**Guide to Banking Money for**

**Childcare Fundraising Partner**

* Bank money raised into Barclays Bank with the paying in book provided
* Those sites with no Barclays Bank close to them have been issued with a Post Office card that will ensure that the money gets into our Barclays Bank account
* VERY IMPORTANT: When banking money, please email both childcare.banking@midcounties.coop, your financial admin: Megan.Heaton@midcounties.coop and Barbara.dunne@midcounties.coop with exactly how much money you’ve banked and that it is for YCS fundraising partner.  If it is for another charity that the whole society is raising money for then follow instructions given but email the childcare banking email and Megan with how much and what for.  ALL OTHER CHARITY MONEY RAISED EG CHILDREN IN NEED: you must bank this money using instructions from the charity’s own website and use their marketing to promote.  This should not be banked via the finance team.