



Top Hints and Tips for Handling Money

There's lots of different ways your fundraising can reach us, so here are some tips to make sure whatever donations you have you can handle them safely and securely.

Online

Raising money online with a JustGiving page is the simplest and safest way to fundraise for Group B Strep Support.

- Your donations come straight to us, you don't have to worry about a thing.
- Gift Aid is claimed for us, saving us time and bolstering donations by 25p for every £1 donated.

If you have already set up an online fundraising page on JustGiving, there is nothing more you need to do as we will receive the money you raise automatically.

Cash donations

But you'll probably be collecting some cash too. If you're handling money at an event in public, use these tips to help you stay safe.

- Where possible have two people around when money is being handled and counted.
- Collect cash using a secure container like a sealed bucket for a collection or a collection box for change.
- Contact us to get yours.
- When carrying money around take care. Always use a safe route and always, where possible, be with someone.
- Put the money in the bank as soon as possible.



Counting the Money

Always have two people present for opening the tins and counting the money. Count each box individually so that you can let each helper know how much s/he has managed to collect. If you are organising a public collection and have received your licence, you were probably given a form to fill in regarding the money collected. This should be filled in as soon as possible after counting the money and returned to the appropriate address. Check the form carefully before posting as GBSS staff may need to sign it.



Sending money back to us

When your amazing fundraising is said and done, you're ready to send in your money to make all the difference. Collect up any sponsor forms used and head to the nearest bank with any notes and coins you've collected (please don't send any cash in the post). Then write a cheque payable to Group B Strep Support, slip it in the post and your vital funds will be with us in no time.

Our address is:

**Group B Strep Support
J Y W House
Bridge Road
Haywards Heath
RH16 1UA**

Alternatively, you can pay money directly into our account at your local HSBC, make a payment using BACS, PayPal or a credit card.

Please don't send cash through the post.

If sending money to us via bank transfer, please let us know the date you do this and the amount, so we can watch out for it and make sure it arrives safely.

Our bank details are:

**Bank: HSBC Bank
Sort Code: 40 11 65
Account No: 40032816
Account Name: Group B Strep Support**

If you would prefer to pay by phone, then we can take payments by credit/debit cards over the phone weekdays 9.00 am to 3.00pm. Call us on **0330 120 0796**.

Returning the items

When you've finished with the above, please return them to us as soon as you can. We only keep small supplies of them and, to help keep costs down, we reuse them when we can. Hopefully, you'll be able to use the packing we used if it is not too damaged. Please return items to our physical address (PO Boxes can't accept items larger than letters/small packets), which is:

**Group B Strep Support
J Y W House
Bridge Road
Haywards Heath
RH16 1UA**

If you send us the receipts for postage and packing materials where necessary, we'll be very happy to reimburse you.

Don't forget that Gift Aid counts

Gift Aid allows charities to claim the basic rate tax, 25p, on every pound donated. If someone donated £100 to your fundraising, then it means that they could be giving us £125. Giving under Gift Aid means that so much more money can be raised at no extra cost to our donors. For all offline fundraising such as collecting tins please ask us to send you a gift aid declaration form.



Let us help you

It's vital you can provide information or answer questions from sponsors about Group B Strep Support and what donations will be used for. Have a look at our website www.gbss.org.uk. We have a dedicated team ready and willing to support you with things to think about and fundraising materials, so please give them a call on **0330 120 0796**.