>
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<tr>
<td>First Response: Preemptive Love</td>
<td>1664</td>
<td>A Safe Path Home</td>
<td>1637</td>
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<td>First Response: Open Doors</td>
<td>1662</td>
<td>Bundle of Love</td>
<td>1636</td>
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<td>Seeking Refuge: World Vision</td>
<td>1665</td>
<td>Dignity With Love</td>
<td>1639</td>
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<td>Disarming Bullying With Love</td>
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<td>Seeking Refuge: A21</td>
<td>1668</td>
<td>Family +1</td>
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<td>Rebuilding: Preemptive Love</td>
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<td>First Steps to Freedom</td>
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<td>A New Home: Local Impact Project</td>
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<td>Happy Little Bottoms</td>
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<td>Keep a Girl in School</td>
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<td>Living Hope</td>
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<td>Seeding a Message of Value</td>
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To find out more information regarding the above projects, please visit [www.coloursisterhood.com](http://www.coloursisterhood.com).
DECLARATION

I understand and agree to abide by the rules and policies stipulated by The Colour Sisterhood in relation to fundraising on their behalf for The Colour Sisterhood.

NAME (printed): ________________________________________

SIGNATURE: ____________________________________________

DATE: _________________________________________________

Please email your signed copy of the declaration to coloursisterhood@hillsong.com
Please ensure all donations that require a tax receipt have all details filled our on this form. Please send to lisa.beavan@hillsong.com along with your finance details.

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