

Dornoch and District Community Association pay-in of funds procedure.

## CASH:

1. Before raising any money please ask Mitchell's, the Chemist's, for a Bank of Scotland cash-bag plus the wee bags for any coins plus a pay-in slip.
2. After raising the money please total it all up, complete the pay-in slip and bag up the cash.
3. Complete the pay-in form which will tell our bookkeeper where to book your takings.
4. Pay in to Mitchell's.

**NB DO NOT COMBINE CASH WITH CHEQUES. USE DIFFERENT PAY-IN SLIPS FOR EACH.**

## CHEQUES:

1. Complete the pay-in form and pay the cheque into Mitchell's or else please mail to: **Gareth Dixon, Treasurer DADCA**, 8 High St, Dornoch IV25 3SH.

**NB DO NOT COMBINE CASH WITH CHEQUES. USE DIFFERENT PAY-IN SLIPS FOR EACH.**

## BACS:

1. Complete the pay-in form and email it to [lisa@dornochbookkeeping.com](mailto:lisa@dornochbookkeeping.com) or deliver it to Gareth.