

Gift Aid Update

Keeping you in touch with Gift Aid issues - for Churches using the Diocesan Gift Aid Lite Scheme

Issue 11
September 2009

Thanks.... for the many good wishes. I am now back at work but it is possible that a further procedure may be needed. In my absence this time, Jenny and Megan have coped extremely well with the steep learning curve. Having someone else able to process claims has been a positive outcome of my enforced absence.

Urgent-September qtr

Repayments at HMRC continue to take around 7 weeks. This quarter it means that any claims leaving our office later than 1st November 2009 will quite probably not be repaid by the end of the year!

To avoid the cash flow problems a delay in responding will bring, please note -

- The donations received report is being sent a week early
- Please do not complete it until weekly payments have been received (last Sunday is 27th September).
- Standing orders - I would suggest you do not wait until the bank statements are received! If payments are being received regularly - include these payments and check later - adjustments can be made in the December quarter.
- **Please make every effort to return your Donations Due form no later than Monday 26th October 2009.**
- Every endeavour will be made to ensure that the claims leave our office by the end of October.

Please contact me as soon as possible if you foresee any difficulties, or you have any queries.

One offs from regular donors

A regular declaration covers all giving from an individual tax payer. Any one offs should be added to their regular giving and advised together - if done this way there is no need for the envelope (or copy) to be sent in.

Any restricted one off donation should continue to be listed separately if tax to be handled differently from general giving, or you require a separate schedule.

TAX REFUNDS

As you are probably aware, we have needed to introduce a new system to deal with refunds, following several problems encountered with the previous system. They will now happen in the following way -

- Churches receiving tax refunds directly to their bank account will be requested to draw a cheque payable to HM Revenue and Customs for the amount to be refunded. Advice will be given regarding the correct amount. The cheque should then be forwarded to our office to be attached to a refund letter and forwarding on to HMRC. Please DO NOT forward directly to HMRC.
- Those Churches transferring tax to parish share will have the appropriate amount deducted from their following quarter's claim, prior to the transfer to the share account. We will forward to HMRC. Notification will go to the Gift Aid Secretary who should in turn advise their Treasurer.

If any refunds are outstanding which you haven't been contacted about in the last two weeks, please ring in.

MAKING THE MOST OF THE SEASON

Have you considered creating special one off envelopes for services such as Harvest, Carol services, Crib services, Christmas midnight communion etc?

These can be provided by our office - please contact us if interested.

At the very least, ensure that your usual one off envelope is readily available and not hidden away at the back of the Church.

STOP PRESS - news regarding the Higher Rate tax review is expected in the pre budget report - more news next quarter.....

Please ensure that any one offs to be included in the 'print run' for the December quarter, are received in the office by Wednesday 18th December 2009

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