

Tips for what to do on the day of your event:

- Make sure that you have enough change.
- Use lockable cash boxes.
- Ensure money raised is counted and verified by at least two people.
- Try to bank the money on the same day or as soon as possible after the event.
- Keep records of all income and expenditure and, where necessary, receipts.
- If possible, announce the amount raised on the day.
- Have some extra helpers on stand by just in case someone is ill or unable to make it on the day.
- Most of all, have fun!