

## **Fund raising Events – notes for organisers**

### **1. Ticket sales and costs**

- If a ticket charge is made to attend, such as a concert or meal, surplus income is considered as a donation. Please deduct any costs from the takings, so that the final sum of donations for VTT is net of those costs.

### **2. Income**

- Cash can be in Gift Aid envelopes or as open collection. In either case, count the proceeds and pay direct into the VTT bank account (details below) or send as a personal cheque to VTT administrator.
- Gift Aid envelopes have to be opened by the host, and the individual totals noted on the cover of each. Cash and cheques treated as above. Send the envelopes to Administrator, please.

### **3. Gift Aid**

- As 25% is added to donations from tax refunds of eligible donors, please ensure that donors enter their contact address, and post code clearly on the envelopes, with signatures and ticking the box for agreement. **It this is not done properly, we cannot reclaim any refund at all.**

### **4. Bank details**

- Valerie Taylor Trust account is with HSBC Haslemere. Sort code 40-28-29 and account number 31225227.

### **5. Record of donations**

- Send totals of bank transfers and all donations to the Administrator.

### **6. Administration**

- Address: 4 Wilberforce Road, Coxheath, Maidstone, Kent ME17 4HA. Email: [admin@valerietaylortrust.org](mailto:admin@valerietaylortrust.org) Tele: 01622 743011

### **7. Public liability insurance** – if needed for a venue.

- Available for 250 people. Check with Admin **before** the event.