

# TEMPLE CHARITABLE DONATION REPORT

The Temple Director of Charity will use this form to report all Temple charitable donations. The report covers the period of 1 July - 30 June

TEMPLE NAME \_\_\_\_\_ NO. \_\_\_\_\_

NUMBER OF NOBLES ON ROLL: \_\_\_\_\_

DESERT \_\_\_\_\_

<b>CHARITABLE DONATION RECAPITULATION</b>	
CASH DONATIONS SUBTOTAL	
DONATIONS OTHER THAN CASH SUBTOTAL	
IN-KIND DONATIONS SUBTOTAL	
<b>TOTAL OF ALL DONATIONS</b>	

**All calculations are performed automatically if completing the form online.**

Use the **CASH DONATIONS** sheet (page 2) to list all monetary donations; If awarding scholarships provide the name of the recipient(s) and their state of residence in the Location block, NOT the location of their college or university.

Use the **DONATIONS OTHER THAN CASH** sheet (page 3) to list other physical donations (*i.e., food baskets, clothing, toys, etc.*) Calculate the donation total by multiplying the Unit cost of donation times the Units donated (*Example: \$10.00 per toy X 5 toys = \$50.00*).

Use the **IN-KIND DONATIONS** sheet (page 4) to list donations of time, facilities, expertise, etc... The hourly rate for time is based upon the estimated hourly rate of pay of the Noble donating their time. Calculate the donation total by multiplying the Time (Individual or Facility Use) times the hourly rate and then adding the cost of assets if any (*Example: 10 hours X \$12.00 per hour + \$18.00 for building = \$138.00*).

***(Place a check in the box next to the receiving agency for activities conducted that were sponsored or funded by the PHSF)***

Attest:

\_\_\_\_\_  
ILLUSTRIOUS POTENTATE

\_\_\_\_\_  
RECORDER

\_\_\_\_\_  
DEPUTY OF THE DESERT

\_\_\_\_\_  
DESERT CHARITY DIRECTOR

The Report must be signed by the Illustrious Potentate and attested by the Recorder (If submitting online it must be submitted by either of the two aforementioned officers). Submit report no later than July 15th to the Imperial Administrator of Temple Charities at address below (or online):

A.E.A.O.N.M.S.  
Attn: Annual Temple Charity Report  
2239 Democrat Rd  
MEMPHIS, TN 38132-1802





