

# Cheque or Charity Voucher?

As a charity CCT is receiving donations in many different forms. What can be particularly confusing are the Charity Vouchers which look very similar to cheques. The difference is that vouchers cannot be banked like normal bank cheques.

If you receive any Charity Voucher please post it to finance team together with any correspondence received so it can be processed. You don't have to include it in your Regional income form.

Examples of Charity Vouchers:

**Account Voucher**  
**Charities Trust**  
Suite 20-22, Century Building, Tower Street, Liverpool L3 4BJ

**DO NOT PRESENT THROUGH A BANK**

GP Account Number: **23 990 6**

CHARITY DONATION: TO BE COMPLETED BY THE DONOR  
Please use block capitals

Charity Name: **CHURCHES CONSERVATION TRUST**  
(Write charity name in full)

Amount in words: **FIFTY pounds only**

Donor Name:

Donor Address:

Voucher Number: **607693**

Date: **29.7.17**

**£**

Signature:

NOTICE FOR CHARITIES: PLEASE ENDING THIS VOUCHER TO CHARITIES TRUST FOR PROCESSING

**CAF Charities Aid Foundation** CAF Charity Account

Account number A **60105324**  
CAF Charity Voucher number **1000623**

To the account holder: Your donations are extremely valuable to the charities you support. To ensure we are able to process your CAF Charity Voucher quickly and accurately, please complete all fields with BLOCK CAPITALS using blue or black ink.

A donation to: **THE CHURCHES CONSERVATION TRUST** Date: **29/07/2017**  
(Name of charity)

Amount in words: **ONE HUNDRED POUNDS** £ **100.00**

Signature:

To the charity. Enter beneficiary number here:  
**DO NOT PRESENT TO THE BANK**

A gift from:

**RECEIVED**  
**02 AUG 2017**

All vouchers have description on them "DO NOT PRESENT TO THE BANK". If you spot anything like that it means that you received a charity voucher and it needs to be processed by finance team.

If you are unsure if the cheque you received is a voucher please scan it and send it to [finance@thecct.org.uk](mailto:finance@thecct.org.uk) as we're happy to help you!