

HANDLING MONEY

To get to this stage you've either done something amazing or are about to. We're really proud of you.

Every penny raised will help better understand the causes of diabetes, find ways to help people manage their diabetes, and fund groundbreaking research into new treatments and a cure.

There are lots of different ways your fundraising can reach us. Here are some tips on how to handle your donations safely and securely.

Online

A JustGiving page is the simplest and safest way to raise money online for people affected by diabetes.

- Your donations come straight to us, you don't have to worry about a thing.
- Gift Aid is claimed for us, saving us time and bolstering donations by 25p for every £1 donated.

If you've already set up a JustGiving page, you don't need to do anything else. We automatically receive the money you raise.

Cash donations

You'll probably be collecting some cash too. If you're handling money at an event in public, use these tips to help you stay safe.

- Where possible have two people around when money is being handled and counted.
- Collect cash using a secure container like a sealed bucket for a collection or a collection box for change. Contact your local fundraiser to get yours.
- When carrying money around take care. Always use a safe route and always be with someone and/or carry a personal alarm.

- If you're confronted by someone demanding the money, do not put up a fight. Hand them the money straight away and report the matter to the police.
- Put money in the bank as soon as possible.
- You must count cash in a secure place and if you do not bank cash immediately, you must put it in a safe or other secure place.
- You must check that the cash you have banked matches your income summaries, as soon as possible. If possible, someone who is not involved in counting or cashing up the money must do this.
- You must send the charity the full amount taken from all collecting boxes without taking any expenses or fees.

Sending money back to us

When your collection boxes and buckets are weary from their busy day and your amazing fundraising is said and done, you're ready to send in your money to make all the difference.

Get in touch with us as you'll need a giro credit slip to pay into your local Barclays branch. The banks also have their own process for payment of coins so we recommend heading into your local branch to get money bags to collate your cash correctly. Any cheques should be made payable to 'Diabetes UK' and sent to us along with your sponsor forms and a brief cover note summarising your fundraising activity.

Contact fundraising@diabetes.org.uk if you have any questions about paying in your money.

Our address is:

**Diabetes UK, Wells Lawrence House,
126 Back Church Lane, London E1 1FH**