

NEW GIVING STRATEGY APPROVED

A new giving strategy has been approved by Diocesan Synod, and Bishop's Council. Its aim is to create a generosity and thankfulness toolkit for our churches during the period between 2021 and 2026.

This toolkit will be created using the strategy's four main objectives:

- **Rediscovering our generosity and thankfulness**
- **Training for church communities**
- **Maximising tax-efficient giving**
- **Improving fundraising**

The strategy was developed during a series of online consultation meetings during September 2020. A mixture of clergy and laity were invited representing the diversity of church traditions and experiences of giving in our churches, and then a second consultation also took place with members of the National Church Giving Team. We are very grateful to all who assisted us.

A public launch will take place during the late summer/early autumn period, so watch this space for further details. This will also enable us to partner with the Church of England's 'Generosity Week' activities, which are being made available for all churches to use during their usual harvest



services. See pages 4 and 5 for more details.

Your church can get ready for the strategy's launch by attending the 'Generosity and thankfulness at your church' self-assessment toolkit webinar (details below). This session will train facilitators to lead this process, which will enable your church to evaluate where it is, what it'd like to improve, and agree its future goals.

The toolkit is fully resourced to ensure it supports individuals who will be facilitating these discussions at each church. Training will be provided in advance to these facilitators, and guidance will be provided on how to run these sessions via online or face-to-face meetings.

The dates of the training sessions are shown below, and you will need to register in advance via Eventbrite to attend these webinars.

'GENEROSITY AND THANKFULNESS AT YOUR CHURCH' SELF-ASSESSMENT TOOLKIT - FACILITATOR TRAINING

Reserve your place at a webinar by clicking on one of the links below:

[4 p.m., Thursday 22nd July](#)

[7 p.m., Thursday 23rd September](#)

[4 p.m., Wednesday 20th October](#)

[7 p.m., Thursday 25th November](#)

ONLINE WILL-WRITING PILOT PROJECT

Will writing can often seem like a time consuming and expensive thing to do – and that's a big reason why many people put it off. The Church of England has partnered with award-winning online Will-writing company 'Farewill' to offer a free online Will writing service (RRP £90).

This is being piloted for the first time in 2021 in Manchester and Winchester dioceses to help the church to understand whether a national Will-

writing scheme would be a useful resource in the future.

We'd be delighted if our churches could get involved in this pilot project. Full details on how to do this, and the resources being provided to support your church, is available on page 2.

HOW CAN MY CHURCH GET INVOLVED IN THE ONLINE WILL-WRITING PILOT PROJECT?



WHAT IS IT?

Anglicans are three times more likely to leave a legacy to charity than to their church, and only 15% have ever been asked to consider including a gift to their church. Anglicans are incredibly generous, and projects like this, are about trying to grow legacy giving to churches.

There will be two elements to the pilot, and this will enable the Church of England to identify which method of legacy promotion is most effective, and they are:

1. The diocese promoting the legacy pilot via its own website and communications channels, and
2. Individual churches doing the same.

To measure the results each route will have its own unique website landing page. Individuals will have access to the voucher code to redeem their free Will at this point only before visiting the Farewill website.

HOW DOES AN INDIVIDUAL CHOOSE OUR CHURCH?

The Farewill website has a direct link to the A Church Near You site, and an individual will be able to choose a church or churches to support. A Church Near You provides a search facility via place name or post code to identify the specific church they wish to support.

There is no obligation to support a church, as there is the ability to support other charities, or none, within the online Will-writing process.

HOW WILL YOUR CHURCH BE SUPPORTED?

Lots of support will be provided from the Gift Aid Lite and Communications teams at the diocese, plus from Farewill too.

Your church will be provided with a template legacy and funeral planning page for its website and A Church Near You page. Additionally, examples of newsletter copy, social media posts

will also be available.

On the Diocese of Manchester website further information will be provided for your church's clergy and lay leaders. This will include a template legacy policy for approval by your PCC, plus instructions on how to order a variety of free printed legacy documents from the Church Print Hub.

It is also important to encourage our parishioners to think about their own funeral plans. Therefore, information will be provided for your church's website and A Church Near You pages, included a downloadable PDF document for this purpose.

HOW CAN MY CHURCH FIND OUT MORE, AND GET INVOLVED?

The first step is for representatives from your church to attend one of two Zoom webinars. These events will be hosted by representatives from the Farewill, National Church Giving Team, and the Diocese of Manchester.

The agenda for the webinars will be something like this:

- Why encourage legacies, why now?
- Farewill partnership overview
- Simple steps to get started
- FAQs with Farewill Head of Legal
- Discussion and questions from Church Leaders

Places will need to be booked in advance via the Eventbrite pages that have been set up to manage this process.

ONLINE WILL-WRITING PILOT WEBINARS, IN PARTNERSHIP WITH FAREWILL
Reserve your place at a webinar by clicking on one of the links below:
<u>3 p.m. on Wednesday 30th June</u>
<u>7 p.m. on Thursday 1st July</u>

TRAINING ON HOW TO USE OPEN4COMMUNITY, THE DIOCESE'S GRANT SEARCH FACILITY



WHAT IS OPEN4COMMUNITY?

Open4Community, provided by Idox, is an external funding search facility which is free for parishes in the Diocese of Manchester to use. It is an excellent tool, and all parishes are encouraged to register and use it on a regular basis to gain the maximum benefit.

Further details about the Open4Community service can be found here:

www.manchester.anglican.org/support-for-parishes/finance/financegrants

WEBINAR DETAILS

This webinar will explain how to:

- Register to use Open4Community
- Search for potential funders and find out more about them
- Utilise the other tools provided
- Set up regular email updates on potential funding sources

Each webinar is expected to last for no longer than 60 minutes. Please click on the links shown in the table (see right), to reserve your place via Eventbrite.

Attendees will also have the opportunity to arrange a one-to-one consultation with Matt Godfrey from Idox following the webinars. During a Zoom or Teams meeting, Matt will provide guidance on how use the site's search function to identify potential sources of funding to support your church's mission and ministry in its local community.

DATES ARE AVAILABLE UP TO THE END OF 2022

Quarterly dates have already been agreed up to the end of 2022. So, when your church is ready, a webinar date will be available so your church can make the best use of this grant search facility.

BID WRITING WORKSHOPS

Coming soon will be further details about a series of quarterly online webinars focusing on 'writing successful bids and grant applications'. Following each webinar we'll also be running drop in Q & A,

to provide some one-to-one support sessions. We'll also be announcing dates and times as soon as they have been agreed.

WEBINAR DATES

Webinar places will need to be booked in advance via the Eventbrite pages that have been set up to manage this process.

HOW CHURCHES CAN SUCCESSFULLY USE OPEN4COMMUNITY TO IDENTIFY NEW FUNDING SOURCES TO SUPPORT THEIR MISSION AND MINISTRY

Reserve your place at a webinar by clicking on one of the links below:

[2 p.m. on Tuesday 6th July](#)

[7 p.m. on Thursday 8th July](#)

[7 p.m. on Thursday 9th September](#)

[2 p.m. on Tuesday 14th September](#)

[2 p.m. on Tuesday 16th November](#)

[7 p.m. on Thursday 18th November](#)



GENEROSITY WEEK

WHAT IS IT?

Generosity is at the heart of our faith. We believe in a generous God, and our own generosity is a testament and hallmark of our faith in action. Every day we see generosity in our churches and Christian communities, reflecting the generous God we believe in.

It takes time, support, and above all, prayer, to grow a generous culture. This Harvest, the Diocese of Manchester and the National Church Giving Team are launching Generosity Week to give us the time and space to reflect on God's Generosity, and celebrate God's generosity within our church's ministry and mission.

We hope that by the end of The Generosity Week you'll have a deeper understanding of God's generosity towards us and how we can live more generously in our daily lives.

GENEROSITY WEEK AND STRATEGY LAUNCH

The Diocese of Manchester will be holding its own Generosity Week in September to coincide with the launch of our new giving strategy.

HOW CAN YOUR CHURCH GET INVOLVED?

You can also run Generosity Week in your church to coincide with your Harvest Festival. As churches celebrate Harvest at different times this could be at any time between August to October. Resources will be made available to churches from July, and you'll be able to attend webinars during the summer to offer guidance on running a Generosity Week at your church.

You may wish to use all the resources available or just a selection, and these will include:

- A Generosity Service: worship materials for two Sundays at the beginning and end of Generosity Week
- Guidance showing how to engage the wider community with the Generosity Week
- Activities to help your church discover and share its generous stories
- A social media and marketing toolkit to help you promote your church's Generosity Week

Generosity can be shown through everyday acts of kindness that make a huge difference to peoples' lives. To encourage these acts of generosity, we're also encouraging people to take part in The Generosity Week Challenge.

This includes:

1. Eight podcasts exploring generosity stories from different churches across the country

2. Daily reflections on a Generosity theme
3. A daily generosity activity to complete each day of The Generosity Week

You can complete the Generosity Week Challenge by yourself, or you might want to share the experience with your friends, family, work colleagues, or other members of your church. The Generosity Challenge will be available from August.

WHAT HAPPENS NEXT?

Church resources will be made available on the [Building A Generous Church website](#), and on [A Church Near You](#) from July. All resources are free to use. We recommend signing up for the [Parish Resources newsletter](#) to receive updates and guidance on Generous Giving. They'll also be shared via the Diocese of Manchester's Communications and Gift Aid Lite teams.

WEBINARS

In these webinars you'll be guided through the resources available, and recommended on how to use them in your church. We'll also share resources and ideas to help you promote your church's Generosity Week.

We hope that by the end of Generosity Week you'll have a deeper understanding of God's generosity towards us, and how we can live more generously in our daily lives.

HOW TO HAVE A GOOD GENEROSITY WEEK WEBINARS

Reserve your place at a webinar by clicking on one of the links below:

[1 p.m. on Tuesday 13th July](#)

[1 p.m. on Thursday 29th July](#)

[10 a.m. on Wednesday 11th August](#)

[1 p.m. on Monday 23rd August](#)

Pictured on the next page, from the top of page going towards the bottom:

1. An example of one of the Generosity Week flyers
2. Generosity Week logos - there are six colours in total
3. Email signature images

"We have received overwhelmingly, so let us give generously,"
Archbishop Justin Welby

THE CHURCH OF ENGLAND



GENEROSITY WEEK

Discover the joy of generosity



GENEROSITY WEEK



Every day we see wonderful generosity in our churches, reflecting the Generous God we believe in.

Celebrate and further grow these gifts of generosity with eight days of resources:

- Sunday Service Worship materials on generosity and gratitude
- Daily Morning Prayer materials
- Daily reflections, podcasts and activities to inspire and grow generosity
- Guidance on how to explore and grow generosity in your church and community.

Get involved or join one of our webinars at churchofengland.org/generosity-week

Share your Generosity Week stories on social media using #GenerosityWeek



GENEROSITY WEEK



GENEROSITY WEEK



GENEROSITY WEEK



GENEROSITY WEEK



GENEROSITY WEEK

Discover the joy of generosity

[Click here to download free resources](#)



INPUTTING BEST PRACTICE

INPUTTING YOUR OWN GIFT AID DECLARATION DATES

Personal Details | Declaration, Defaults and Pledge | Login Details | Contactless Card

Name: Mr Stuart Adamson | Charity: Practice P

Reference: pract0000040 | Branch: Practice P

Gift Aid Declaration

Declaration Date: 10/06/2018

Valid From: 10/06/2014

Valid To: []

[Request a Change](#)

Donor Defaults

Method: Envelope

Purpose: ADVENT

Envelope #: 087

[Add New Envelope](#)

If your church is inputting into My Giving Online directly, it is possible to input your own Gift Aid declaration and one-off envelope dates directly into the software. This is done within a donor's record in the 'declaration, defaults and pledge' tab, as shown above:

Click on the 'request a change' button, and the pop-up window shown below will appear with three options to choose from, and they are:

Declaration Details (* Required fields)

Replace Current Declaration | Add Historic Declaration | End Current Declaration

If approved this request will move the currently visible declaration dates, if present, to the donor's declaration history and replace them with what is entered here. Use this form primarily for new Ongoing or One-off declarations.

Current Declaration End Date* [] [Today](#)

Declaration Date* [] [Today](#)

Valid From* [] [Today](#)

Valid To [] [Today](#)

Reason for change* []

[Cancel](#) [Save](#)

1. Replace current declaration

Used to add a new ongoing declaration or a one-off. For an ongoing declaration, the declaration date is when the form was signed, the valid from date is usually the same date but four years earlier, and the valid to date is left blank. Please

complete the reason for the entry (e.g. a new donor).

For one off envelopes, the date of donation is used for the declaration date, valid from date, and valid to date.

2. Add historic declaration

This is used primarily for entering multiple old one-off declarations. The fields visible are 'declaration date', 'valid from', 'valid to', and 'reason for change', which are all mandatory.

3. End current declaration

This is used when a donor is no longer a tax payer. The mandatory fields are 'current declaration end date', and 'reason for change'.

Validations are still required

Please continue to photocopy, scan, or photograph your declarations, and email or post them to the Gift Aid Lite team for validation purposes.

DONORS REGULARLY USING ONE-OFF GIFT AID ENVELOPES

If your church has donors who are regularly using one-off envelopes, please ask them to sign an ongoing Gift Aid declaration. It will make the administration of claiming their donations an easier process, because your Gift Aid Secretary will not need to input the declaration dates from each one-off envelope.

This doesn't commit a donor to donating regularly, but you can use the opportunity to ask them to donate regularly using a Standing Order or numbered envelopes.

TEMPLATE FORMS

There are a variety of template forms available for your church to use without having to design your own from scratch. Examples include Gift Aid forms, one-off envelope designs, sponsorship forms, and vestry sheets.

Please email giftaid@manchester.anglican.org if you would like copies of them. If there are other forms you are trying to find, please let us know and we will try to source them for you.

BITS AND BOBS

SUPPORT AND TRAINING

Please ask for help and advice before taking action, as we are here to help and support you all. Even if you think the issue is minor, we are happy to be of assistance.

We've recently had to resolve a small number of issues where advice wasn't sought initially, and it takes far longer to do it this way around.

Although predominantly working from home the Gift Aid Lite team can still provide advice and support via email or by using a number of online tools, and they include:

- Zoom which is used for audio and video calls using a computer, tablet, mobile or landline phone. It allows online meetings to be scheduled in advance. The free version allows two people to speak without a time restriction. A meeting with three people or more can last for up to 40 minutes in the free version.
- 'The Giving, fundraising and finance' Facebook group has been created to allow churches within our diocese to ask questions connected to the title of this publicly accessible group. The questions could be answered by diocesan staff or members from other churches.

ONLINE TRAINING FROM DATA DEVELOPMENTS

Data Developments' training is being provided online due to the pandemic. Sessions are broken down into individual modules, and they relate to both My Giving Online and My Fund Accounting Online. Live sessions are free of charge, but if you would like the video file to be sent to you there is a charge of £12 for each one. Full details are available at www.datadevelopments.co.uk/Training

If you are planning to use their [online finance package](#), My Fund Accounting Online, Gift Aid Lite members and My Giving Online users will benefit from a discounted price of £10 per month.

HMRC MAKES A PERMANENT CHANGE TO GASDS CLAIMING

Good news! The temporary relaxation of the HMRC rules related to GASDS donations has become a permanent change. Normally, if multiple envelopes are brought in on a single donation date, and the total amount of cash is then above the £30 GASDS limit, they wouldn't be claimable. This was always an issue if a donor was away on holiday, or had been ill, and unable to attend church.

Your church will be able to include multiple

numbered envelopes which have been handed in on the same donation date. However, if a single envelope contains a donation over £30, or a cheque, it will not be claimable via GASDS.

Please make sure you keep a clear audit trail in your records when this has taken place. For example, My Giving Online users will be expected to record the following information in the 'comment' field for each donation date:

- The date range of the envelopes
- The total number of envelopes

Please contact the Gift Aid Lite team if you need guidance on how to do this.

GIFT AID QUARTER END DATES

This year's quarter end dates are:

- Wed 30th June 2021
- Thurs 30th September 2021
- Fri 31st December 2021
- Tues 5th April 2022



THANK YOU LETTER REPORTS AND REFUNDS

Normally, at this time of year we'd be issuing Gift Aid Lite member churches with a report stating the total amounts of giving by each individual in the previous tax year, including any Gift Aid claimed. From now on these reports will only be sent out upon request, once we have submitted your church's claim up to 5th April 2021 to HMRC, and received the associated remittance back.

This is because of the number of churches who have not inputted or submitted their April 2021 claims, and, additionally, many churches are already producing their own thank you letters via My Giving Online.

If you require a donations report for the 2020-2021 tax year for your church, please email giftaid@manchester.anglican.org

Producing thank you letters to recognise your donor's generosity is an important annual task to complete, but particularly during the current pandemic ([see GAL guide 19](#)). It is vital we recognise that some donors will have been in and out of employment, or working reduced hours, during 2020 and 2021. As a result, it is essential donors have the ability to check they have paid sufficient tax on their donations.

If refunds back to HMRC need to be made, please contact the Gift Aid Lite team.

EASYFUNDRAISING UPDATES

- TURNING ONLINE SHOPPING INTO FREE DONATIONS FOR YOUR CHURCH**



Online shopping grew by a huge 46% in 2020 and now accounts for over a quarter of all purchases in the UK. This means many of your congregation are shopping online regularly and can raise donations for your church by using the easyfundraising website or app to shop.

easyfundraising partners with 5,000 leading retailers who will send your church donations when your congregation shop with them online. Find out more here: <http://efraising.org/hvtQRSBf9t>

- UPCOMING ZOOM WEBINARS AND MEETING**

A series of exciting webinars and meetings have been agreed with easyfundraising during the second half of 2021. They will be hosted by Roisin Lyons, our Account Manager from easyfundraising, and members of the Gift Aid Lite team.

WEBINARS

The topics for the Zoom webinars have just been finalised, and they include:

easyfundraising getting started and improvers

Suitable for those churches who have recently set up their accounts, or perhaps you've made a slow start so far. Also, please come along if you are interested in setting up a new account.

Promoting easyfundraising to your parishioners and local community

How to make the most of the promotional tools within easyfundraising to encourage online shopping and direct donations to support your church.

Making the most of easyfundraising for Black Friday and Christmas shopping

Encourage your supporters to use easyfundraising when they are online shopping during the Black Friday and Christmas periods. This session will

outline the various marketing and promotional materials you'll be able to use at your church.

EASYFUNDRAISING WEBINARS

Reserve your place at a webinar by clicking on one of the links below:

7 p.m. on Tuesday 29th June	easyfundraising getting started and improvers webinar
8 p.m. on Tuesday 7th September	Promoting easyfundraising to your parishioners and local community
2 p.m. on Wednesday 3rd November	Making the most of easyfundraising for Black Friday and Christmas shopping

ZOOM MEETINGS

A series of Zoom meetings have also been agreed with easyfundraising, and they will be Q & A sessions using Zoom meetings. This will allow your church to receive face-to-face help and support. Each meeting will also feature a small number of successful case studies from churches in our diocese.

EASYFUNDRAISING Q & A ZOOM MEETINGS, WITH CASE STUDIES FROM DIOCESE OF MANCHESTER CHURCHES

Reserve your place at a webinar by clicking on one of the links below:

10 a.m. on Saturday 17th July
2 p.m. on Saturday 18th September
11.30 a.m. on Saturday 6th November



Each supporter could raise **up to £45** for your church - **for free**

FIRST CHURCH SIGNS UP TO REGULAR GIVING INITIATIVE



St John the Evangelist, Hurst (pictured right), has become the first church to sign up to use the Gift Aid Lite scheme's Regular Giving initiative (RGI). The church's PCC members, and Gift Aid Lite staff, plus the team at Data Developments, are all working together to get everything set up behind the scenes in readiness for a launch of this new giving method at the church later in 2021.

We are very grateful to the team at St John's as we'll learn so much from this setting up process, which all Gift Aid Lite churches will benefit from in due course.

The Regular Giving Initiative (RGI) provides a donation method which allows donors to plan how much, and how frequently, they wish to give to your church. If they are a tax payer, it also claims Gift Aid on your donations.

The benefits of RGI include:

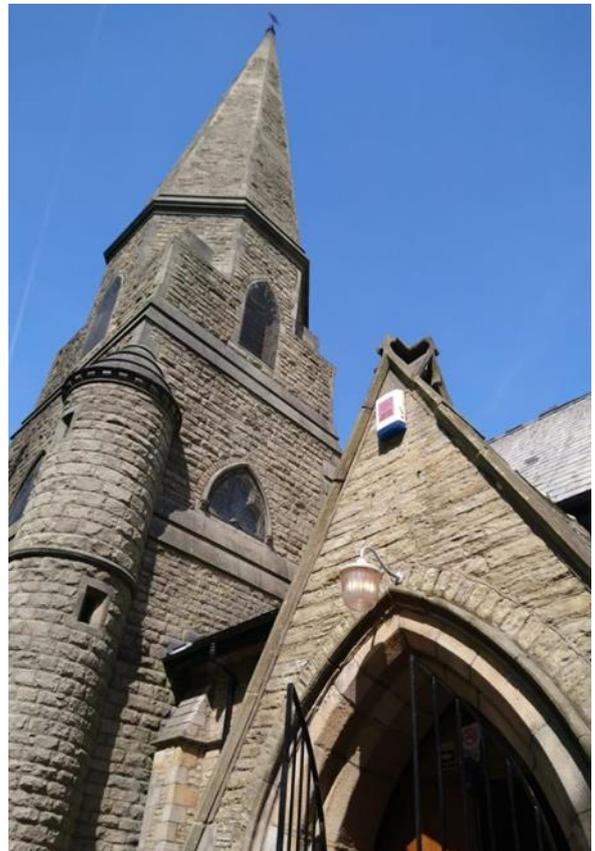
- **Simple and easy to set up**
- **Low one-off transaction fee**
- **Your supporters donate to your church monthly or annually**
- **Your donors set it up via a clickable button on your church's website or 'A Church Near You' page**
- **Each year the donor is asked to consider increasing their gift by a percentage**

amount

- **Uses a payment method similar to Standing Orders so the donor is in control of their own donations**
- **Donors will need an online bank or building society account**

RGI enables your donor's regular giving to keep pace with your church's increasing costs year-on-year with the benefit of extremely low transaction fees (2p per donation).

If any other churches are interesting in using RGI, please contact Paul Bailey, Diocesan Giving Advisor, by calling 0161 428 1464 or emailing paulbailey@manchester.anglican.org



A THANK YOU MESSAGE FROM SUE WARREN

A heartfelt 'thank you' to all of you who have contributed to making my retirement so special. It was amazing to see so many of you on the zoom call, to receive so many cards, emails and messages wishing me well. The collection which I have received is humbling and as intended, has been earmarked to go towards an extra 'treat' for our honeymoon, that is after we can book our wedding. All sentiments, however sent, have

meant so much to me and are really appreciated. Thank you to you all for your work, and friendship, enabling me to have such a rewarding working life. I look forward to hearing news of you all. God bless. Sue x

NEW STYLE PAPERWORK TO RECORD YOUR CHURCH'S GIVING FROM JUNE 2021 QUARTER

A new style of quarterly paperwork will be sent out, from the end of the June 2021 quarter onwards, for those Gift Aid member churches who are not inputting directly into My Giving Online.

The changes are being made to allow the quarterly mailing to become an administratively simpler process to complete for the Gift Aid Lite team. Instead of using a variety of software, the whole process will now be completed in My Giving Online.

DONATIONS RECEIVED BETWEEN FORM

The 'donations received between' form, as shown below, has been produced by My Giving Online for the last year or so, and this will continue:

**Donations received between
06 Apr 2021 and 30 Jun 2021**

Practice Parish: PRACTIC 72 Donors
Paul Bailey

In addition to recording the totals for each donor in the rows below, please also give details of the earliest donation received in this date period:

Donor	Date	Amount
Please fill in this section as well as rows below!		

Please do not amend these values Enter information here

Name	Reference	Gift Aid Valid From	Gift Aid Valid To	Donations received and claimed (10/01/2021 - 02/04/2021)	Donations received and to be claimed (06/04/2021 - 30/06/2021)	Date (dd/m/yyyy)	Cashbook Folio
Ademson, Stuart	prac00000040	10/06/2014		£220.00			067
Allen, Jacob	10040	12/11/2018		£0.00			NA
Almond, Kevin	PRACTIC00000003	15/06/2000		£100.00			51
Bacon, Gareth	prac00000054	20/07/2014		£0.00			NA
Bailey, Paul	prac00000142	11/04/2017		£600.00			NA
Bot, Jemima	pracpar0000204	16/03/2015		£0.00			123
Barrie, John	prac00000032	02/05/2018		£330.00			029
Barrie, Valerie	prac00000033	02/05/2018		£100.00			030
Bates, Elaine	10034	12/11/2018		£0.00			NA
Bear, Paddy	prac00000086	20/07/2014		£0.00			NA
Beckham, David	prac00000045	20/07/2014		£0.00			NA

AUTHORISATION SHEET, AND GASDS TRACKER SHEET

Please be assured you won't see a massive change in the design of the other documents. The dates in each of the documents will not be entered for you, so this means you'll need to write in the year and quarter dates yourself, and on the GASDS tracker sheet the weekly service dates.

The examples shown right will be sent to as PDF documents via email, or paper copies in the post, with the useful quarterly message from the Gift Aid Lite team.

ADDITIONS AND AMENDMENTS FORMS

The additions and amendments forms will remain as their previous designs.



AUTHORISATION SHEET

Name of church:	
Year:	
Quarter start:	
Quarter end:	
Number of weeks:	

	TOTAL	Office Use Only
Donations from regular donors received during this quarter (as stated above)		
Outstanding claims for previous quarters (must be listed separately from above)		
New regular donors (must be included on the additions sheet, and copies of Gift Aid declarations be sent in)		
One-off donations from this quarter (must be included on the additions sheet, and copies/originals of Gift Aid envelopes sent in)		
One offs from previous quarters (must be included on a separate additions sheet, and copies/originals of Gift Aid envelopes sent in)		
GASDS Tracker Sheet for this quarter		
Any GASDS Tracker sheets from previous quarters, not yet submitted		
TOTAL NET AMOUNT DONATIONS RECEIVED		

Please complete and return with your submission.

GIFT AID SMALL DONATIONS SCHEME (GASDS)

NB. A separate sheet is required for each £8k allocation being claimed.

Year:

Month/quarter starting:

Month/quarter ending:

Church receiving donations:

Multiple Church

Single Church (please tick, or write yes, in the appropriate box)

Week number	Date	Eligible open plate	Eligible planned giving envelopes (non Gift Aid)	Wallboxes, out of building collections, home communions	Claimable GASDS weekly total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
TOTALS					

I confirm that a denomination breakdown of the cash collections is clearly available and the above figures do not include:

- Any individual donations over £30
 - Any cheques
 - Any money donated by a Gift Aid donor
- Please note, multiple numbered envelopes over £30 can be claimed as GASDS if handed in on the same donation date, but only if the individual envelopes contain cash donations of £30 or less.

Signed: Position:

FUNDRAISING ADVICE AND GUIDANCE

Please seek advice before launching any new giving or fundraising initiatives to ensure they are tax efficient, and also meet the requirements of charity law and best practice from a variety of regulators and sector organisations.

The Gift Aid Lite team are happy to provide advice and guidance, including signposting your church to useful external resources and organisations. If there is any doubt regarding the tax efficient status of your plans, we will seek advice from our contacts at HMRC.

CHURCH OF ENGLAND GUIDANCE

The Church of England has produced a guide for churches on 'fundraising regulation and church giving', and this [can be accessed here](#). It is important advice is sought during the planning process, as it is easier to make changes at this stage. Otherwise, this could result in a complaint being made to the Fundraising Regulator, or Charity Commission.

'BUY A BRICK' SCHEMES

For example, the Gift Aid Lite team sought HMRC advice on whether Gift Aid could be claimed on a church's 'buy a brick' fundraising appeal. Unfortunately, it wasn't in its current form, but following HMRC guidance the promotional materials were changed, and this enabled Gift Aid to be claimed.

If a church is claiming Gift Aid or GASDS on

monies that are ineligible this will be picked up by HMRC during [an audit process](#), and they would ask for any previous claims associated with the identified issues to be refunded back to them. For example, payment for admission to events (e.g. jumble sales, concerts), and lottery and raffle ticket purchases (including 50/100/200 clubs), [are not eligible for Gift Aid](#).

LOTTERY AND RAFFLE TICKETS

Lottery and raffle tickets also raise other issues connected to gambling laws. For example, cloakroom tickets can only be used when entries are sold on the same date as the draw. If tickets are being sold in advance of a draw date, you'll need specially printed tickets with stubs, and specific information needs to be printed on each ticket. This includes the details of the small lotteries licence your church will need to purchase from your local authority.

The Gambling Commission website [outlines the rules here](#), and an example of a local authority's information can be found [in this example from Manchester City Council](#). Useful guidance on 50/100/200 clubs can be found on the [Gambling Commission](#) and [PTA](#) websites.



CHARITY COMMISSION
FOR ENGLAND AND WALES



FUNDRAISING
REGULATOR

GAMBLING
COMMISSION



HM Revenue
& Customs



Chartered
Institute of
Fundraising

KEEPING YOUR GIFT AID CLAIMS UP TO DATE

Thank you to all our volunteer Treasurers and Gift Aid Secretaries who have been working hard to keep up to date with their church's HMRC claims.

As a result of Sue Warren's retirement, a small backlog of claims had built up by the end of February, but this was successfully cleared by early April. Now, once a claim has been submitted to the Gift Aid Lite team, we are normally able to process and submit your claims in less than five working days. If your church's claim needs further work, a delay will occur until these issues have been resolved.

GOOD NEWS

Especially in the current pandemic situation, it is vital that all claims are up to date to assist with your church's cashflow. Approximately 130 parishes have submitted claims which have been processed so far in 2021, which is great news.

However, around 30 parishes have yet to submit a claim in 2021, and some haven't claimed since 2017.

STRUGGLING?

If your church is struggling with your claims please get in touch. The Gift Aid Lite team has a 'number of tricks up its sleeves' to tackle these issues. For example, we have 'buddied' a church with a near neighbour, helped clergy and churchwardens to resolve their issues, and

inputted giving directly from Church's records.

Additionally, we have recently helped a church to register with HMRC for the first time, and it will be able to start submitting claims in the near future.

Please don't sit there on your own hoping it will just go away. We are here to help.

PARISH SHARE UPDATES

On behalf of our colleagues in the Finance Team at Church House, if you have any issues or queries regarding Parish Share, please do not hesitate to contact them at finance@manchester.anglican.org

FIT AND PROPER PERSONS DECLARATION

Please make sure your new PCC members have completed a fit and proper persons declaration. This enables your church to check whether they are eligible to serve as charity trustees. For further details, and a downloadable template declaration, please visit the [Parish Resources website](#). Gift Aid Secretaries, even when not PCC members, are also required to complete a fit and proper persons declaration.



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