



Stop MS Appeal: Financial guidance for groups

All monies raised for the **Stop MS Appeal** must be forwarded to MS National Centre (MSNC) in full, along with any Gift Aid received (i.e. via JustGiving), as these monies are restricted and can only be spent on MS research.

If you make a payment to MSNC via cheque, please enclose a covering letter noting that this is your group's contribution towards the **Stop MS Appeal**.

If your group has signed up to use Barclays.net online banking, and would like to make a payment via BACS transfer, please e-mail treasurysupport@mssociety.org for our bank details.

How to record Stop MS Appeal transactions in Online Accounting

Please follow this procedure to enable us to track income raised for the **Stop MS Appeal**, and to ensure it has been received by MSNC.

Step 1: Set up an event

Log into **Online Accounting**, and set up an event called **Stop MS Appeal**.

The screenshot shows the 'Branch Events' section of an online accounting system. At the top, there is a navigation bar with several tabs: 'Home', 'Bank Accounts', 'Reports', 'Branch Events' (which is circled in red), 'Restricted Funds', 'Gift Aid Regular Donors', and 'User Settings'. Below the navigation bar, the 'Branch Events' page is displayed. It features a teal header with the text 'Branch Events'. Underneath the header, there is a '+ Add new record' button with a red arrow pointing to it, and a 'Refresh' button. Below these buttons is a table with the following columns: 'Name', 'Start Date', 'End Date', 'Description', and 'Closed'. The table contains one row with the following data: 'Name' is 'Stop MS Appeal', 'Start Date' is '01/01/2019', 'End Date' is '31/12/2021', 'Description' is 'Stop MS Appeal', and 'Closed' is an unchecked checkbox.

Step 2: Analyse Stop MS Appeal income

To analyse deposits of monies raised, select **Stop MS Appeal** from the Event drop down list.

Transaction: Deposit

Save Delete Close

Reference: * Statement Amount:

Transaction Date: * Transaction Total:

Details

1. Description: *	Nominal Account: *	Amount: * <input type="text" value="0.00"/>
<input type="text"/>	[None]	

Event: Fund: Activity:

Gift Aid Donor: Post Code: House Num:

Step 3: Stop MS Appeal payments to MSNC

When analysing payments made to MSNC, select **Stop MS Appeal** from the Event drop down list (as shown in step 2), then select 'E35 General donation to MSNC' from the Nominal Account drop down list.

Need support?

If you have any queries or would like us to help, contact **Finance Support** at financesupport@mssociety.org.uk.