



Sussex Historic Churches Trust

Diocesan Church House, 211 New Church Road, Hove BN3 4ED

Registered Charity No 282159

<http://www.sussexhistoricchurches.org.uk>

HOW TO DEAL WITH THE MONEY

First

Please complete the other side of this form. Obtain cheques for the total amount collected and ensure that these are made out to '**Sussex Historic Churches Trust**' as banks will not accept endorsements on crossed cheques. Charities Aid Foundation vouchers are acceptable but cash should not be sent by post. **Please remit the full amount collected so that a proper record of the total money raised can be kept and audited.** Transfer from sponsor forms (BR4) the total number of stars for each participant, grouping team members together and stating the age of any participant if under 16. Clearly state if the participant is a rider (RI), walker (W) or registrar (RE) overleaf.

Second

Fill in one of the Payment Request forms (BR7) for each church and chapel your riders have chosen to support showing the name and address of the PCC Treasurer and the amount to be allocated to that church or chapel. Please quote area reference number (see list at bottom of this page)

Third

Put this form, the cheque(s) and the Payment Request form(s) in the pre-addressed envelope provided and post it to the SHCT Treasurer as soon as practicable, but at the latest **BY 31ST OCTOBER** following the event. This date also applies to the entries for the trophy competitions. Please enclose the sponsor forms (BR4 & BR5) as well.

Payments should be sent to:

**John Barkshire, Honorary Treasurer
The Sussex Historic Churches Trust
Denes House, High Street
Burwash, East Sussex. TN19 7EH**

Fourth

1. Be sure that you have the participants' wishes right as it is almost impossible to correct mistakes afterwards.
2. Keep a copy of the information.
3. If money is slow coming in send as much as you can by 31st October and the rest as soon as possible afterwards, using fresh remittance (BR8) and Payment Request forms (BR7).
4. You can get more forms if you need them from your Area Organiser. Let him or her know the result even if it is nil. In this way we shall know who has to be chased up!

Please.....

- Use the Payment Request forms provided, thereby saving time and cost.
- Do enter the name and address and telephone number of the PCC Treasurer on the Payment Request forms. It is difficult and time-consuming for the treasurer to obtain this information afterwards.
- Do remit the full amount collected. Retaining half (or any other amount) complicates the book-keeping and makes a proper audit impossible.
- Do NOT send money by recorded or registered post as there is unlikely to be someone in to sign at the time of delivery.

Note

To save costs we do not send out receipts. We try to get the half share to each church or chapel nominated on your form during early December, provided the remittance was received before 31st October.

Area reference numbers:

- | | | | | |
|-------------------------|---------------------------|--------------------------|-----------------|--------------|
| 1. Arundel & Bognor | 5. Westbourne | 10. Hove | 15. Dallington | 20. Rye |
| 2. Chichester City | 6. Brighton | 11. Hurst & Burgess Hill | 16. Eastbourne | 21. Seaford |
| 2A. Chichester District | 7. Cuckfield | 12. Storrington | 17. Hastings | 22. Uckfield |
| 3. Midhurst | 8. Crawley & E. Grinstead | 13. Worthing | 18. Lewes | |
| 4. Petworth | 9. Horsham | 14. Battle & Bexhill | 19. Rotherfield | |

BR8 (ISSUE 05)

To: John Barkshire, Honorary Treasurer
 The Sussex Historic Churches Trust
 Denes House, High Street
 Burwash, East Sussex. TN19 7EH

Sussex Historic Churches Trust
 Ride & Stride

Remittance Advice

SHCT Treasurer's Use Only:
 Ledger Ref:

Contact Details

About the Church / Chapel		Local / Parish Organiser's Details	
Name of Church / Chapel		Name of Local / Parish Organiser	
Town / Village		Address	
Area ref. no (see overleaf)		Postcode	
		Contact 'phone number (incl. code)	(0)

Participants Details

Participants' Names	Age (if under 16)	Rider (RI) Registrar (RE) Walker (W) or Donation (D)	Number of Sponsors	Stars Won	Amount collected & remitted to SHCT		Half for retention by SHCT		Half for return by SHCT to church named above		Notes / Additional Information (If the participant was part of a team, please indicate the team name here)
					£	p	£	p	£	p	
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
		RI / RE / W / D									
Date		Totals									

Please see overleaf for payment instructions.