## Hertfordshire

*“Thank you very much for opening your garden for the National Garden Scheme, we greatly appreciate your hard work and support”*

*The NGS transfers monies received to an interest-bearing account each week. It will benefit the NGS and therefore its beneficiaries if you are able to pay in/send your donation as soon as possible (say within 2 to 4 weeks) after your open day(s).*

|  |  |
| --- | --- |
| Garden Name: |  |
| Name of Garden Owner(s):Contact Telephone Number: |  |
| Date of Garden Opening(s): |  |

|  |  |
| --- | --- |
| Total Number of Visitors: |  |
| Total Entrance Money:  | £ |
| Teas and Other Refreshments: | £ |
| Plant Sales: | £ |
| Other Income (including donations, other sales): | £ |
| **SUM OF THE ABOVE:** | £ |
| Less any expenses (please give details): | £ |
| **TOTAL INCOME:** | £ |
| Less Donation to Registered Charity:Name of Charity: Registered No. | £ |
| **TOTAL PAYABLE TO THE NGS:**  | £ |

|  |
| --- |
| **Weather or other factors affecting opening:**  |

Payment method: BACS CHEQ

If possible, please pay by BACS/Faster Payment using the details below and e-mail or post this form to your County Treasurer.

|  |  |
| --- | --- |
| Bank: | The Co-operative Bank |
| Account Name: | NGS Hertfordshire |
| Account Number: | 65507904 |
| Sort Code: | 08-90-34 |
| Reference: | Your Garden Name |

If you wish to pay by cheque, please make the cheque payable to THE NATIONAL GARDEN SCHEME and send it with this form to your County Treasurer Peter Barrett, 9 Tannsfield Drive, Hemel Hempstead, Hertfordshire, HP2 5LG

Tel: 01442 393508 peter.barrett@ngs.org.uk

 **--------------------------------------------------------------------------------------------------------------------------------**

**To be sent to ‘Donation To’ Charity**

Garden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Opened on (date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 For the National Garden Scheme

A cheque for £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is enclosed as a donation to your charity.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Garden Owner

**Recipient Charity: Please send receipt/acknowledgement for the payment to the NGS County Treasurer Peter Barrett, Tannsfield Drive, Hemel Hempstead, Hertfordshire, HP2 5LG**

 **within 14 days confirming your registered charity number.**