



MAIDENHEAD CARE



On-line Banking Notes

We are now ready to accept Client Voluntary donations to be paid from a Volunteer's personal bank account, direct to Maidenhead Care.

In every case the accompanying form is to be sent by email to the Maidenhead Care Treasurer at the address stated on the form, on the day of transfer.

Forms are provided as an Excel spreadsheet, or as a Word document than can be completed in manuscript and scanned and attached to your email.

In the short period that I have been Treasurer I have seen some sophisticated spreadsheets that autofill recurring journeys. You are most welcome to add to the basic form I have created! The form will, however, auto total the prepared columns.

Some Volunteers continue to use a collecting box and do not analyse the individual donations received. This is acceptable based upon historic precedent, although analysis by trip is preferable. It will still be necessary to submit the form to show the details of the banking. In the Destination column show 'collecting tin'; add money total in column Donation Received.

We are not yet 100% ready to pay expenses but if you email the claim I will settle to your bank or by cheque, as appropriate.

Mike Moss
Care Treasurer

TOGETHER WE CAN MAKE A DIFFERENCE

Registered Office 46 Castle Hill, Maidenhead, SL6 4JW
REGISTERED CHARITY No. 1134263
REGISTERED COMPANY No. 6996751