



## **R.C. ARCHDIOCESE OF SOUTHWARK**

# **GIFT AID NEWSLETTER**

**Aug 2018 (Issue 27)**

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### **Outstanding Gift Aid Tax Reclaims**

To date, there are **24** parishes yet to submit their tax reclaim for 2017/2018 and **3** for 2016/2017. Please ensure you submit your claims as soon as you can – the time limit for submitting claims to HMRC has been reduced to 4 years, so it is important not to let the claims slip too much or you may end up losing the tax refund.

GASDS rebates will also not be paid to parishes unless the gift aid claim has been submitted

If you need any assistance or are having any difficulties in submitting your return, please do let me know. The sooner you submit your claim – the sooner your parish benefits from the tax refund!

### **GiftWise for Parishes**

We now have 135 parishes using the new GiftWise for Parishes software (75% of parishes within the Diocese). For these parishes, they are getting regular rebates as I make a tax claim each month and then do a bank transfer (or a transfer to the parish loan account) to the parishes every 2-3 months.

Please let me know if you are now willing to start using the software and also please remember that if there is a change in Gift Aid Organiser at the parish then they will be expected to start using the software from when they take over the role.

The system is being upgraded to a new web-based version within the next few weeks so, as in my earlier e-mail to GiftWise users, the system will be unavailable for a week from Monday, 27<sup>th</sup> August. After that, there will be a couple of weeks of testing and then we can start rolling out the upgraded version to the parishes.

## **Gift Aid envelope orders for 2019/2020**

Attached to this Newsletter is an order form for your Gift Aid envelopes for next year.

For those of you on *GiftWise for Parishes*, I would ask you to consider changing the start dates of your envelopes to April instead of June as this will make it a lot easier for you to change envelope numbers if need be at the start of the envelope year. Currently, for June starts, the system will not allow you to allocate an envelope number that has already been used in the tax year.

**E.g.** Donor A used envelope 20 in tax year ending 5<sup>th</sup> April (tax year 1) and continued to use the envelope until 31<sup>st</sup> May (tax year 2) – didn't pick up their new envelope box 20 at the beginning of June so you give this envelope number to Donor B. When you try and register Donor B with envelope 20, you will get a message to say that this folio number is already in use in this tax year (tax year 2).

This will mean an overlap in envelopes from April to May in the first year but it will make life easier for you in the long run.

Please consider the envelope options below in addition to your normal weekly envelopes and please ensure that you order sufficient amounts of envelopes to take into account any drives you may be planning to recruit new donors:

- Specials  
As the number of people donating by standing orders has risen, it became apparent that donations for special collections (Christmas, Easter, Diocesan 2<sup>nd</sup> collections etc.) from these people were not always Gift Aided because these donations would, quite often, be given in loose cash in the plate. There is an option to order a set of “specials only” envelopes for standing order donors. There are 15 envelopes in each box – an envelope for each of the special collections (of which the total is either 6 or 8 depending on the start date of the envelopes) and the rest blank for any other donations. These envelopes will be numbered in a sequence given by you (a lot of parishes use a different sequential numbering system for standing order donors, e.g. all start with “3”).
- Blank Parish Envelopes  
These are useful to leave at the back of the church for one-off donations to the parish by visitors.
- Clergy Support Fund Campaign Envelopes  
These can be ordered if your parish is considering doing a 2<sup>nd</sup> collection for the Clergy Support Fund Campaign. Your parish may have had a presentation for this campaign where people were invited to sign a 4 year covenant for the campaign. The campaign office has now closed but parishes can have a 2<sup>nd</sup> collection to boost the amount the campaign raised.
- Mass Intention Envelopes  
The printers have offered this new envelope for this year which consists of a double sided envelope so that the donation can be gift aided (example attached).

**The blank parish envelopes, Clergy Support Fund Campaign and the Mass Intention envelopes are larger than the normal weekly envelopes and there is a minimum order requirement of 1,000 for these envelopes but, as they are not dated, can be used for many years.**

- Despatch Pack

A few parishes have expressed the concern about rising postage costs when having to post some of the envelope boxes. The printers have designed a “despatch pack” with instructions on how to post the envelope boxes which will ensure that the

boxes are sent by Large Letter Post instead of Small Packet Post which is considerable saving on the postage costs. If you send any of your envelope boxes, please order some of these despatch packs (free of charge).

Please do not hesitate to contact me if you need any assistance with this form and please send your envelope requirements for next year to me by **Friday, 21st September 2018**

**If I do not receive an order for your envelopes, I will order the same order as last year so it is important for you to review your envelope requirements to avoid any unnecessary costs to your parish – each box of weekly envelopes costs £1.65.**

*This Newsletter has been sent via e-mail to all the Organisers who I have e-mail addresses for and posted to all others. If you would like to receive it via e-mail in future, please send me an e-mail requesting this (remembering to enclose your name, address and parish). If you have any changes to be made to your current e-mail address, please let me know so that I can update my records.*

