

**The Parachute Regimental Association
RHQ PARA Merville Barracks, Colchester CO2 7UT
Registered Charity No 214015**

Guidance for Cash Collections

Thank you for offering to collect for us to help the Charity and its beneficiaries.

These notes are intended to help you and ensure that your collecting is done within the law and established Codes of Practice. This is important to protect you as collector, us as charity and to reassure donors.

Permission to Collect

If you are collecting in a public place, you must get written permission from the site owner and if on the street, the Local Council/Authority. You can usually find out how to do this on their website. If you are on private premises (a pub, club or private gathering) you must seek permission from the landlord/owner of the building.

If you are leaving a collecting box in a pub or club, please get written permission from the landlord and an assurance that reasonable care will be taken of the box to avoid theft etc. Make sure you agree when you will return to collect a full box, or give them your contact number.

Collectors must be 16 or over.

Authorisation by Us

We will send you a **Certificate of Authorisation** to collect for the Charity. This must also be signed and addressed by you. You will need to present this to the local authority/site owner. If you are collecting yourself, we will send you an authorised collector's badge. You will not need this if you are leaving a box in a pub etc.

Wristbands

Wristbands are available from Natalie at Support Our Paras. They ask for a donation of £2 or more in return for a Support Our Paras wristband. There is no limit to how much people may wish to give. Proceeds of these wristbands must be returned to the Support Our Paras Charity.

Boxes

Boxes must be sealed and marked with the charity's name, address and Registered Charity Number.

The seal must only be broken when the box is collected and the cash counted.

Counting and Sending Money to The Charity

Please count the money in the presence of an independent, unrelated witness. This should not be done in public. You and the witness should sign and date the attached form certifying the amount remitted.

Try to bank cash by the next day. If it is a large amount, take someone with you to the bank. If kept overnight, keep cash safely in a closed container.

If you would like to donate some of the money direct to the Regimental Charity, it can be done in one of three ways:

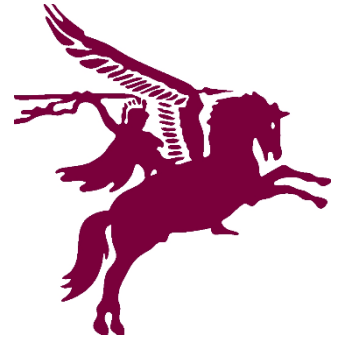
- 1)** By personal cheque made out to **THE PARACHUTE REGIMENTAL ASSOCIATION.**
- 2)** By online BACS payment to Holts Bank, Sort Code: 16-19-26 A/C No: 19954846.
- 3)** By taking the cash to the bank and paying to the above account. Please ensure you have a counterfoil/receipt.

Please do not try to send cash by post, even if it is in banknotes.

Do not deduct any money for expenses (e.g. postage etc). If you have agreed any expenses with collectors, these must be dealt with separately for auditing purposes.

Please remember that when collecting for us you are representing the good name and reputation of The Parachute Regimental Association and we ask that you maintain our own high standards. No undue pressure must be placed on site owners or donors.

REMITTANCE



This is to certify that the amount of £ _____
being the full and entire proceeds of a collection made at
_____ on
_____ (Date) has been collected and counted by:

Name _____

Address _____

Post Code _____

Contact Number _____

Signature _____

In the presence of:

Name _____

Address _____

Post Code _____

Contact Number _____

Signature _____

Remittance has been made by (tick box):

Personal cheque enclosed Personal payment by BACS on _____ (Date)

Payment via Bank (counterfoil/bank receipt attached) on _____ (Date)

Bank _____ Branch _____

**THE PARACHUTE REGIMENTAL ASSOCIATION, RHQ PARA, Merville Barracks, Circular Road
South, Colchester CO2 7UT**