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Reg. Charity Number: 1120266



Gloucestershire
Historic Churches Trust



Help



R S 0 0 0 0
Village, Church

RIDE+STRIDE REMITTANCE FORM

USEFUL INFORMATION

- Who is this form for?** This should be completed by the Church's Local Organiser (LO) [or the Church's Treasurer (CT)] after all of the events for the year have finished, all sponsorship forms are complete and all of the money has been collected.
- What do I do now?** Please **complete ALL questions**. Use the Final Checklist and tick off the items as you build up the return pack then post it (2nd class) to the County Organiser (CO), Glenn Duff, 75 The Causeway, Quedgeley, Gloucestershire. GL2 4LD in the C5 addressed envelope provided. If you use your own larger C4 envelope, it needs extra postage.
- How do we pay in?** You pay us the total money raised by the event(s) at your Church by any combination of (a) sending in **cheques payable to Gloucestershire Historic Churches Trust**, (b) paying in over the counter at a Lloyds bank or (c) paying by BACS or Faster Payments using the BACS/FPS Reference for your church: [*contact the County Organiser*]. Our bank details are Lloyds Bank, **sort code 30-92-06, account number 00543967**.
- Can I get help?** Yes, please ask for help using the contact details in the top left corner or take a look at 'Help Sheet R1' at ghct.org.uk/ride-and-stride/help-sheet-R1. This form can be found at ghct.org.uk/ride-and-stride/downloads.

SECTION A - CONTACT DETAILS

(FOR FORM ENQUIRIES)

Your name Landline phone (not a mobile)
Email address Your role (e.g. LO or CT)

SECTION B - NOMINATED CHURCH

(CREDITED CHURCH)

Which church/churches do you wish this money to be attributed to? If more than one church is provided, it will be attributed equally between all of the churches. Use an extra sheet of paper if you need to. Specify churches as "village, church name".

Primary Church [Optional] Secondary Church

SECTION C - OUR PAYMENT TO YOU

(YOUR REFUND)

Tick to donate your refund if you want to, then ignore this section & proceed to SECTION D (you are entitled to your half so no problem to leave this blank)

Please specify the bank details for the account to receive any refunds due (if you have not donated them above). If more than one set of details is provided, the refund amount will be split equally between them. Use an extra sheet of paper if you need to.

Primary bank (e.g. Lloyds) Primary sort code (XX-XX-XX)

Primary account no. (XXXX XXXX) Notes

[Optional] Secondary bank [Optional] Secondary sort code

[Optional] Secondary account no. [Optional] Notes

SECTION D - YOUR PAYMENTS TO US (BACS PREFERRED)

(YOUR REMITTANCE)

Money given by CAF cheques £ Number of CAF cheques

Money given by ordinary cheques £ Number of ordinary cheques

Money transferred by BACS/FPS £ Number of payments

People with **JustGiving Pages** to add to this (last minute figures will be added by the County Organiser – don't include figures!) ..

SECTION E – PARTICIPANT DETAILS (CONTRIBUTIONS - WITH & WITHOUT GIFT AID [GA] TICKED)

We need to know the age profile of ALL participants whether they are individuals or group members. For collections where no participants were involved, leave the age columns blank but if participants were involved, please complete the ages below!
 NOTE: we don't need to know about the ages of sponsors or supporters at events, just all of the participants that took part.

INDIVIDUALS, COLLECTIONS AND GROUPS (USE CAPITAL LETTERS) <i>e.g. MS ABI SMITH (16 years old - £100 + £50 with Gift Aid)</i> <i>e.g. GLOS BIKERS (6 people made £270 + £534 with Gift Aid declared)</i> <i>e.g. HYMNATHON COLLECTION (9 in the choir, ignore the audience)</i>	RAISED £ (GA not ticked) <i>e.g. £100</i> <i>e.g. £270</i> <i>e.g. £275</i>	RAISED £ (GA ticked) <i>e.g. £50</i> <i>e.g. £534</i> <i>e.g. £0</i>	<16? <i>e.g. 0</i> <i>e.g. 1</i> <i>e.g. 2</i>	16-69? <i>e.g. 1</i> <i>e.g. 3</i> <i>e.g. 5</i>	70+? <i>e.g. 0</i> <i>e.g. 2</i> <i>e.g. 2</i>
ONE PERSON, GROUP OR COLLECTION PER ROW					
PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
ONE PERSON, GROUP OR COLLECTION PER ROW					
PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
ONE PERSON, GROUP OR COLLECTION PER ROW					
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PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
ONE PERSON, GROUP OR COLLECTION PER ROW					
PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
TOTALS (FOR ALL 5 COLUMNS):	£	£			

SECTION F – FINAL CHECKLIST (PLEASE TICK ITEMS AS YOU COMPLETE THEM)

- Sponsorship forms checked for clarity, especially details of the people giving Gift Aid (please re-write if necessary)
- Sponsorship form figures all checked for accuracy, especially the split between gift aid & non-gift aid figures on each sheet
- All cheques (including CAF cheques) must be payable to Gloucestershire Historic Churches Trust, not anything else please
- All cheques (including CAF cheques), all sponsorship forms and this form are included in the return pack envelope to the CO

Comments

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TO RECEIVE A REFUND IN THE SAME YEAR, RETURN ALL FORMS & CHEQUES BEFORE THE FOURTH SATURDAY IN OCTOBER.