

For further information contact

Sue Warren
Diocesan Gift Aid Adviser
Manchester DBF
Church House
90 Deansgate
MANCHESTER M3 2GH
e-mail : susanwarren@manchester.anglican.org
☎ 0161 828 1424

May 2008



Gift Aid Lite, the gift aid parish support scheme - offering computerised Gift Aid administration and support for parishes.



A Guide of the advantages, what you have to do, costs and support available

Advantages

- Quarterly claim service assists cash flow
- Current HM Revenue and Customs legislation followed
- Claiming process checks eliminate many unnecessary errors
- Advice and support always available
- Valid Gift Aid declaration forms supplied (free of charge)
- Claims and refund promptly dealt with
- Provides continuity and training throughout personnel changes
- Annual donor totals provided for acknowledgement letters to be sent out
- Provides secure storage for declarations and claim copies

What the Church has to do

- Ensure all donations whether given by planned giving envelope, standing order, cheque or one off envelope, are traceable in records by name, date and amount
- Forward Gift Aid Declarations and one off envelopes to us for registration when received
- Confirm quarterly – actual amounts paid by donors



What will it cost?

1. Parishes who pay Parish Share in full by monthly standing order – nothing
(Checked annually and transferred to 2nd option if not fulfilled)
2. Parishes who authorise us to transfer refunds from HM Revenue and Customs to Parish share – nothing

NB. Where there is a major 'one off' appeal special arrangements can be made

Support available

- Each parish is visited upon joining the Scheme and help and advice is given.
- A rolling programme of internal audits takes place and aims to look at each parish's recording systems during a five year programme
- New Gift Aid Secretaries will be supported as necessary
- Assistance is always available for parishes from Sue Warren, as well as members of the Diocesan Gift Aid Audit Inspection Team

