

The Bishop of Portsmouth
The Rt Revd Christopher Foster

To all Incumbents, Treasurers, Churchwardens and Parish Secretaries

Bishop's Lent Appeal 2019

Thank you for all you do as Parish Officers in so many ways to support your parish and indeed the Diocese throughout the year, but especially in facilitating the Bishop's Lent Appeal in your parish.

The focus of the Lent Appeal this year will be **Mental Health**, and the support of people, especially children and young people, with mental health difficulties.

The principal recipient of this year's Lent Appeal will be **Heads Together**, a national coalition of eight charities. These include Contact, working particularly with the military community, and Mind, with experience in this field for over 70 years. We shall also support **local charities** working in our area among people, especially children and young people, facing mental health challenges. As in previous years we welcome suggestions of such small, or larger, local charitable groups. The gift aid envelopes and leaflets will be distributed to the Area Deans, and then on your parish in time for the start of Lent on Ash Wednesday, 6 March

Guidance on Running the Lent Appeal in Your Parish

Please:-

- make the envelopes and leaflets about this year's Appeal available to your congregations throughout Lent;
- encourage your parishioners to write their full name, address and postcode on the envelope to ensure the gift aid can be claimed successfully
- if parishioners would like to make their donation by cheque, ask that cheques are made payable to your parish
- collect and bank the Lent Appeal monies (including cheques) each week
- ensure the amounts collected each week should be recorded in the accounts as an agency payment

Processing the Gift Aid for the Lent Appeal

The claim is made centrally by the Portsmouth Diocesan Board of Finance and therefore the records should be kept separate from your general parish gift aid records.

When processing the donations for gift aid please:-

- record on each envelope the amount of the individual donation and also note on the envelope if the donation was made by cheque.
- retain all the gift aid envelopes
- complete the enclosed spreadsheet, which is also available in electronic format from the Diocesan Website, and for each individual, please record:
 - Their full name

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- First line of their address
- Postcode
- Total of the individual's donation
- The date on which the donation was made.
- If an individual makes several donations to the appeal during Lent then one entry on the spreadsheet is sufficient provided that it shows:-
 - The total amount given by that individual during Lent
 - The date of the last donation
 - How many envelopes they completed.
- Calculate a subtotal of Gift Aided Donations and a further Subtotal of Non-gifted Donations received during the Lent Appeal. These two amounts will be the total amount payable to the Lent Appeal.

Sending the Payment and Gift Aid Documentation at the end of Lent

At the end of Lent, please provide a payment to Portsmouth Diocesan Board of Finance for the total due from your parish for the Lent Appeal. This payment can either be made by:-

- a) **BACS** – The Portsmouth Diocesan Board of Finance bank details are
 Barclays, Brighton Sort Code: 20-12-83 Account No: 40431761
 Please email accounts@portsmouth.anglican.org to confirm the amount of money sent and that it is for the Bishop's Lent Appeal.
- b) **Cheque** – please make the payment by one cheque from your parish bank account, made payable to the **Portsmouth Diocesan Board of Finance.** **Please do not send cash.**

Please also send the following paperwork:-

- a) All the completed gift aid envelopes
- b) The completed spreadsheet

Please send this (including the cheque if this is your chosen method of payment) to Gillian Sanders, 1st Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB by 1st July 2019.

Thank you for all that you, your colleagues and the members of your congregations do, to facilitate and promote the Lent Appeal 2019.

With best wishes

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