



Do not take this form to the bank. **Mail this form to SOO.**
65 Overlea Blvd #200, Toronto, ON M4H 1P1

Important Notice:

A separate *Transaction & Deposit Record* form must be used for each **Deposit Type**.
Indicate the **Deposit Type** by selecting General or Trust Account.

Pg. _____

General Account Deposit :

Trust Account Deposit (Gaming):

of _____

Transit no. 06702 Account No. _____

7 digits

Date: _____

For Torch Run ,please indicate **Zone Number:**

and **LETR Agency Name:**

Law Enforcement Torch Run	<input type="checkbox"/>	SOO Club	<input type="checkbox"/>	SOO Community	<input type="checkbox"/>	SOO District	<input type="checkbox"/>	Others	<input type="checkbox"/>
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The **Name of SOO Club / SOO Community / SOO District/ Other Affiliate** is:

District: _____

Information of Person completing this form: Name: _____ First / _____ Last

Address: Unit # / Street # / _____ Street Name / _____ City/Town / _____ Postal Code

Home Tel: (_____) - _____ Cell: (_____) - _____

Office Tel: (_____) - _____ Fax: (_____) - _____

E-Mail Home: _____ E-Mail Office: _____

Select the revenue item this Transaction & Deposit Record represents. **Only one box may be checked!** Please provide details in space.

<input type="checkbox"/> Event (i.e.:BBQ, car wash, golf):	<input type="checkbox"/> Donations:
<input type="checkbox"/> Gaming (i.e.: 50/50, Bingo, Raffles):	<input type="checkbox"/> Adopt-a-Cop (Torch Run) :
<input type="checkbox"/> Registration Fees (Not Receiptable)	<input type="checkbox"/> Others (Specify):

Donor Name: _____ <u>First</u> / _____ <u>Last</u> Address: <u>Unit #</u> / <u>Street #</u> / _____ <u>Street Name</u> _____ <u>City/Town</u> / _____ <u>Postal Code</u> / _____ <u>Phone Number</u> Email: _____	<u>Cheque Date</u>	\$ Donation Amount	* Check for Tax Receipt _____
	<u>Cheque #</u>	Donation was in: Cash ___ Cheque ___	
Donor Name: _____ <u>First</u> / _____ <u>Last</u> Address: <u>Unit #</u> / <u>Street #</u> / _____ <u>Street Name</u> _____ <u>City/Town</u> / _____ <u>Postal Code</u> / _____ <u>Phone Number</u> Email: _____	<u>Cheque Date</u>	\$ Donation Amount	* Check for Tax Receipt _____
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	<u>Cheque #</u>	Donation was in: Cash ___ Cheque ___	
Donor Name: _____ <u>First</u> / _____ <u>Last</u> Address: <u>Unit #</u> / <u>Street #</u> / _____ <u>Street Name</u> _____ <u>City/Town</u> / _____ <u>Postal Code</u> / _____ <u>Phone Number</u> Email: _____	<u>Cheque Date</u>	\$ Donation Amount	* Check for Tax Receipt _____
	<u>Cheque #</u>	Donation was in: Cash ___ Cheque ___	

Cash Converted to Money Order \$	Cheques Enclosed \$	Total Amount Sent For Deposit \$	
<u>Signature of Person Completing Form</u>		Notes:	
Date form mailed: <u> </u> d / <u> </u> m / <u> </u> y			
Please keep yellow copy for your record!!!!	Form #: SOOTR2014	If you paid for a money order, please attach the bank receipt for reimbursement!	\$ Amount
	*Tax Receipts issued for donations of \$20.00 and over, if indicated above. *	Office Use Only →	Depositor# Initial
		Date <u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> Y	Raiser Edge Initial
		Batch #	Date <u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> Y Batch #

Instructions for completing the Transaction & Deposit Record:

If you require help completing this form or have questions about financial and/or administrative matters with respect to banking/donations and this form, please call us at 1-888-333-5515. We will promptly assist you. Thank you.

Important Notice: Do not take this form to the bank for deposit. All deposits must be made through the Provincial Office by attaching all CHEQUES to this form, and then mailing this FORM with the CHEQUES to the Provincial Office at the address indicated below. All CASH must be CONVERTED into a MONEY ORDER (please see below for further instructions). It is imperative, if you are operating a bank account for a program or event related to Special Olympics Ontario that you follow this process explicitly. Furthermore, if you have been authorized by the provincial office to operate a bank account on behalf of the charity, the provincial office staff must have opened the account. Any person operating a bank account without the knowledge and written permission of the Provincial Office, specifically both the President & CEO and Consulting CFO & VP, will be in violation of the charity's by-laws and may face legal consequences. Thank you for helping us to be a charity with outstanding integrity and accountability. The process is meant to save time and protect all our reputations.

Please follow these instructions when completing the Transaction & Deposit Record Form. **Please print legibly.**

1. This form can be used for either SOO or Torch Run Deposit. However, a separate form must be used for each Deposit Type.
2. Then select whether it is a General Account deposit or a Trust Account deposit. You may select only one of the six available boxes for each deposit. Use another form for another Deposit Type. Regular/General Account deposits are for all funds raised except funds raised through gaming functions such as Bingo, 50/50 draws, Nevada, casinos, etc. In the case of funds raised from a gaming function then the deposit is a Segregated/Trust Account deposit.
3. Indicate the number of pages you are submitting with each Deposit Type. This means, if you are submitting more than one Deposit Type, then each form would be numbered according to the number of pages included for each Deposit Type and not for the number of pages being submitted in the envelope, unless they are all of one Deposit Type. Attach all cheques to the front page of each form and fold the form in half over the attached cheques. Do this for each Deposit Type separately in order for us to clearly identify and reconcile your deposit accurately. Thank you.
4. If you have been granted written permission to operate a bank account, the provincial office must have opened the account under your signature, along with a second signatory at arm's length to you, with both the President & CEO and Consulting CFO & VP also appended as signatories. Please indicate the bank transit and bank account number in the space provided. If you do not operate an account, as is the case of most Torch Run volunteers, then your deposit will be placed into the appropriate provincial Torch Run account. If you are an SOO club and do not operate your own account, you may send your deposit to us on this form, however clearly indicate to which account you desire the funds to be deposited by writing in the transit and account number. Please also ensure the appropriate treasurer of the account you have indicated is aware of the deposit.
5. Person Completing Form; please fill this section out in full for each deposit type, each time you send in a deposit. Do not assume we know you.
6. Each form can only be used for one type of revenue source. There are 6 available boxes to select from. Only one box per form may be marked. A space beside the box you selected is available to give specifics of the revenue items included in this deposit. Please give specifics for audit purpose.
7. In the section dealing with the specifics of the donor, all designated spaces for each donor must be completed. (Not optional). A **full** mailing address is required; otherwise receipts will not be issued. Receipts will only be issued for donations of \$20.00 and greater. Clearly indicate if the donor requires a receipt by checking the proper space. Cheque date and Cheque number are also necessary, if this was the donation source. Indicate donation amount clearly. If the donor gave a cash donation, please place a mark on the space to the right of the word cash.
If the funds collected were loose cash and the donors do not require a receipt you may record these amounts in the box "Cash Converted to Money Order". This amount plus any cash amount indicated on the individual donor lines must be converted for the entire deposit into one MONEY ORDER, add all the cheques in this category and record the amount in this space on the last page of the deposit forms being submitted. Clearly separate these cheques from the cheques you have recorded in the individual donor section so that we can identify them without confusion. Please ensure accurate calculations, as we will only deposit what is actual.
8. **DO NOT SEND CASH IN THE MAIL.** Collected cash must be converted to a money order totaling all cash collected. Money order; in the event you are unable to persuade your local banker, who you use personally or the branch where you have traditionally done your SOO banking to give you the money order for free (let them know this cash is for charity and the cash is being sent to the provincial office of the charity, they will likely waive the money order charge), you will be reimbursed. Please be aware that the local post office, certain grocery stores and some cheque cashing outlets provide money orders for a minimal cost. They may even discount it further if you inform them of the cause. In the event, you must pay the fee for a money order the Royal Bank has given us a discounted rate although not as inexpensive as these other suggestions. If you convert the cash at the Royal and they insist on a fee, inform the teller immediately of our charity's special pricing. The fee you pay will be reimbursed to you in the same amount, as long as you include a receipt from the institution indicating the cost and the receipt shows the appropriate cash amount converted. The reimbursement will be electronically deposited into the appropriate account shown on the front of the form in addition to the "Total Amount Sent for Deposit." Show the amount of the money order fee in the box below the Total Amount Sent for Deposit. Include the institutional receipt, if you require reimbursement. Without the receipt we will not be able to reimburse you. The money order must be payable to Special Olympics Ontario Inc. Before having a Money Order or multiple Money Orders prepared, we suggest you wait until you have accumulated at least \$100.00 in cash unless you do not expect to collect any further funds in the next 6 months.
9. Sign and date the Transaction and Deposit Record before mailing it. **Remember to KEEP THE NCR (Yellow) COPY OF THE TRANSACTION AND DEPOSIT RECORD FORM FOR YOUR RECORDS before sealing and mailing the envelope.**
10. Mail the completed form(s) with the cheques and money order to:

Special Olympics Ontario Inc.
65 Overlea Boulevard, Suite 200
Toronto, Ontario
M4H 1P1
C/O Administrative Services Assistant

IMPORTANT MESSAGE: If you are the person completing and mailing the form and are making a personal donation to the cause, please indicate your donation on a stand alone Transaction and Deposit Record Form. Do not include your own personal donation on any form where any other amounts are recorded. If your name appears on a form with other donors as a donor requiring a receipt, **NO RECEIPT WILL BE ISSUED.** In order for you to be receipted for a personal donation to SOO you must use a separate form with only your cheque attached. Thank you.

TIME IS OF THE ESSENCE:

Please send in your cheque(s), and/or money order(s) at least once a month. This will ensure proper reporting and a timely tax receipt to our donors.

Do not allow your cheques to become stale dated. Any cheque 6 months old cannot be processed and will be returned.

You may include more than one deposit in an envelope! If you operate a bank account for SOO, please be aware that the funds you send to us will be electronically deposited into the account indicated on the front of the form within 10 business days of our receiving them in the provincial office.

TAX RECEIPTS:

Tax receipts will be issued in compliance with the Canada Customs and Revenue Agency (formerly Revenue Canada) requirements. Official and business receipts will be sent directly to all donors to whom you indicated a receipt is required on the front of the form. Allow eight weeks after mailing this form for receipts to be processed. Individuals who have provided us with an e-mail address will receive their tax receipt electronically in the form of a PDF. A donation by a company is acknowledged through a business receipt.

Please call us first before indicating to any donor the amount of the receipt regarding donations received in response to fund raising events such as Golf Tournaments, Gifts In Kind, or where the Donor receives a tangible benefit in the form of material goods or services directly because of their donation. Donations which are pure, meaning the donor did not benefit from, or receive from the Charity or the event put on by the Charity, a gift or service of any nature, regardless of value, may be fully receipted if indicated as "Check for tax receipt" on the front of the form.

With respect to CASL (Canadian Anti-spam legislation) Special Olympics Ontario respects your privacy and does not engage in CEM's (Commercial Electronic Messages). If an e-mail is provided on the front of this form, you will receive your tax receipt electronically in PDF format.