

A young man and woman are working together in a warehouse or factory setting, packing cardboard boxes. The man is on the left, wearing a light blue shirt, and the woman is on the right, wearing a denim jacket over a grey shirt. They are both smiling and looking at each other. The background is slightly blurred, showing other workers and boxes.

# Keep up the great work, with the help of Australia Post

Introducing Decipha's Charity Processing Solution



Every donation to a charity makes a difference. However, we understand the challenges associated with processing donations.

**Here's what some charities have told us about...**

**...cash flow**

“We'd like to speed up the cash-flow process.”

**...data**

“We still rely heavily on paper documents and manual data entry. It would be great to digitise the process.”

“ I know I have problems with my data but I don't know how to fix them.”

**...donor experience**

“ Our donors expect their tax receipts quicker than we can produce them – 24-hour turnaround.”

**...staff management**

“I don't want my staff and volunteers handling cash.”

“We have so many peaks and troughs in our mail, it's difficult to manage staff levels.”

“I'd rather use my limited resources to raise funds.”



Australia Post is a longstanding partner of the charity sector. Decipha – a business of Australia Post – has a new solution that makes processing donations faster, safer and more efficient.

# How does it work?

## Donors



- Mail in donation forms and payments



- Receive their tax receipts



- Opens and sorts donations into campaign and payment types
  - Scans donation forms
- Validates and processes credit card payments through our Securepay gateway or your service provider
- Banks cash, cheques and money orders
- Captures data, generates processed reports and transmits them back to you
- Prepares, lodges and delivers physical or digital donor tax receipts

## Charity



- Receives images, data and processed reports



- Receives and follows up on the few donation forms and payments that are invalid or unreadable

# What are the benefits?

- **Free up volunteers and staff**

Staff and volunteers don't have the hassle and responsibility of handling cash and credit card transactions, and data entry. Instead, they can concentrate on raising funds and other critical work for the cause.

- **Better cash flow**

Receive same-day processing & banking of donations, improving cash flow.

- **Improve donor data accuracy**

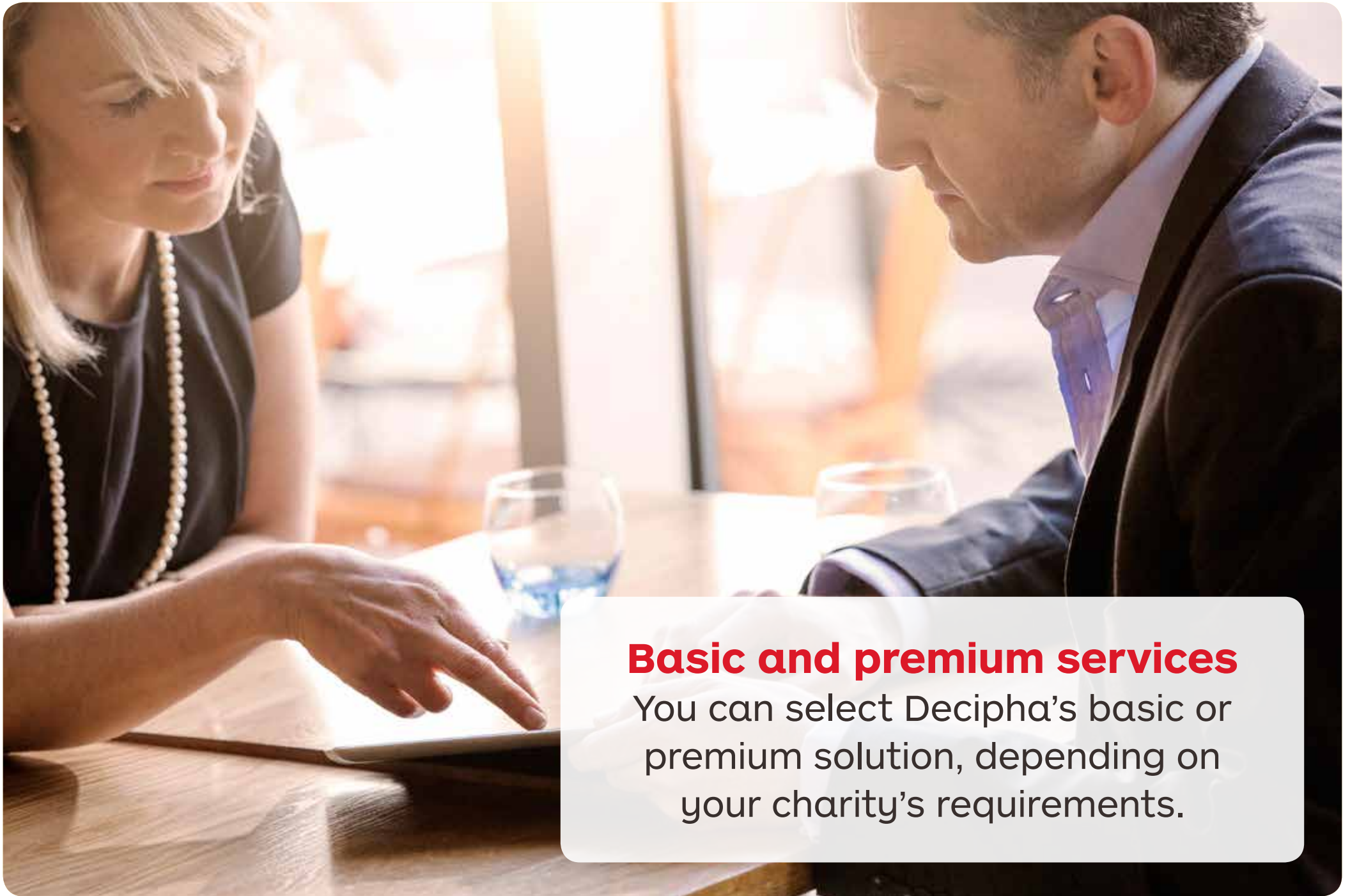
Decipha provides accurate, consistent data entry.

- **Improve the donor experience**

Donors receive their tax receipts and / or acknowledgement messages faster.

- **Digitise donations and data**

Receive the data from donations in digital format, for automatic integration into your business systems.

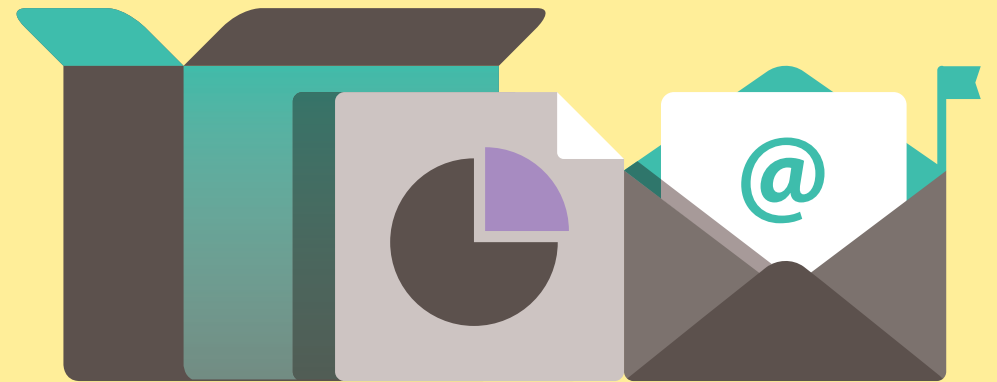


## **Basic and premium services**

You can select Decipha's basic or premium solution, depending on your charity's requirements.

# Our basic solution includes:

- Single campaign response: we collect, open and sort mail
- Core capture of nine fields
- Daily reporting (CSV file)
- Image capture (300 dpi monochrome)
- Payment processing: cash, cheque, credit card and money order
- Credit card payments via SecurePay
- Payment reporting: daily volume, dollar value and banking
- Seven days' physical document storage
- Secure destruction after seven days
- Managing physical exceptions.



# With our premium service, your charity will get all the basics, plus...

- Multi-campaign response: collected, opened, sorted and categorised
- Extended capture of up to nine extra fields, including validating the donor's address, whether the donor is intending to include your charity in their will, and more
- Split-payment processing, for donations and memberships
- Credit card payments via your charity's preferred payment gateway.





# To summarise:

Feature	Basic	Premium
Single campaign response	●	
Multi-campaign response		●
Core capture of nine fields	●	
Extended capture of up to nine extra fields		●
Reporting	●	●
Image capture	●	●
Payment processing: cash, cheque, credit card, money orders	●	●
Split payment processing: donations and memberships		●
Payments through SecurePay	●	
Payments through your preferred payment gateway		●
Payment reporting (daily volume, value and banking)	●	●
Seven days' physical document storage	●	●
Secure destruction of documents after seven days	●	●
Manage physical exceptions	●	●
Mail physical receipts out and send receipt issue report	Optional	Optional

Contact Decipha today to discuss your charity's requirements and find out how Decipha's Charity Processing Solution can help your charity get on with the business of helping others.

**Name:**

**Title:**

**Email:**

**Mobile:**

