

Useful guidance on dealing with your envelopes and cash

Recommended envelope/quarter periods

- 1st Jan – 5th April
- 6th April – 30th June
- 1st July – 30th September
- 1st October – 31st December

Dealing with your collection – suggested system

- Please ensure you are using a HMRC compliant cash vestry sheet (contact us if you need one)
- Separate the loose cash from the envelopes on the plate
- Extract any one-off envelopes from the planned giving
- Count planned giving and complete 1st section – move to one side
 - ✓ Mark envelopes with the amount donated
- Count one off giving and enter into the 2nd section
 - ✓ Mark envelopes with the amount donated
- Count and enter figures into the open 'loose' plate section
- Enter any other money received as appropriate
- Merge all cash and enter into bank book
- Bank as soon as possible
- Ensure vestry sheet signed by two people

Record retention - essential

- **Declarations** – all to be retained until 6 years after last claim has been made against a cancelled declaration
- **One off Envelopes** – all must be retained for 6 years after the claim against them
- **Planned Giving Envelopes**
 - ✓ current tax year - all
 - ✓ Previous tax year - all until all claims made and acknowledgement letters are dealt with.
 - ✓ Previous years - retain one sample month both gift aid and non-Gift Aid (the rest can be destroyed)
- **Supporting records** – all must be retained for 6 years