

**N.B. USE SEPARATE FORM FOR EACH CHURCH / CHAPEL TO WHICH THE SHARE OF THE PROCEEDS ARE TO BE FORWARDED. COMPLETE EACH OF THE BOXES BELOW**

<p>To: The Treasurer Norfolk Churches Trust Bike Ride and Walk 12 Hillside Close Thorpe St Andrew Norwich NR7 0QJ</p>	<p>From (name of Church/Chapel):</p> <p>Parish:</p> <p>Name of Local Bike Ride Co-ordinator:</p> <p>Email address:</p>
<p><b>Official to whom cheque should be sent:</b></p> <p>Name:</p> <p>Address:</p> <p>Email address:</p>	<p><b>Amount collected: £                      of which £</b> <b>is eligible for Gift Aid*</b></p> <p>Please write here to whom we should write the cheque (must not be an individual). <b>Ask your PCC Treasurer if you are not sure:</b></p>

*All cheques to be made payable to "Norfolk Churches Trust" and forwarded with this form in the envelope provided. The deadline for receipt of cheques is 30th November 2018.*

*A cheque will be returned in early 2019 and will include the share of both the proceeds and the gift aid at the current rate set by the government.*

*\* To be eligible for Gift Aid, Sponsor Form needs full name, address, postcode and ticked Gift Aid box.*

*Please remember to return all Sponsor Forms with your paperwork.*

## **NOTES FOR LOCAL ORGANISERS RE FINANCIAL ARRANGEMENTS**

1. Please emphasise to all participants the need to forward their sponsorship monies to you as quickly as possible after the ride. All cheques are processed in one batch so any delay will affect everybody.
2. Please note that full proceeds must be forwarded, part of which will be returned to the nominated Church or Chapel.
3. It is suggested that you pay all cash collected into your own bank account and issue a cheque payable to The Norfolk Churches Trust for the amount being forwarded. In cases of difficulty, we are sure that your bank manager will be pleased to assist.  
If for any reason you are unable to do this, or do not have a bank account, please telephone the Trust Office on 01379 677272 for advice.
4. Please use a separate form for all monies collected on behalf of Churches or Chapels other than your own and **ensure that every box overleaf is completed so that sufficient information is provided to enable the half proceeds to be returned to the correct recipient.**
5. Please note that it is not necessary to wait until you have collected all the sponsorship monies but we leave it to your discretion as to how often you forward the funds collected. We would ask you to aim to get all the funds to us by the 30th November 2018.