

## Fundraising Group & Relay For Life Committee Paying In Form

Group/Committee name: \_\_\_\_\_

Date completed: \_\_\_\_\_

Group/Committee URN: \_\_\_\_\_

Senders name: \_\_\_\_\_

Please split your donation amount into the relevant event / income categories, based on your methods of fundraising. The total should match the total amount of the funds being returned with the form.

**Please note:** If a Group / Committee has a general restriction set to fund a specific area of research, this will automatically be applied across all income categories unless the fundraising amount relates to another specific campaign (such as Bowelbabe / Breast Cancer etc).

| For office use only                                                                                             |                                | Event / income type description                                                                                                | Restricted or for a Campaign?<br>(If Y, specify below, e.g., SU2C / Breast cancer etc) | Amount enclosed<br>(Please do NOT round up or down) |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------|
| Product<br>(G indicates FR Group<br>R indicates Relay)                                                          | Event / Source                 |                                                                                                                                |                                                                                        |                                                     |
| <b>General Fundraising Income</b>                                                                               |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKSF001<br>Relay Event Code    | Supporter fundraising - general income                                                                                         |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKGD001<br>Relay Event Code    | Donations from individuals                                                                                                     |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKLC004<br>Relay Event Code    | Fundraising group event ( <i>general, no event code</i> )                                                                      |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | Event code or<br>select source | Other events income<br>( <i>Please provide details</i> )                                                                       |                                                                                        |                                                     |
| <b>Fundraising In Memoriam</b>                                                                                  |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKIM001                        | In Memoriam from individuals                                                                                                   |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKIM002                        | In Memoriam from collections                                                                                                   |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKFD001                        | In Memoriam via Funeral Directors                                                                                              |                                                                                        |                                                     |
| (Note that Legacies must <b>NOT</b> be banked by Groups & Committees - please contact your CRUK representative) |                                |                                                                                                                                |                                                                                        |                                                     |
| <b>Merchandise / Sales</b>                                                                                      |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | SCZVFFLOWER                    | Income from Race for Life Flower Sales / OTD Activity                                                                          |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKRC003                        | Income from merchandise<br>( <i>All general merch - cards, diaries, pin badges, Christmas items etc</i> )                      |                                                                                        |                                                     |
| RELOFF                                                                                                          | Relay Event Code               | Relay Only - Candle of Hope bags & donations                                                                                   |                                                                                        |                                                     |
| <b>Collections - Note, WCD collection income to be included with Campaign income (below)</b>                    |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCB006                        | Collection on private property<br>( <i>ensure correct supporting paperwork is kept on file locally</i> )                       |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCB004                        | Street collections ( <i>ensure correct supporting paperwork also attached to avoid delays with banking</i> )                   |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCB003                        | House to House collections ( <i>ensure correct supporting paperwork also attached to avoid delays with banking</i> )           |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCB005                        | Static collection goblets<br>( <i>ensure correct supporting paperwork is kept on file locally</i> )                            |                                                                                        |                                                     |
| <b>Campaigns</b>                                                                                                |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKSF001<br>(RES644)            | Campaign: Stand Up To Cancer - general income<br>( <b>NOT</b> including collections / merchandise - include in sections above) | SU2C                                                                                   |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCB008                        | Campaign: World Cancer Day collections / fundraising                                                                           | WCD                                                                                    |                                                     |
| G&R: GOFDON                                                                                                     | SCZVFCRICK<br>(RES536)         | Campaign: The Crick Institute fundraising                                                                                      | Crick Fundraising                                                                      |                                                     |
| G&R: GOFDON                                                                                                     | SCZVFKIDS<br>(RES814)          | Campaign: Children & Young People's Cancers                                                                                    | Childrens & Young Peoples<br>Cancers                                                   |                                                     |
| G&R: GOFDON                                                                                                     | UKBC055<br>(RES003)            | Campaign: Breast Cancer Research / BCA fundraising                                                                             | Breast cancer research                                                                 |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKSF001<br>(RF1019)            | Campaign: Bowelbabe fund                                                                                                       | Bowelbabe Fund                                                                         |                                                     |
| G&R: BMFDON                                                                                                     | N(ADD YEAR)BFF<br>(RES340)     | Campaign: Football Shirt Friday (Bobby Moore Fund)                                                                             | Football shirt Friday                                                                  |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKSF001 with<br>RES340 applied | General Bobby Moore Fund income                                                                                                | Bobby Moore Fund                                                                       |                                                     |
| <b>Corporates / Organisations</b>                                                                               |                                |                                                                                                                                |                                                                                        |                                                     |
| G: GOFDON<br>R: RELOFF                                                                                          | UKCP001<br>Relay Event Code    | Corporate donation (general / fundraising Group)                                                                               |                                                                                        |                                                     |
|                                                                                                                 |                                |                                                                                                                                | <b>Total Amount Enclosed:</b>                                                          |                                                     |

### Donation Checklist:

- ✓ Cheques covering all donations listed are enclosed.
- ✓ Gift Aid Declaration forms/envelopes/sponsorship forms are enclosed and can be matched to the details on the GA section of this form (p.2).
- ✓ **ALL** sections on the GA section of this form are fully completed, including giro slip numbers, or with bank statements attached (**VITAL** for Gift Aid claims).

|                        |                    |                  |
|------------------------|--------------------|------------------|
| <b>Period covered:</b> | <b>From:</b> _____ | <b>To:</b> _____ |
|------------------------|--------------------|------------------|

Please break down income as below.

If income was originally banked into your account please break down this income and include giro slip details if any. If no giro number is available, please provide a copy of your bank statement with the relevant deposits highlighted. This is a HMRC requirement and is **VITAL** to enable us to claim any valid Gift Aid.

Please send donations and paperwork to the Oxford Office as soon as possible after your event.  
The address is:  
**Cancer Research UK, PO Box 1561, Oxford, OX4 9GZ**

*Thank you very much for your continued support!*