

## **LGCC Clubhouse Development 2013-14**



***Building for a better future . . .***

### **Leverstock Green Cricket Club**

#### **Guidelines for Donations**

If you are able to make a donation to the project, this can be done in the following ways:

#### **1) By cheque**

Please make out the cheque to “Leverstock Green Cricket Club”

If you are a UK taxpayer, please also complete and sign the gift aid form (which allows LGCC to reclaim 25p of tax for every pound of donation).

Please send both the cheque and Gift Aid form 1 (single donation) to:

Tony Williams  
LGCC Secretary  
19 Lombardy Close  
Hemel Hempstead  
Herts HP2 4NG

Or alternatively leave in a sealed envelope on the mail board for collection, or hand to a member of the management committee.

#### **2) By Bank Transfer**

Please remit your donation to LGCC to:

Barclays Bank Sort code 20 39 07  
Account 40680575

Please use your name as a reference, so that your donation can be identified.

Please separately complete Gift Aid form 1 (single donation) and send it to Tony Williams at the above address

or leave on the mail board, or hand it to a member of the management committee.

#### **3) By Standing Order**

This can be done via your bank or directly if you have access to your account on-line.

Please make out the standing order to LGCC with the above sort code and account number to pay a certain amount per month. Please use your name as a reference. You can cancel the standing order at any time (immediately if you have on-line access to your account).

Please separately complete Gift Aid form 2 (past, present and future donations) and send it as above.

Please note that it is important that gift aid forms are signed. They will be retained securely for the period required, as they will be needed in the event of audit by HMRC.

Tony Williams  
LGCC September 2013