

RIDE + STRIDE POST EVENT 2025 PAYMENT INSTRUCTIONS

GUIDE FOR LOCAL ORGANISERS

Step 1

Please collect ALL the money from your sponsored participants for each place of worship which raised funds during Ride + Stride. These funds should then be split 50:50 between the nominated place of worship and the Sussex Historic Churches Trust.

Step 2

Send a cheque, made out to **Sussex Historic Churches Trust**, for 50% of the total raised.

We need the following details when you send in your cheque:

- Local Organiser's contact details:** Full name, address, email, telephone
- Nominated place of worship:** name and address
- Eligible Gift Aider:** The name and address (including postcode) for ONE Gift Aider who raised funds through Ride + Stride sponsorship.

Please note re Gift Aid: We do not need a full list of sponsored participants. In order for the Trust to claim Gift Aid, it is sufficient for us to supply the Inland Revenue with a single name/address of an eligible Gift Aider. We are permitted to attribute **all** the funds raised to this single name.

Please note regarding cheques: Please ensure that your cheque is made out to '**Sussex Historic Churches Trust**'. Banks will not accept endorsements on crossed cheques. Charities Aid Foundation vouchers are acceptable.

Step 3

- Please ensure you post your cheque to the Ride & Stride Treasurer by October 23 at the latest.
- Please do not send your cheque by recorded or registered post as there is unlikely to be someone in to sign at the time of delivery. To save costs we do not send out receipts.
- Please ensure you keep a copy of the information.

If money is slow coming in send as much as you can by this date and the rest as soon as possible, repeating the procedure above.