



HOW TO SEND IN YOUR MONEY

Thank you for fundraising in aid of Our Bolton NHS Charity and helping to enhance and improve patient care provided by Bolton NHS Foundation Trust. Thanks to you, we can support Bolton NHS Foundation Trust in purchasing new medical equipment, funding research and development programmes; offering staff enhanced training, and investing in the refurbishment of buildings and facilities, all for the benefit of patients receiving care from our dedicated staff at the hospital, in the community or at home.

Sending in the money you have raised

If you created an online fundraising page and only raised money online, you do not need to do anything further.

If you collected in **cash and online**, or **cash only**, then please follow these simple steps.

1. Count the cash raised from your event in the presence of an independent witness
2. Complete sections 1 to 4 below
3. Pay the money raised in cash into your bank account and either:
 - a. Write a cheque for the amount raised
 - b. Send funds via BACS transfer for the amount raised
 - c. Make an online donation at JustGiving for the amount raised
4. Send your completed form, cheque and your sponsorship form (if applicable) to
**Our Bolton NHS Charity, Finance Department, Dowling House, Royal Bolton Hospital,
Minerva Road, Bolton, BL4 0JR**

Once the Finance department has received this form and payment, you will be sent a receipt and letter of thanks for your records.

If you have any questions regarding the completion of this form, please email charity@boltonft.nhs.uk or phone 01204 487532.

SECTION 1: ABOUT YOU

Title _____ Forename(s) _____

Surname _____

Date of birth (if you are under 18) _____

Address (if you are part of a fundraising group, please insert the group name and address).

Telephone _____

Mobile _____

Email _____

Email is a cost-effective way of communicating with supporters. If you are happy to receive emails from us, please tick this box

SMS is a cost-effective way of communicating with supporters. If you are happy to receive text messages from us, please tick this box

SECTION 2: ABOUT YOUR FUNDRAISING EVENT

Title of your fundraising event

Date of your fundraising event

Description of your fundraising event

If you did a sponsored event, please send in your sponsorship form so we can claim gift aid.

SECTION 3: ABOUT YOUR DONATION

Amount to be paid in (cash) _____

Your name _____

Witness _____

Signature _____

Signature _____

Date _____

Date _____

I also raised funds on JustGiving and my page name is:

Please tick the appropriate statement:

A. Without imposing any trust, I would like the donation to go to the general purposes fund

B. Without imposing any trust, I would like the donation to go to a specialty fund

Please state: _____

SECTION 4: ABOUT YOUR PAYMENT

Method of payment:

Cheque

Please make cheques payable to Our Bolton NHS Charity, write your name (or name of the fundraising group) on the back of your cheque and enclose with this form.

BACS

If you would like to pay by bank transfer, please contact Karen Sharples (Finance Manager) on 01204 390184 or via email at Karen.Sharples@boltonft.nhs.uk.

When making the transfer, please use your surname as reference.

Date of transfer _____

JustGiving

Go to <https://www.justgiving.com/bolton-nhs> and make an online donation for the amount raised. Please use your name and fundraiser event name as reference.

Date of payment _____