

## Supplementary Claim Form

Please adhere to the instructions provided below to facilitate the completion of the Supplementary Claim Form ("Form"). This Form includes validation checks to guide your claim submission in OSG.

S/N	Instructions	Tab
<b>Cash Income</b>		
1	Fill in the "Start Date" and "End Date" of your project	<a href="#">Cash Income</a>
2	Fill in the Total Income Raised and Total Income Submitted	
3	Provide the breakdown of cash income	
4	Indicate if the donor is a key officer/related party or charity	
<b>Cash Expenditure</b>		
5	Provide the breakdown of cash expenditure	<a href="#">Cash Expenditure</a>
<b>Income and Expenditure In-kind</b>		
6	Provide the breakdown of in-kind income and expenditure	<a href="#">In-kind Income and Expenditure</a>
<b>Finalised Form</b>		
7	You may refer to the table when filling up the form in OSG	<a href="#">Summary</a>
<div style="display: flex; align-items: flex-start; padding-left: 10px;"> <div style="width: 20px; height: 15px; background-color: #d9ead3; margin-bottom: 5px;"></div> <div style="margin-bottom: 5px;">To fill in</div> <div style="width: 20px; height: 15px; background-color: #fcf8e3; margin-bottom: 5px;"></div> <div style="margin-bottom: 5px;">Auto populated</div> <div style="width: 20px; height: 15px; background-color: #f2dede; margin-bottom: 5px;"></div> <div>Warning - to check and resolve before claim submission in OSG</div> </div>		

S/N	Instructions	Table
1	Fill in the "Start Date" and "End Date" of the project	1
2	Fill in the Total Income Raised and Total Income Submitted (exclude income in-kind)	1
3	Fill in the Income Details	3

Table 1 (mandatory, please input)	
Project start date	01/12/2023
Project end date	31/03/2024
Total Income Submitted	\$ 50,000.00

Table 2 (auto populated)	
	Amount
Individual/Corporate	\$ 19,000.00
Related party	\$ 11,000.00
Charities	\$ 10,000.00
Key Officer	\$ 10,000.00
<b>Total Amount</b>	\$ 50,000.00

#### Income Details

1. Donation Received Date should be within approved project period (both start & end date inclusive).
2. For all payment methods except digital crowd funding platforms, Bank Credit Date should be within approved project period.
3. Input Donors' full name.
4. Indicate if the donor is a Key Officer/Related Party or Charities listed with Commissioner of Charities

<b>Definition of Key Officer, Related Party &amp; Charities</b>	
1	<b>Key Officer</b> - shall have the same meaning as that of "key officer" in Clause 2(1) of the Charities Act.
2	<b>Related Party</b> - a third party that has common shareholders/directors/management staff with your charity, or a third party where any shareholder/director/management staff has a family relationship with any shareholder/director/management staff of your charity
3	<b>Charities</b> - as defined in the Charities Act of Singapore, registered with Commissioner of Charities

Table 3

Donation received date (DD/MM/YYYY)	Bank Credit Date	Payment Method	Donor Name	Amount (S\$)	Key Officer/ Related party or Charities	URL (if applicable)
01/12/2023	03/12/2023	Cash	David Ng	200.00	Individual/Corporate	
01/01/2024	05/01/2024	Cheque	Lucky Pte Ltd	6,000.00	Related party	<a href="https://charities corporate webpage for the fund raising project">https://charities corporate webpage for the fund raising project</a>
01/02/2024	03/02/2024	Credit & Debit Card / E-Wallet	Jayden Lim	8,000.00	Individual/Corporate	<a href="https://charities corporate webpage for the fund raising project">https://charities corporate webpage for the fund raising project</a>
01/03/2024	01/03/2024	Online Direct Fund Transfer	XYZ Foundation	10,000.00	Charities	<a href="https://charities corporate webpage for the fund raising project">https://charities corporate webpage for the fund raising project</a>
15/03/2024	02/04/2024	DeeDa	Helen Tan	800.00	Individual/Corporate	<a href="https://www.deeda.care/sg/campaign/">https://www.deeda.care/sg/campaign/</a>
17/03/2024	02/04/2024	Give.asia	Kelvin Ler	10,000.00	Key Officer	<a href="https://give.asia/campaign/">https://give.asia/campaign/</a>
18/03/2024	02/04/2024	Giving.sg	HIJ Pte Ltd	5,000.00	Individual/Corporate	<a href="https://www.giving.sg/campaign/">https://www.giving.sg/campaign/</a>
20/03/2024	02/04/2024	Ray of Hope	Wong Ah Peng	5,000.00	Related party	<a href="https://rayofhope.sg/campaign/">https://rayofhope.sg/campaign/</a>
22/03/2024	02/04/2024	SimplyGiving	Raju Srivastav	5,000.00	Individual/Corporate	<a href="https://www.simplygiving.com/campaign/">https://www.simplygiving.com/campaign/</a>

**Expenditure Details**

1. Report all expenditure incurred for the project paid by **your Charity** (Excluding Expenditure In-Kind)

**Total Amount**      \$ 6,200.00

Category	Amount (\$)	Remarks (if any)
Venue	5,000.00	
Digital Crowdfunding Platform Fee	1,200.00	

**Income In-kind details**

1. Examples of item: watches, paintings
2. Provide any estimated value of the goods/items donated to the fund-raising project.
3. Donation Received Date should be within approved project start or end date (both date inclusive)

**Total Amount** \$ 3,000.00

Item	Amount (\$)	Remarks (if any)
Watch	3,000.00	

**Expenditure In-kind details**

1. Report all expenditure incurred for the project donated/sponsored/paid by **third party**.
2. Examples: rental of dinner venue covered by corporate fund-raising partner, transport cost covered by provider
3. For Category 'Others', please indicate the details in the Remarks field.

**Total Amount** \$ 9,043.00

Category	Amount (\$)	Remarks (if any)
Gifts	3,500.00	
Food & Beverage	5,500.00	
Others	43.00	Stationery

Summary of Cash Income & Expenditure		
<b>Income Item</b>		
	(S\$)	
Cash	200.00	
Cheque	6,000.00	
Credit & Debit Card / E-Wallet	8,000.00	
Online Direct Fund Transfer	10,000.00	
Digital fund raising on TB approved digital crowdfunding platforms	Deeda	800.00
	Give.asia	10,000.00
	Giving.sg	5,000.00
	Ray of Hope	5,000.00
	SimplyGiving	5,000.00
<b>Total</b>	<b>50,000.00</b>	
<b>Expenditure Item</b>		
	(S\$)	
Advertising	-	
Delivery	-	
Digital Crowdfunding Platform Fee	1,200.00	
Food & Beverage	-	
Gifts	-	
Marketing	-	
Transport	-	
Venue	5,000.00	
Others	-	
<b>Total</b>	<b>6,200.00</b>	
<b>Expenditure/Income (E/I) Ratio</b>	<b>12.40%</b>	

Summary of Income & Expenditure In-Kind	
<b>Income Item</b>	
	(S\$)
<b>Total</b>	<b>3,000.00</b>
<b>Expenditure Item</b>	
	(S\$)
<b>Total</b>	<b>9,043.00</b>