## **GARDEN OPENERS’ DONATION FORM**

Please complete this form and return it to your District Treasurer together with a cheque for the net amount raised at your opening, made payable to **<District Bank Account Name>**. Please do not pay your nominated charity(s) directly, your District Treasurer will then send a cheque to your choice of charity on your behalf.

For payment by BACS, please use Sort Code <Sort Code>, Account No <Account Number>.

**DISTRICT**: **<District Name>**

**NAME OF GARDEN**.............................................................................................................................

**OPENER/OWNER NAME**....................................................................................................................

**DATE OF OPENING**.............................................................................................................................

**DONATION TO SCOTLAND’S GARDENS SCHEME**

After deducting my expenses as shown overleaf the sum of £...........................has been donated by me to Scotland’s Gardens Scheme.

This donation has been paid via:  enclosed cheque

direct bank payment (enclosed pay-in slip)

BACS payment

**NOMINATED CHARITIES (if relevant)**

Please pay 60% / 30% to my nominated charity or charities:

Name of charity...............................................................................................................

Address............................................................................................................................

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Charity number if known.........................

*Second charity, if applicable:*

Name of charity...............................................................................................................

Address............................................................................................................................

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Charity number if known.........................

**This donation is made up of the following amounts:**

Admission takings (including donations) £......................

Teas (less expenses)\* £......................

Plant stall (less expenses)\*\* £......................

Other stalls\*\*\* £......................

Any other income £......................

TOTAL £......................

Less Owners out of pocket expenses (please itemise) £......................

**Total amount banked £......................**

**Special notes:**

**\*Teas:** If teas are provided by a commercial tea room/caterers a minimum of 20% of the tea sales should be donated to Scotland’s Gardens Scheme

**\*\*** When a **plant stall** is provided by a commercial plantsman/nursery a minimum of 20% of the sales should be donated to Scotland’s Gardens Scheme

**\*\*\*Extra Stallholders**: These should be encouraged but charges for their participation must be agreed upon prior to an opening. It is recommended they are charged ***either*** a minimum of £25.00 per stall or a minimum of £10.00 and 20% of the turnover achieved per stall.

**GIFT AID**

I also wish the sum of £ …………….. included in my donation amount, to be treated as a gift aid donation. This sum arose from the sale of my plants which were neither bought in or part of a commercial enterprise. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. I will also complete the required Gift Aid Declaration Form, as provided by Scotland’s Gardens Scheme, to confirm this decision.

**GARDEN OPENER/OWNER SIGNATURE**

Signed.............................................................................. Date.......................................

*Please sign and return to: <District Treasurer’s Name and Address>*

*<District Treasurer’s email>*