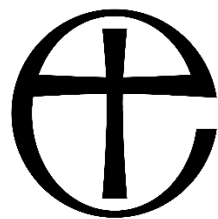




Centralised Tax Recovery Scheme

All You Need to Know

giftaid it



THE CHURCH
OF ENGLAND

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1 Background

1.1 Proven Track Record

The centralised scheme for the recovery of tax on eligible donations was set up in 1997. Since that time, 84 parishes have joined the scheme. The scheme remains open to any other parish within the Portsmouth Diocese who may wish to join.

1.2 Summary of How the Scheme Works

At least once a quarter, a bulk claim is made online to HMRC which is based upon the donation information provided by the individual parishes using the scheme, including information relating to donations eligible under the Gift Aid Small Donations Scheme. Tax payments received on behalf of your parish, will be paid directly into your parish bank account, as soon as payment has been received from HMRC.

It is recognised that parishes may need to accept gift aid donations for a range of purposes. For this reason, the system is organised so that a parish can allocate donations to as many funds as it requires.

1.3 Confidentiality

The records are maintained using Donations Coordinator which has been created specifically for churches and charities claiming gift aid. Access to the system is limited to designated staff and is password protected. The paper records are retained for 6 years as required by HMRC.

The Portsmouth Diocesan Board of Finance (PDBF) is the administrative body for the Diocese of Portsmouth and is the registered data controller with the Information Commissioners Office (Registration Number: Z6181338).

The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018.

The running of the system necessitates the relevant Diocesan Staff being able to contact parish representatives to discuss the scheme and individual claims. Such dealings will only ever be with the named person who is usually the Treasurer, Gift Aid Officer or Stewardship Promoter.

1.4 Cost

The scheme is free to parishes; there is no joining fee, no maintenance fee and no deduction from the tax recovered. This is simply a service offered from the Diocesan Office to assist parishes. The scheme is managed by the Stewardship Adviser and claims are processed by the Gift Aid Administrator.

2 Getting Started

2.1 How Does My Parish Join the Scheme?

If you wish to join the scheme, then the process is straightforward and consists of a few simple steps. A small amount of information needs to be provided to the Stewardship Adviser using the contact details in section 9 of this guidance.

The following action is required from your parish:

- a) Your PCC will need to make the **decision to join** the scheme and this decision recorded in the minutes.
- b) A **parish contact** will need to be nominated so that your parish can receive communications regarding the scheme or individual claims (See Section 1.3).

Your parish will then need to provide the following documents to the Stewardship Adviser:

- a) **Centralised System Request Form** signed by two PCC Members. This form is essential and needs to be completed in full.
- b) **Data Consent Form** completed and signed by the nominated parish contact so that his/her details may be held on the database at the Diocesan Office to enable communication. This will usually be the Gift Aid Officer for the parish.

These forms are included in Annex 1 and can also be downloaded from the Diocesan Website at: <https://www.portsmouth.anglican.org/treasurers/gift-aid/>

2.2 Providing the Start Up Information

2.2.1 Setting Up the Parish

Upon receipt of the information listed in section 2.1, your parish will be set up in the Donations Coordinator system and will be allocated a parish reference number. The parish contact will receive confirmation of this.

The details of the parish contact will be held on the Diocesan Database to enable communication about any parish specific queries, as well as up to date information about Gift Aid, including training opportunities.

2.2.2 Gift Aid Small Donations Scheme

In the set-up process it is beneficial to indicate if your parish is using the Gift Aid Small Donations Scheme. This can be done by completing the relevant details on the Request Form referred to in Section 2.1

If you are unsure as to what this scheme involves then please look at <https://www.parishresources.org.uk/giftaid/smalldonations/> where there is helpful guidance as to the criteria and example forms for recording and monitoring the gifts covered by the scheme. The Stewardship Adviser is always willing to provide further support and assistance.

2.2.3 Setting Up Individual Regular Givers

For each individual who gives regularly to your parish, whether by standing order or weekly envelope, a copy of a valid gift aid declaration will need to be sent to the Stewardship Adviser. Before sending the declarations please ensure that the name and home address (including postcode) are provided in full. Postcodes can be checked online at <https://www.royalmail.com/find-a-postcode>. This ensures that the claim can be processed quickly with HMRC.

Current blank Gift Aid Declarations are available on the Diocesan website <https://www.portsmouth.anglican.org/treasurers/gift-aid/> or you can obtain paper copies by contacting the Stewardship Adviser.

If a regular donor gives to a purpose other than the general fund, then please note this on the declaration. In circumstances where a regular donor makes the regular gifts to the general fund but occasional gifts to another fund, then these additional gifts are dealt with on an ad hoc basis. (See Section 3.2.5).

Upon receipt of the declaration, each individual donor will be added to the system under your parish reference and be allocated an individual donor reference number (of which the first three numbers will be your parish reference). The copy of the gift aid declaration for each regular donor will be retained at the Diocesan Office and a confirmation of Donor Details (generated by Donations Coordinator) will be sent back to your parish. Both these documents need to be kept as part of the Gift Aid records for your parish.

The Donor Details Form does NOT replace a Gift Aid Declaration. Therefore, it is vital that the parish contact retains the original Declaration and only sends a copy to the Diocesan Office.

Once your parish and regular donors are inputted into the system, then you are ready to begin submitting quarterly claims to the Diocesan Office for processing.

2.2.4 Regular Donations from Couples

Couples cannot make a joint declaration. A joint gift can be made but each party must state how much of the joint gift they are giving, ensuring they have paid enough tax to support a Gift Aid Claim on the stated proportion of the gift. In these circumstances, there would need to be a gift aid declaration from both parties.

The alternative would be for the gift to be given under one name supported by a gift aid declaration for the whole gift. Clearly the named individual will need to have paid enough tax in their own right to support the gift aid claim on the donation.

3 Using the System Each Quarter

3.1 *What Forms Will You Receive?*

Following registration, your parish contact will receive:

1. An **Import List for Regular Donors** - to be completed for each donor, detailing the total amount they have given during the claim period, and the last date upon which a donation was made.
2. **One-Off Envelope Record Sheet** - a sheet to complete fully with the one-off donations received during the period.

An example of the One-Off Record Sheets appears in Appendix 2. There is also a blank import sheet in Appendix 2, but this is purely for illustration purposes as your parish will receive a parish specific version showing the details of your regular donors.

It is important that you keep the list of regular donors up to date by informing the Gift Aid Administrator of relevant changes (see Section 5). Following such changes, the parish contact will receive an updated Import List of Regular Donors for completion.

These forms do not replace the documents you keep for recording the donations throughout the period; these are purely for collating the claim information.

The system works best and at its most efficient when the forms are completed and returned electronically. This is because the spreadsheets we have provided have been carefully set up in the appropriate format for the automatic import of data. If, however, you do need to receive paper copies then please let the Gift Aid Administrator know.

If you are currently using paper copies of the forms but are interested in using electronic forms, then support is available for this transition. Taking such a step will save you time at parish level.

3.2 Completing the Claim information

To ensure the central scheme operates as efficiently and cost effectively as possible, it is extremely helpful if parishes follow the guidance in this section.

3.2.1 Entering the Amount Donated

You are required to enter the total amount received during the claim period from each individual donor.

Please note that the amount column has been formatted as 1234.56. Please do not alter the formatting as the import process will not accept other formats. This also means that the amounts should be a typed entry, as formulae will not transfer into Donations Coordinator.

The exact amount received should be shown, rather than amounts being rounded to the nearest pound.

If round amounts have been received there is no need to keep writing .00 for the pence. This also prevents £5 being entered as £500 because the decimal point was unclear or missing.

3.2.2 Entering the Date of Donations

The date to be recorded is the date on which the last donation for each individual was received. It is not the date it was banked or the date it was entered into the records.

The date column on the electronic forms has been formatted as dd/mm/yyyy. Please do not change this formatting as this is the style required by HMRC and Donations Coordinator.

3.2.3 Purposes

The centralised system has been set up to accept donations for a diverse range of purposes. GENERAL has been entered as the default purpose. Therefore, where a gift is for your parish's General Fund, the purpose column can be left blank. If the gift is for another purpose, then this needs to be specified in the purpose column and this will be applied by the Gift Aid Administrator.

Where a donor is giving to more than one purpose you should insert a line and copy down the name and reference so that there is a completely separate entry for each.

3.2.4 Saving the Spreadsheets Each Period

The spreadsheets sent to you have been saved using the name of your parish and stating whether it is a one-off envelope record form or regular donor import sheet. It is helpful when you save the spreadsheets each period that you still retain this name but also include in the title, the period to which the claim relates e.g. 2020 Q4 or 2020 June etc.

3.2.5 Regular Donors with ongoing declarations

The list of names and references has been extracted from Donations Coordinator to minimise the risk of input errors.

When completing the import sheet for regular donors please bear the following in mind:

- Leave the space blank if no payment has been received from that individual during the claim period.
- If a regular donor also uses one-off envelopes for the general fund during the claim period, this amount should be added to the individual's other donations on the regular donor import sheet, with the date being the date of the last donation, irrespective of the method.
- If additional donations have been received from regular donors for a special purpose, please make an entry on a separate line for the special purpose. For those using electronic forms, simply insert a line so that the special purpose entry follows after the GENERAL purpose entry. This enables us to advise you of the tax due back for each purpose.

3.2.6 One off Donations

This section relates to the envelopes used by visitors and those who give periodically but have not completed a Gift Aid Declaration for regular donors.

Parish contacts are advised to monitor the use of one-off envelopes as there may be individuals whose giving by this method has reached a frequency which would make it appropriate to suggest the donor becomes a regular giver and they complete a Gift Aid Declaration.

The form for recording one-off donations is now available in Excel format and can be downloaded from the Diocesan website. Paper versions are also available in Appendix 2. <https://www.portsmouth.anglican.org/treasurers/gift-aid/>

The advantage of using an Excel version is that it can be set up to calculate totals automatically to ensure calculations are correct with minimal effort.

When dealing with the one-off donations, please be aware of the following:

- Do not include donations from regular givers in the one-off donations schedule as these should be included in the import sheet for regular givers.
- A surname and postcode are not sufficient to meet HMRC requirements. The donor must be clearly identifiable, and as a minimum they should show their surname and initials, the first line of their home address and the postcode. It remains the responsibility of your parish to ensure that such records are kept and available in the event of an HMRC audit.

3.2.7 Claiming under the Gift Aid Small Donations Scheme (GASDS)

The central scheme can accommodate claims under GASDS. It remains the responsibility of the claiming parish, to ensure that the rules are met in relation to each element for which a claim is submitted and to ensure that the maximum allowed per tax year is not exceeded. For further guidance on the application of GASDS in your church please consider the useful factsheets available at <http://www.parishresources.org.uk/giftaid/smalldonations>

To include a GASDS element in your claim simply note the following on the bottom of your import sheets:

Total cash given in this period which is eligible for GASDS is £ _____

<i>Tax Year:</i>

3.2.8 Submitting the Information to the Diocesan Office

Claims will be made to HMRC at least quarterly as a minimum. Please submit your claim details to the Gift Aid Administrator, Gillian Sanders by email (gillian.sanders@portsmouth.anglican.org). If you are not using electronic forms please submit them by post to the Diocesan Office marked for the attention of Gillian Sanders. The Stewardship Adviser oversees the import process and is responsible for making the claims.

Donations should be grouped into the following quarterly periods:

Quarter 1:	1 January – 5 April
Quarter 2:	6 April – 30 June
Quarter 3:	1 July – 30 September
Quarter 4:	1 October – 31 December

Claims cannot cross a tax year.

Where claims from parishes are numerous in any period, the Stewardship Adviser will often make additional claims. This assists in ensuring that payments from HMRC are received in a timely manner as experience indicates that the larger the multi-parish claim, the longer it takes to process.

You are encouraged to submit regular claims as this can help improve cash flow for your parish.

4 Back Dated Claims

It is possible to claim Gift Aid on some historic donations provided that the claim is made within four years of the date of the Gift. If this applies to your parish then back dated claims need to be submitted in tax year groups, based on the date of the donation.

5 Keeping the Information Up to Date

The success of the system is dependent upon the accuracy of the information going into the process at the different stages. There are a large number of parishes involved in the scheme and therefore a very significant number of donors to be processed. Unless the Gift Aid Administrator is kept informed of changes, the system will not run effectively, and it could result in problems surrounding claims. To ensure the smooth running of the system the Gift Aid Administrator is therefore reliant upon each of the parish contacts providing up to date information on an ongoing basis as follows:

- o Appropriate gift aid declarations for all regular donors and ensuring that such declarations are fully completed and signed.
- o Changes of address for regular donors.
- o Confirmation of any donors who may have moved away and left the scheme.
- o Confirmation of any donors who have died.
- o Notification if a donor's personal tax situation has changed such that a regular donor's gifts can no longer be subject to gift aid.

Your cooperation in this regard is very much appreciated and should reduce the number of queries that are raised about individual claims.

6 Gift Aid Record Keeping Within Your Parish

It is the responsibility of the parish and *not* the staff at the Diocesan Office to maintain full and proper Gift Aid records and the parish must ensure that all supporting records are regularly maintained and that records are retained for 6 years. Please note that for gift aid purposes, the six year period starts from the time the claim is made not when the donations are received. For example, if you submit a claim for 2018 in 2020, you should keep the records until January 2027.

In the event of HMRC wishing to carry out an audit, it is the parish which would be the subject of this audit and not the Diocesan Board of Finance.

If you are unsure as to the record keeping requirements for Gift Aid then please look at <https://www.parishresources.org.uk/wp-content/uploads/4-Gift-Aid-Record-Keeping.pdf>

If you need some assistance as to the form of spreadsheet to use in this record keeping process, especially if you want to create a system which dovetails well with the electronic forms for the central system, then please do contact the Stewardship Adviser.

7 Summary of Division of Responsibilities

The Diocesan staff will:

- o Liaise with and support parishes administering gift aid
- o Provide relevant resources about Gift Aid Rules and the Central System
- o Provide training where necessary
- o Submit claims on a quarterly basis, provided complete information is received
- o Handle any queries with HMRC relating to Gift Aid, liaising with the parish contact where necessary
- o Pay monies promptly to the parish by bank transfer upon receipt of funds from HMRC

The Parish will:

- o Ensure that parish records relating to Gift Aid and the Gift Aid Small Donations Scheme are appropriate, comply with the current rules, are kept up to date and archived appropriately for six years.
- o Submit the claim information in the correct format and ideally electronically.
- o Keep the Gift Aid Administrator updated as to any changes in relevant details relating to donors and the parish contact.

8 Summary of Who Will Handle Queries About the Centralised Scheme

Contact the Gift Aid Administrator to:

- o Submit your quarterly claims.
- o Check your claim has been received.

Gillian.sanders@portsmouth.anglican.org

Queries might include:

- o Whether a quarterly claim has been submitted
- o Whether payment has been received
- o Seeking to amend claim details
- o Changes to donor details
- o Adding or removing regular donors
- o Joining the Scheme
- o General Gift Aid queries.

9 Contact the Stewardship Adviser

Chris Parker, the Stewardship Adviser for the Diocese is available to help parishes with a wide range of issues relating both to stewardship and parish finances, including the Central Tax Recovery System.

He will provide parishes with general support through:

- * Newsletters
- * Resources
- * Stewardship Promoter workshops
- * Training Seminars
- * Web resourcing and signposting

Support is available for individual parishes through:

- * Individual telephone and email support
- * Parish visits for further support
- * Presentations to PCCs

There are resources available on the Diocesan website:

- 1) for matter relating to parish finance, including gift aid please view <https://www.portsmouth.anglican.org/treasurers/>
- 2) for matters relating to stewardship and regular giving, please view <https://www.portsmouth.anglican.org/stewardship-and-planned-giving/>

For further help and support contact, Chris Parker at the Diocesan Office:

1st Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB.

Direct line 023 9289 9669

Email chris.parker@portsmouth.anglican.org



Centralised Tax Recovery Scheme

10 Appendix 1

10.1 Centralised Gift Aid Scheme Request Form

10.2 Data Consent Form

Request to join the Centralised Tax Recovery Scheme



Parochial Church Council of.....

We request that tax reclaimable under Gift Aid declarations and/or Covenants in our favour is recovered on our behalf by the Portsmouth Diocesan Board of Finance.

We confirm that our gift aid claims will/will not include claims under the Gift Aid Small Donations Scheme.
(Delete as applicable)

Signed on behalf of the PCC (Date)

Name	Role (e.g. Treasurer)	Signature
1.		
2.		
Parish Contact Details:		

Name	
------	--

Role	
------	--

Address

Telephone Number	
------------------	--

e-mail	
--------	--

In case of need to raise queries, available normally during the day/evenings only? (delete as applicable)

Tax Reference		Date up to which last claim made	
---------------	--	----------------------------------	--

The Diocese will pass tax refunds direct to your parish's bank account. Please provide details below:

Name of Bank		Sort Code	
--------------	--	-----------	--

Name on Account		Account Number	
-----------------	--	----------------	--

Please ensure that this information is correct to avoid delays in credits.



Contact Management System Database Form - Laity

You are being asked to complete this form as you hold an active role in the Diocese of Portsmouth. We hold your details on our Contact Management System to be able to contact you regarding the activities of the Diocese and send you information that you may need to carry out your role. The Diocese will only send information to you regarding your role, responsibilities, training and events. When your role ceases your details will be removed from the Portsmouth database.

The Diocese of Portsmouth will process your personal data for the above purposes and your details will be published on CMS with access limited to diocesan officers, clergy and parish volunteers whose own contact details are also contained on this database.

Your name, role within the organisation and contact email address are required to enable us to contact you. You have the option for only some of your details to be visible on the data base. Only authorised officers within the diocesan office, Bishopsgrove and Archdeaconry offices would be able to see the full details in order to contact you.

If you would like only your role, name and contact email address to be visible in the Contact Management System Directory please tick here.

Note you have the option to amend the privacy settings at any time once you have a password to access CMS.

Please fill in your details below and sign in the space provided. Please write your information clearly and send the completed form to the Diocesan Office address below.

Parish		Deanery			
Role		Effective from:			
Surname		First name		Title	
Address (including postcode)					
Home Tel		Office Tel			
Mobile Tel		Email			

Your privacy is important to us. Please see overleaf for our shortened privacy notice. Our full notices giving details of what we do with your personal data is on our website:
<https://www.portsmouth.anglican.org/documents/diocesan-data-privacy-notice/>

I have read this document and I am aware that my information will be held as indicated. I am aware that emails from the Diocese may contain private and/or confidential information, and I will ensure that access to these emails is restricted to only me as the recipient and that no one else in my household or office will have access to this information.

Signed: _____

Date: _____

Privacy notice

1. How we use your personal data

We are committed to protecting your personal data. The only data we collect from you is as submitted by you on the form overleaf.

We will use your personal data (that is the data you completed overleaf for the purposes of providing our services to you or if we need to comply with a legal obligation.

We will use your personal data to (i) register your new active role in the diocese (ii) send you information regarding your role, responsibilities, training and events.

Our legal grounds for processing your data are in relation to points (i) to (ii) above are for performance of your role in the Diocese and are necessary for our legitimate interests as a not for profit body with a religious aim.

We will not share your details with third parties for marketing purposes except with your express consent.

Our full privacy notices can be found on our website at <https://www.portsmouth.anglican.org/your-privacy/>

2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities when required by law.

We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

3. International transfers

We do not transfer your personal data outside the European Economic Area unless it is required of us or we have your consent to do so. Countries outside of the European Economic Area (EEA) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria unless additional safeguards are put in place by us. We do our best to ensure a similar degree of security by ensuring that contracts, code of conduct or certification are in place which give your personal data the same protection it has within Europe. If we are not able to do so, we will request your explicit consent to the transfer and you can withdraw this consent at any time.

4. Data security

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

5. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to have a role for tax purposes.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

6. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to address at the bottom of this form or email the Diocesan.Secretary@portsmouth.anglican.org marked for the attention of the Data Compliance Officer.

7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We would be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

We may change this Privacy Notice from time to time and shall notify you of any changes.



Centralised Tax Recovery Scheme

11 Appendix 2

11.1 Example Regular Donor Import List

11.2 One-Off Donor Record Sheet

ExampleImportSheet.xls

Name	Reference	Amount	Date	Purpose	
Smith Edwina Jane	33791	25.50	30/04/2013	GENERAL	Example only
Johnson Albert Edward	33792	40.00	30/04/2013	GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	
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				GENERAL	
				GENERAL	
				GENERAL	
				GENERAL	

Total cash given in this period which is eligible for GASDS is £ _____

Tax Year:

One of Gift Aid Envelopes

Parish:

Period Covered:

Donor Ref. No. Office Use	Surname	Initials	First Line of Address	Postcode	Amount £p	Date dd/mm/yy	No of envelopes if more than 1	Purpose if not General
Total					0			

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