

MANAGING THE MONEY AT YOUR OPENING

Each District has its own Treasurer, who manages the finances for all garden openings. Before your opening, your Treasurer will contact you with instructions on how to report and submit the money raised at your opening.

Your District Organiser will also be able to advise you on other matters such as floats and collecting tins and if you have any questions, will be able to help.

HANDLING CASH

We still find that most people turn up with cash to open days, having been to the cashpoint specially. Therefore, we recommend that you are prepared to deal with cash at the ticket desk.

FLOATS

You will already have decided on a ticket price for your open day, so when you prepare your float, make sure you have plenty of change, taking into consideration your ticket price (eg plenty of pound coins, 50p pieces etc if necessary). You will probably receive lots of £20 notes in the first hour of opening, so be prepared!

If you have other activities going on during the open day, such as Teas or a Plant Sale, you will need to make sure there is a float available for all of these.

COLLECTING BUCKETS AND TINS

We have branded Scotland's Gardens Scheme collecting buckets and tins available from your District Organisers to gather money at your opening. Your District Organiser will probably have provided you with one of these before your open day but do ask if you need one.

WHAT TO DO WITH THE MONEY RAISED

After your open day (or the end of your opening season) you should forward all the money raised at your opening to the Treasurer, who will pay your chosen charity directly and enter the details into our database for auditing.

Your local Treasurer will usually get in touch with you a week or so before your open day, sending through a 'Garden Open Donation' form for you to complete and telling you what to do with the funds raised. If you are opening 'by arrangement' or through the season, your Treasurer will get in touch towards the end of your garden opening season.

If you have not heard from your local Treasurer by the time of the opening/end of the season, as described above, please get in touch with your local committee or Scotland's Gardens Scheme Head Office for an introduction.

If you have chosen a charity to receive 60% of funds raised through your open day, please do not pay them directly – your Treasurer will do this for you. This makes sure that all the funds are correctly logged on our database.