## Sussex West

*“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 Sussex West |
| Account Number: | 65506662 |
| 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 Elizabeth Collison, Flat 17, Fairlight Court, Pier Road, Littlehampton, West Sussex, BN17 5DU

01903 719245 liz.collison@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** **Elizabeth Collison, Flat 17, Fairlight Court, Pier Road, Littlehampton, West Sussex, BN17 5DU within 14 days confirming your registered charity number.**