

Paying in Form with Cash Counting Template

There are a variety of ways you can collect and pay in your fundraising. Please don't send cash in the post to Sands. If you have cash, please refer to one of the methods highlighted below.

Online options:

1. We always recommend setting up a fundraising page to collate your fundraising in one place, JustGiving is our preferred platform. You can share this page with everyone supporting you, showcasing how much you have raised and how close you are to your target. JustGiving sends us the money raised automatically, no need for you to do anything else!
2. You can pay in any fundraising on our website's donation page. If doing this please do tick the box that indicates this money is related to fundraising activity and give information regarding the event, so we can celebrate and thank you for your fundraising efforts.

By phone:

- > Call our Supporter Care Team and pay in your sponsorship money over the phone using your debit or credit card. Call 020 3897 3415 Monday – Friday, between 09:00am to 17:00pm.

Bank transfer or over the counter:

- > If you would like to make a direct transfer of money from your bank account or pay over the counter at Lloyds TSB (England and Wales), Halifax (Northern Ireland) and Bank of Scotland (Scotland) please call our Supporter Care Team 0203 908 5525 and they will provide you with the bank details.

In the Post:

- > Make sure all cheques are payable to 'Sands' and pop it in the post. Please don't send cash in the post. Send it to: Sands, 10-18 Union Street, London, SE1 1SZ. When doing this you can also include your Cash Counting* form (if relevant) and any paper sponsorship forms so we can claim valuable Gift Aid.

**On the reverse of this sheet you will find a Cash Counting Template.*

Cash Counting Template

If counting cash, we always recommend doing this as a pair and using the template provided. Once complete you can email or post it to fundraisng@sands.org.uk, where we can keep this on record. This is good practice for any cash handling, for further information read our [Keep it Safe, Keep it Legal](#) guidance.

Complete the Below in BLOCK CAPITALS.

Full Name: _____

Event/Activity details: _____

Address including Post Code: _____

Telephone number: _____

Email address: _____

With 2 people present, please count the currency using the table below, sign and date.

Type:	Total:
£50 note	
£20 note	
£10 note	
£5 note	
£2	
£1	
50p	
20p	
10p	
5p	
2p	
1p	
Overall Total:	

Person 1

Full Name: _____

Signature: _____

Person 2

Full Name: _____

Signature: _____

Date: ____/____/____