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## Donation Receipt Request

Kia ora koutou

As I am sure you are all aware, there is a lot of media attention in relation to what is now called a donation for past and current payments parents have made to the school.

I am fully supportive of parents requesting receipts for the past four years of payments now classified as donation. It is thanks to the School Donations Amendment Bill that this situation and possibility has arisen and something I tried to explain and highlight at the time when the revised guidelines came out in October last year. It appears this has been an oversight by the Ministry and Government.

While I am unapologetic for highlighting this issue publicly, I am very mindful of the huge extra workload and pressure this puts on school office staff.

Kylie and Lyn are already receiving a lot of requests for receipts for past payments that can be claimed as donations. Because of past and current methods of accounting, it is not a simple process to provide these receipts. It is possible, but cannot be actioned straight away. This is also because it is new territory for our accountants, auditors, the IRD, Kindo, and our student management system providers ETAP.

If you would like to request a receipt for 2017 - 2020, please complete the form on the next page and send to [office@oropi.school.nz](mailto:office@oropi.school.nz). We will be setting aside a time to do this in the near future. Please allow us time to sort this situation and your receipts will be provided in due course.

Yours sincerely

**Andrew King**

Principal | Oropi School

# Donation Receipt Request

		2017	2018	2019	2020
Child's Name (First & Last)					
Child's Name (First & Last)					
Child's Name (First & Last)					
Child's Name (First & Last)					
Email address for receipt to be sent.					

Please complete this form indicating which years you are requesting receipts for.

Donation receipts for 2017 – 2019 can be provided for the following items:

- Camp fees
- ICT/Shared Stationery/Shared Art
- Bus & Event Fees.

Donation receipts for 2020 can be provided for the following items:

- 2020 Camp fees
- 2020 School Donation
- 2020 ICT/Shared Stationery/Shared Art
- 2020 Bus & Event Fees
- 2020 Additional Programmes Donation

## Office Use Only

	2017	2018	2019	2020
Camp fees				
School Donation				
ICT/Shared Stationery etc				
Bus & Event				
Additional Programmes				
Total Amount New Receipt Issued For:				
Date Receipt Emailed				