

Small Donations Scheme: Tracker sheet

Eligible donations 06/04/2019 to 31/12/2019

Name of building:

Date	Eligible Open plate	Eligible Non Gift Aid regular envelopes	Eligible Non Gift Aid Other donations	Total
07/04/2019				
14/04/2019				
21/04/2019				
28/04/2019				
05/05/2019				
12/05/2019				
19/05/2019				
26/05/2019				
02/06/2019				
09/06/2019				
16/06/2019				
23/06/2019				
30/06/2019				
Total Apr-June				
07/07/2019				
14/07/2019				
21/07/2019				
28/07/2019				
04/08/2019				
11/08/2019				
18/08/2019				
25/08/2019				
01/09/2019				
08/09/2019				
15/09/2019				
22/09/2019				
29/09/2019				
Total Jul-Sept				

Total Apr-Sept carried forward				
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Date	Eligible Open plate	Eligible Non Gift Aid regular envelopes	Eligible Non Gift Aid Other donations	Total
Total Apr-Sept brought forward				

06/10/2019				
13/10/2019				
20/10/2019				
27/10/2019				
03/11/2019				
10/11/2019				
17/11/2019				
24/11/2019				
01/12/2019				
08/12/2019				
15/12/2019				
22/12/2019				
25/12/2019				
29/12/2019				
Total Oct-Dec				

Total Apr-Dec				
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Please note:

- 1 An analysis of the loose offering cash denominations should be available
- 2 For claiming under the **Community Buildings** element of the GASDS scheme, only donations received in the **Local Authority area of the building** can be included
- 3 All donations must be £30 or less
- 4 Cheques must not be included
- 5 Donations where a Gift Aid Declaration is in place must not be included