

# Money Matters

Here are some tips to dealing with money from your fundraising event:



## On the day

- If you need a float on the day be sure to have it ready beforehand. Be prepared for someone to buy a £1 item with a £20 note!
- Give someone trustworthy the job of being in charge of the money. They should be responsible for collecting it, counting it and banking it. Make sure the money is counted by two people and they both sign a statement to say they agree on the amount.
- Take lots of cash bags and a lockable cash box if necessary. If money is accumulating quickly it might be a good idea to move it somewhere secure periodically.
- Keep a record of where the money came from.
- It's handy to have a receipt book at events, in-case someone wants one for a big donation.
- Bank the money as soon as you can, on the same day if possible.

## Getting the money to World Animal Protection

- Don't send cash in the post.
- Make your cheques payable to World Animal Protection.
- Ask anyone who is donating by cheque to make their cheque payable to World Animal Protection.
- If you do end up with cheques made payable to you, bank the money and send World Animal Protection a cheque for the full amount.
- Fill in the payment form on the other side of this sheet and send it with cheques, sponsorship forms etc. to: World Animal Protection, 5<sup>th</sup> Floor, 222 Grays Inn Road, London, WC1X 8HB
- If you prefer you can bank the money and pay with a card over the phone.

## Thank You!

Be prepared for someone to buy a £1 item with a £20 note!