GIVING, GENEROSITY & THANKFULNESS

THE CHURCH OF ENGLAND Diocese of Manchester | CHURCH FOR A DIFFERENT WORLD

UPWARDS INWARDS OUTWARDS

NEWSLETTER

July 2024 Issue 57

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- **FIT AND PROPER PERSONS TEST**

A legal requirement for all PCC members who manage church funds, find out more on **page 12**.

- **THANK YOU LETTERS**

If you haven't already done so, you should be producing your annual thank you letters for your church's regular donors, more details on **page 13**.

- **GIVE A LITTLE ONLINE DONATIONS - ADDITIONAL INFORMATION NEEDED FROM GIFT AID LITE MEMBERS**

If you have linked your Give A Little account to auto import into My Giving Online, some additional information is needed before claiming, see **page 13**.

- **NATIONAL CHURCHES TRUST AWARDS 2024**

Details of the various categories, how to apply and guidance on how to do it, on **page 15**.

- **STEWARDSHIP - GENEROSITY REPORT 2024**

Stewardship has launched their inaugural Stewardship Generosity Report. Find out more, including how to download a copy, on **page 16**.

- **NEW BOOKS, AND A COMPETITION**

Details about two new giving and generosity themed books can be found on **pages 17 and 18**.

NEW RUNNING A GIVING CAMPAIGN, AND GIVING, GENEROSITY, AND THANKFULNESS WEBSITE PAGES

The Diocese of Manchester's website pages on Giving, Generosity, and Thankfulness are having a major update, and you'll notice these changes over the next few months.

RUNNING A GIVING CAMPAIGN

Already available is a new page providing advice and guidance on 'Running a giving campaign'. We are aware that some churches haven't done this in recent years. Also, the Anglican Giving Survey highlighted that many people aren't asked to annually review their giving once it has been set up, or they are not asked to set up regular giving to support their church.

The web page includes a step-by-step guide on how to get started with this at your church, including:

1. **Understanding your parish's financial situation**

   Guidance on how to prepare for your campaign, understanding the culture of giving in your church, and what is your financial position. Advice on budgeting is also provided, if needed.

2. **Asking for help**

   People won't take action without being asked. They need to understand why their support is needed, and the wider parish vision they are contributing towards achieving.

3. **Saying thank you**

   A template thank you letter is provided to download. This is a fantastic opportunity to show appreciation for the generosity of your community, share how their donations have helped in the mission of your church, and encourage them to review their giving for the year ahead. Many churches send out thank you letters including the Gift Aid claimed on the donations made by individuals (see page 11).

A printable version of a step-by-step guide to running a giving campaign (pictured right) is available to download here. It can also be easily shared with the members of your PCC via email.

USEFUL RESOURCES

A number of useful resources are also available:

a. **Giving in Grace**

   Developed by the Diocese of Liverpool, it is a website containing a fully resourced giving campaign. The website contains many in-built and downloadable materials.

b. **The Simple Giving Programme for Smaller Churches**

   This is designed for smaller or rural/village churches, and is available via the Parish Resources website. It includes advice and guidance, plus resources and templates to download.

c. **The Parish Funding Programme**

   This campaign pack is also available via Parish Resources, and includes advice on developing your church's vision, plus a variety of resources and tools to download.

d. Giving, Generosity, and Thankfulness self-assessment toolkit

This toolkit was developed by the Diocese of Manchester. It is designed to help your PCC and other interested parties to meet and reflect on your church's experiences of Giving, Generosity, and Thankfulness. It is a great way to develop your future Mission Action Plan or strategy.

NEW WEBSITE PAGES

A number of new Giving, Generosity, and Thankfulness web pages are on their way, including:

- Teaching Giving, Generosity, and Thankfulness
- Identifying potential grant funders and writing the applications they'll want to support
- Gift Aid and Gift Aid Small Donations Scheme
- Gift Aid Lite scheme membership
- Hints and tips for digital giving at your church

WHAT NEXT?

If your church needs any further help or guidance, please contact Paul Bailey, Diocesan Giving Advisor, by phone on 0161 828 1464 or via email at paulbailey@manchester.anglican.org

NEW GRANT FUNDING OPPORTUNITIES FROM THE DIOCESE OF MANCHESTER, AND FURTHER AFIELD

CHURCH BUILDING GRANTS

Church Building Grants are allocated by our diocese, and are available to assist parishes with the cost of building repairs. You can make an application for a grant to assist with meeting the cost of repairs, restoration, and security of a church building.

An application cannot normally be made for assistance with re-ordering, decoration, groundwork, boundary walls or organ restoration. The maximum amount that can be allocated for a grant is £20,000.

MINOR REPAIRS AND IMPROVEMENTS GRANTS

Manchester Diocese has been awarded £244,000 from the Church of England's Minor Repairs and Improvements (MR&I) Grant Fund.

Applications for up to £10,000 can be submitted by parishes for projects which focus on urgent repairs, including 'stitch in time' projects (i.e. projects which, if completed now, will save money in the long term). Small scale improvements which are essential to sustaining worship and mission are also eligible.

QUICK WINS GRANTS (NET ZERO)

Our diocese has been awarded £68,850 from the Church of England's Quick Wins Grants to support parishes in delivering small scale net zero works in churches and church halls. Applications for up to £10,000 can be submitted by parishes.

Eligibility criteria have been determined nationally, and only the projects from the agreed list can be supported. This includes the following areas:

- Works selected from the Practical Path to Net Zero Carbon for Churches
- LED lighting
- Improving electric connections, to enable electric heating
- Temporary heating solutions

How to apply

Full details on the eligibility criteria used by all three grants programmes, including application forms, are available from this website page www.manchester.anglican.org/support-for-parishes/financegrants/church-building-grants.

OTHER GRANT FUNDING OPPORTUNITIES

A list of other external grant funding opportunities is provided here: www.manchester.anglican.org/support-for-parishes/financegrants/external-funding.

A free-to-use grant search website called Open4Community is provided by the diocese. Training on how to use the site, plus bid writing too, is provided. See page 7 for more details.

DIGITAL GIVING ROLLOUT EXCEEDS TARGETS

Last year, 120 churches were given a free digital giving device to enable them to accept donations via the tap of a card.

The Archbishops' Council provided 50 devices and the Manchester Diocesan Board of Finance provided funding for the remaining 70 devices. Support was also given to set up new online giving accounts.

These devices make it easier for people to give financially when visiting churches and the average contactless donation is three times more than a cash donation. In fact, the average contactless donation is £9.50 and the average online gift is £18.

The first year has proved to be a fabulous success with a total of £150,000 donated via these 120 devices and new online giving accounts.

Do you have any tips on maximising giving via contactless devices? We'd love to hear them!

If you'd like any help with digital giving, contact Paul Bailey. If you're considering purchasing a digital giving device for your church, or setting up online giving, the most cost-effective options are listed on the Parish Buying website.

GIFT AID LITE SCHEME BOOSTS GIVING ACROSS THE DIOCESE

We would like to thank our churches and parishes for using the Gift Aid Lite scheme. Across the diocese, an extra £793,000 has been claimed back from HMRC on eligible donations in the last tax year. This incredible amount surpasses the previous year's amount of £626,000 and will make a huge difference to growing mission and ministry in our parishes.

Over 200 churches in Manchester Diocese are registered with the Gift Aid Lite Scheme, and since June of last year our Giving, Generosity, and Thankfulness team have been working closely with 18 of these churches to send backdated Gift Aid and GASDS claims to HMRC, resulting in repayments of almost £100,000. Overall, the total value of the Gift Aid and GASDS claims repaid by HMRC during the 2020 to 2024 tax years is £2.75m.

Gift Aid enables charities to claim an extra 25p for every £1 donated by individuals at no extra cost to themselves, whilst GASDS enables churches to claim on cash or device donations of £30 or less from HMRC, without the need for a signed Gift Aid declaration from a donor.

Gift Aid Lite is an HMRC-approved service for the administration and claiming of donations received via Gift Aid and GASDS. This is a 'free' service available to all churches in the Diocese of Manchester using a web-based donations management software programme called My Giving Online. The diocese provides and supports the programme, including training new users, and pays the monthly licence fee (a saving of £15 per month).

These figures demonstrate the huge value of tax-efficient giving in boosting donations in our churches. If you would like to find out more about Gift Aid and GASDS, including how your church can join the Gift Aid Lite scheme, please contact Paul Bailey, Diocesan Giving Advisor, at paulbailey@manchester.anglican.org

GIFT AID lite

HMRC ALLOWS ONE-OFF GIFT AID DECLARATIONS TO BE USED TO CLAIM DONATIONS MADE USING A GIVING DEVICE

HMRC has agreed to accept a version of a one-off declaration so that Gift Aid can be claimed on device donations. This will be particularly useful to churches using a giving device that doesn't allow a donor to complete a Gift Aid declaration on it, or there is a queue to donate and people want to add Gift Aid to their donation.

This change was achieved thanks to around five years of work by Paul Bailey, Diocesan Giving Advisor. Previously, Gift Aid was only claimable if a declaration had been as an integral part of the donation process on a device. For information, existing ongoing paper declarations cannot be used.

It is important to highlight that a normal one-off Gift Aid declaration cannot be used for this purpose. This is because the additional following information is required:

- Donation amount
- Donation date and time

This is to ensure that a Treasurer or Gift Aid Secretary can clearly identify the relevant donations on the statements provided by their payment processor, so that double claiming of Gift Aid and GASDS does not take place.

Please use the template declaration design shown below to create a version for your church. If you would like a copy to be emailed to you please send a message to giftaid@manchester.anglican.org

Insert charity name/logo

giftaid it

Gift Aid Declaration when donating via a device

I would like to enhance my device donation through Gift Aid.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Gift Aid is reclaimed by the charity from the tax you pay for this tax year. Your home address is needed to identify you as a taxpayer.

PLEASE PRINT CLEARLY

Title: _____ **First name(s):** _____

Surname: _____

Full home address: _____

_____

Post code: _____

Signature: _____ **Date:** _____

Please could you provide the following details as it will enable this church to identify your generous gift and claim Gift Aid on it:

Gift amount: £_____ Donation date & time: _____

This Parish complies with its obligations under the General Data Protection Regulation and as such will only use your personal data for the purposes of processing Gift Aid as required by HMRC and claiming appropriate tax relief.

GASDS CLAIMING ON DEVICE DONATIONS

A reminder that HMRC has agreed to relax the Gift Aid Small Donations Scheme (GASDS) eligibility rules for donations given using a giving device (for example, a CollecTin or Payaz Giving Station). This follows a lengthy campaign led by Paul Bailey, Diocesan Giving Advisor, in partnership with other external organisations.

HMRC has agreed that: "A single donation of £30 or less given on a single date via a donation/payment device using a credit or debit card authenticated via Contactless or Chip and PIN, (including a mobile phone or smart watch), is eligible for the Gift Aid Small Donations Scheme (GASDS)".

This definition can be applied to all future and historic donations that meet the HMRC eligibility criteria. This means that all claims for GASDS must be made on a tax year basis, and claims must be submitted within two years of the end of the tax year in which the donation is received.

Please don't forget you can claim Gift Aid and GASDS on the gross donation amounts, not minus the transaction fees.

If you require any further advice or guidance on this issue please contact Paul Bailey, Diocesan Giving Advisor, by calling 0161 828 1464 or emailing paulbailey@manchester.anglican.org

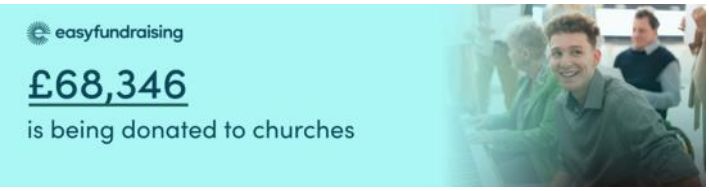
INTRODUCING DEBBIE - A NEW MEMBER OF OUR TEAM

Our new Administrative Assistant based at St John's House, Bury, is Debbie McKee (pictured right). Debbie's role involves maintaining the Gift Aid Lite scheme's records and ensuring they are kept up to date in a timely and accurate manner through the use of an online donations system; correct filing of parish giving records; and issuing remittances to churches once their claims have been submitted to HMRC. She will also provide administrative support for Manchester Diocesan Council for Social Aid.

Debbie said: "I have many years of experience working in finance teams for large accountancy firms and have previously specialised in VAT. I also have spent some time working in the NHS as a bookkeeper and receptionist, and have a lot of experience working with volunteers in the community."

"I am really pleased to be joining the diocese and look forward to working with you all."

EASYFUNDRAISING RAISES OVER £68,000 FOR CHURCHES ACROSS THE UK



Churches have recently received a share of £68,346, in the easyfundraising "Donation Day'. Your church can get a share too in the next Donation Day by signing up to the easyfundraising platform.

Through this free to use website, thousands of online retailers will donate money to your church when you and your church community shop with them. Retailers include Tesco, trainline, eBay, Argos, Just East, Sainsbury's, John Lewis, Asda, Booking.com and 8,000 others.

Every three months, the donations your community have raised through their shopping is paid to your church, to spend on whatever you need.

easyfundraising is completely free and is trusted by churches across the UK. To find out how your church can be part of the next easyfundraising Donation Day pay out in August, please complete these steps:

1. Register your church here: www.easyfundraising.org.uk/diocese-of-manchester

2. As you register, you'll see a prompt to book a call with an expert – please do it! The team has lots of advice and tips to help you get started.

Encourage parish members, their family and friends, and the local community to sign up and support you. Available in your easyfundraising account, you will find pre-written text and images you can download and use to make this task easier.

NEW PARISH BUYING WEBSITE LAUNCHED

A brand new Parish Buying website has been launched by the Church of England. If you are a previously registered user, you will receive an email asking you to choose a new password, to improve security, if you wish to still access the site and use their services.

UPCOMING TRAINING DATES

- **HOW TO WRITE A SUCCESSFUL APPLICATION FOR EXTERNAL FUNDING**

This webinar will outline how your church can write applications for consideration by external funders, including organisations such as charitable trusts and foundations.

It will include the preparatory work required to gather the necessary information before the writing process can start. Hints and tips will also be shared to enable your church to draft and submit funding proposals the recipient organisations will be interested in supporting.

The training will be delivered by Revd Paul Monk, Incumbent, Benefice of Clarksfield and Waterhead; Heather Ford, Church Support Manager , Ecclesiastical; and Paul Bailey, Diocesan Giving Advisor.

The following date is available, click on the link or scan the QR code to register:

Thursday 17th October at 7 p.m.

- **OPEN4COMMUNITY: HOW TO IDENTIFY NEW SOURCES OF FUNDING**

Open4Community, provided by Idox, is an external funding search facility which is free for parishes, church schools, and church hall users in the Diocese of Manchester to use. It is an excellent tool and all potential users are encouraged to register and use it on a regular basis to gain the maximum benefit.

This webinar will explain how to: register to use Open4Community; search for potential funders and find out more about them; utilise the other tools provided; and set up regular email updates on potential funding sources.

Attendees will also have the opportunity to arrange a one-to-one consultation with Matt Godfrey from Idox. During an online meeting he will provide guidance on how to use the site's search function to identify potential sources of funding to support your church's mission and ministry in its local community.

The following dates are available, click on the link or scan the QR codes to register:

Tuesday 23rd July at 7 p.m.

(QR code, right)

Tuesday 22nd October at 7 p.m.

(QR code, left)

- **TREASURER AND GIFT AID SECRETARY, AND MY GIVING ONLINE AND MY FUND ACCOUNTING ONLINE TRAINING FROM DATA DEVELOPMENTS**

Data Developments regularly hold training sessions for the volunteers who provide these vitally important roles at their churches.

New training dates are announced every 4 -6 weeks and you can find them, and register to attend by clicking here or scanning the QR code.

- **DIOCESE OF MANCHESTER AND ACAT TREASURER TRAINING**

In partnership with the Association of Church Accountants and Treasurers (ACAT), the diocese is holding Treasurer training at St John's House, Bury. Staff from both organisations will be present.

It is designed to equip new and old treasurers with the core knowledge needed to carry out their role. The training will cover: the treasurer as trustee, bookkeeper, planner, tax optimiser and compliance officer. This training is welcome to all within the diocese, not just those who are involved with parish finance.

It will take place on Saturday 14th September between 10 a.m. and 4 p.m., and lunch and refreshments will be provided. Please save the date.

CHURCHES BEHIND WITH THEIR CLAIMS

The Gift Aid Lite scheme is working closely with a number of churches who are behind with their claims. This includes churches inside and outside of the diocesan scheme. If you would like to discuss how we could help your church, please contact Paul Bailey or Emma Lomas using our contact details on the back page.

Within the Gift Aid Lite scheme, we have worked closely with 19 churches since June 2023 to help them with their backdated claims. So far, this has resulted in almost £100,000 of Gift Aid and GASDS being claimed on their behalf.

For information, Gift Aid can be back claimed on donations made within four years of the end of the financial period it was received in. GASDS can also be back claimed on donations received during the current and previous two tax years .

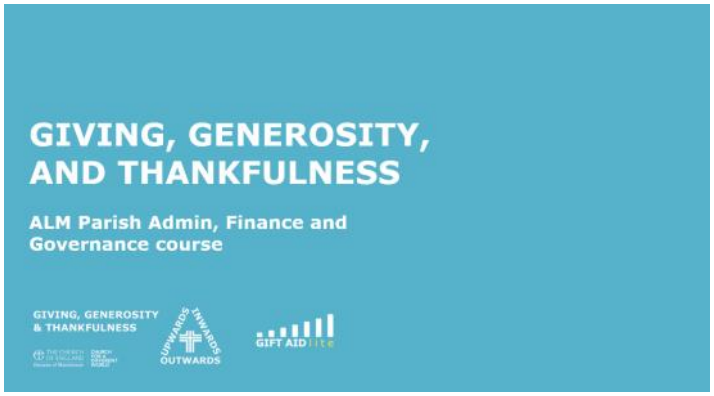
PARISH ADMIN, FINANCE, AND GOVERNANCE TRAINING

Training on Parish Admin, Finance, and Governance is an elective option within the annual Authorised Lay Ministers (ALM) course.

An integral part of the course are sessions linked to Giving, Generosity, and Thankfulness. The first was delivered by Paul Bailey, Diocesan Giving Advisor, and this took place on Tuesday 28th May. The content was well received by the attendees, and it covered the following topics:

- Giving in our diocese
- Anglican giving survey
- Diocesan giving, generosity, and thankfulness strategy
- Trustees' responsibilities for giving and fundraising

A second online training session took place on Tuesday 18th June, this time delivered by Paul, and Dan



Bainbridge, Information and Systems Manager. This covered the following areas:

- An introduction to electronic giving
- Online resources
- Data Sharing and Storage

If you are interested in registering for the 2025 ALM course, please contact Jamie McKenzie, Local Ministry Officer, by calling 0161 828 1430 or emailing jamiemackenzie@manchester.anglican.org

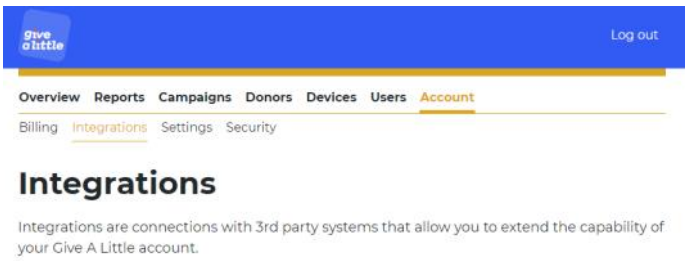
GIFT AID LITE MEMBERS - HAVE YOU LINKED YOUR MY GIVING ONLINE AND GIVE A LITTLE ACCOUNTS?

Linking these two accounts ensures the giving data from your church's Give A Little account will be automatically imported into My Giving Online. This means you won't have to manually type this information into the software in readiness for it to be included in your next HMRC claim.

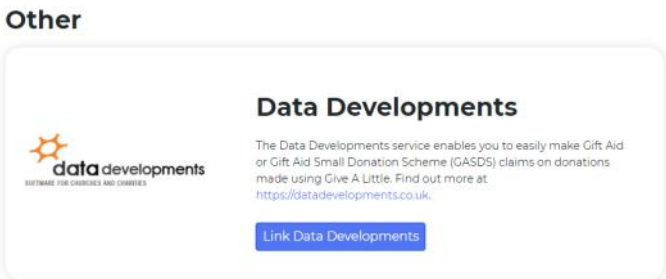
Eligible anonymous Contactless donations will be added where your open plate donations are normally inputted. Gift Aid donations will be merged into existing donor records (if the information exactly matches), or new donor records will be created containing the donation and declaration information. The Gift Aid Lite team can merge donor records together if this causes an issue (for example, for your annual thank you letters).

SETTING UP THE LINK

To set this up for your church you'll need to be logged into your Give A Little account. Click on the Account menu and then choose Integrations.

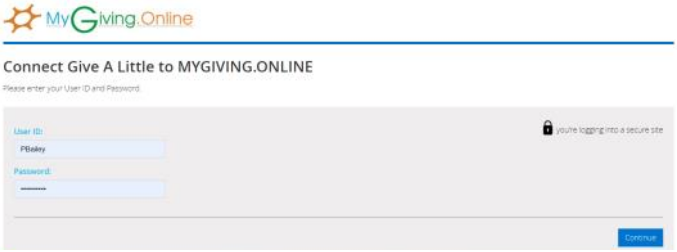


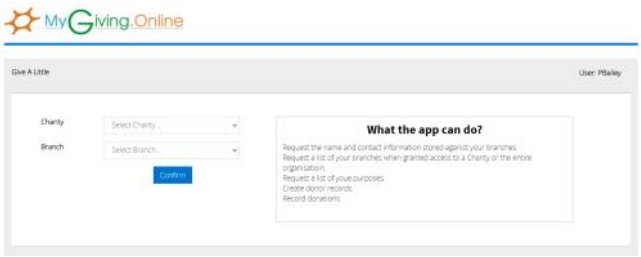
Scroll down the screen until you see the Data Developments logo, then click on the Link Data Developments button.



You'll be taken to a screen where you'll log into My Giving Online using your username and password. If you aren't the person who usually uses this site, you'll need to have that person with you to do this.

From there you'll be taken to a screen where you'll





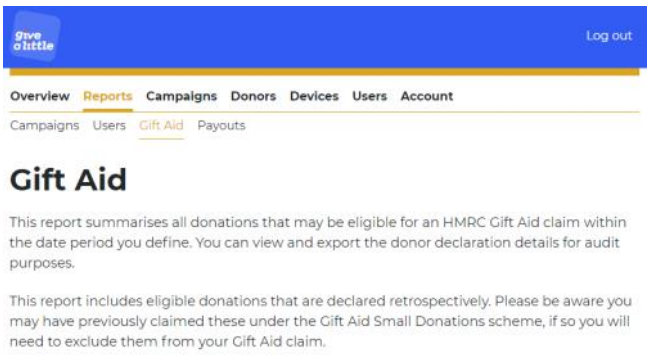
need to choose the charity and branch settings. If you are a single church parish/benefice the charity and branch will be the same information.

However, if your parish/benefice has multiple churches this will not work correctly without some additional work in advance. You will need to create a new SumUp and Give A Little account for each church and ensure this account is being used on the correct device. Only then can you successfully and accurately link your church's Give A Little and My Giving Online accounts.

MANUALLY INPUTTING INTO MY GIVING ONLINE

Before you've set up the link between the two accounts, you'll need to manually input backdated giving information so it can be included with your HMRC claim. This can be partially provided by Give A Little, but for Gift Aid eligible donations only. This can be accessed via the Reports section of the Give A Little website.

GASDS eligible donations can be downloaded using a Transactions Report from your SumUp account.



NEW STYLE PARISH SHARE STATEMENTS

You will be seeing some changes to the format of your Parish share statements in the coming months, and they will include additional information compared to the previous versions.

Following an upgrade of the diocesan finance system, our Finance colleagues have taken the opportunity to refresh the layout of the Parish Share statement. These will be sent out as a three page PDF attachment attached to an email.

Your 'new' Parish Share statement will show:

1. A summary of overall receipts versus your assessment (image 1), and;
   - A list of payments month-by-month
   - If your church is a Gift Aid Lite member and your claims are attributed to your Parish Share, it will also show the HMRC repayments received in each month
2. A full list of any payments received showing the transaction date, transaction reference, a description, the amount, and an overall total (image 2)
3. A full list of any Gift Aid payments received (Gift Aid Lite members only) showing the transaction date, transaction reference, a description, the amount, and an overall total (image 3)

As the statements are changing, and still being finalised, there may be an interruption to the delivery of statements so please bear with the Finance Team whilst they make these changes.

Pictured to the right are some images of the statements so you can visualise what the new statements will look like when they start arriving in your inbox.

For more information about Parish Share, please visit this webpage.

THE CHURCH OF ENGLAND | CHURCH FOR A DIFFERENT WORLD
Diocese of Manchester

St John's House
155-163 The Rock
Bury
BL9 0ND

Parish Share Statement

St Dan Anytown

Statement Date 12/06/2024
Parish Code B12345
Parish finances are closely linked with those of the diocese.

It is thanks to the generosity of individuals and our parishes, that we have been able to continue our work together across Manchester Diocese - reaching out to new people, developing our spiritual lives and serving our local communities.

Thank you.
For more information, please visit https://www.manchester.anglican.org/parish-share/

Summary	
Share Assessment	75,000.00
Payments received	25,000.00
Gift Aid Received	6,250.00
Total received	31,250.00
Share Outstanding	43,750.00
Percentage Received	41.67%

January			**July**		
Payments Received	5,000.00		Payments Received	0.00	
Gift Aid Received	1,250.00		Gift Aid Received	0.00	
Total Received	6,250.00	8.33%	Total Received	31,250.00	41.67%
February			**August**		
Payments Received	5,000.00		Payments Received	0.00	
Gift Aid Received	1,250.00		Gift Aid Received	0.00	
Total Received	12,500.00	16.67%	Total Received	31,250.00	41.67%
March			**September**		
Payments Received	5,000.00		Payments Received	0.00	
Gift Aid Received	1,250.00		Gift Aid Received	0.00	
Total Received	18,750.00	25.00%	Total Received	31,250.00	41.67%
Encouragement Milestone	18,750.00	25.00%	Encouragement Milestone	56,250.00	75.00%
April			**October**		
Payments Received	5,000.00		Payments Received	0.00	
Gift Aid Received	1,250.00		Gift Aid Received	0.00	
Total Received	25,000.00	33.33%	Total Received	31,250.00	41.67%
May			**November**		
Payments Received	5,000.00		Payments Received	0.00	
Gift Aid Received	1,250.00		Gift Aid Received	0.00	
Total Received	31,250.00	41.67%	Total Received	31,250.00	41.67%
June			**December**		
Payments Received	0.00		Payments Received	0.00	
Gift Aid Received	0.00		Gift Aid Received	0.00	
Total Received	31,250.00	41.67%	Total Received	31,250.00	41.67%
Encouragement Milestone	37,500.00	50.00%	Encouragement Milestone	75,000.00	100.00%

Image 1 (shown above)

THE CHURCH OF ENGLAND | CHURCH FOR A DIFFERENT WORLD
Diocese of Manchester

St John's House
155-163 The Rock
Bury
BL9 0ND

Payments Received

Transaction Date	Transaction Reference	Description	Base Amount
01/01/2024	St Dan Anytown PCC	B12345/PS	5,000.00
01/02/2024	St Dan Anytown PCC	B12345/PS	5,000.00
01/03/2024	St Dan Anytown PCC	B12345/PS	5,000.00
01/04/2024	St Dan Anytown PCC	B12345/PS	5,000.00
01/05/2024	St Dan Anytown PCC	B12345/PS	5,000.00
Total			25,000.00

Image 2 (shown above) and image 3 (shown below)

THE CHURCH OF ENGLAND | CHURCH FOR A DIFFERENT WORLD
Diocese of Manchester

St John's House
155-163 The Rock
Bury
BL9 0ND

Gift Aid Payments Received

Transaction Date	Description	Base Amount
15/01/2024	St Dan, Anytown	1,250.00
15/02/2024	St Dan, Anytown	1,250.00
15/03/2024	St Dan, Anytown	1,250.00
15/04/2024	St Dan, Anytown	1,250.00
15/05/2024	St Dan, Anytown	1,250.00
Total		6,250.00

DIGITAL GIVING AUDIT TRAILS AND RECORD KEEPING

HMRC expects accurate audit trails and record keeping for your church's Gift Aid and GASDS claims, for example:

1. All declarations to be retained until six years after the last claim has been made against a cancelled declaration
2. All one-off envelopes must be retained against the claim made against them
3. Planned giving (numbered) envelopes
   - Current tax year = all
   - Previous tax year = all, until all claims made and acknowledgment letters are dealt with
   - Previous years = retain one sample month (both Gift Aid and non-Gift Aid) and the rest can be destroyed
4. All supporting records must be retained for six years

The record keeping requirements for digital giving (online and devices) is no different to those for paper records. Yes, you may be able to access these records from the third party provider you use at your church. However, what would happen if this organisation closed, or you moved your account to a competitor and closed your existing account?

Therefore, it is important you download and save copies of any digital Gift Aid declarations and store them in similar way to your paper declarations and one-off envelopes. Additionally, your supporting records also need to be downloaded and saved (e.g. a monthly spreadsheet) just like you would do with your church's monthly bank statements.

This guidance applies to Gift Aid and GASDS, and the HMRC GASDS guidance has been updated to include digital giving. It has removed the reference to checking for multiple donations from the same person. It changed from this:

- *you kept any records of contactless and chip and pin donations produced by the contactless or chip and pin terminal so that you can monitor for any 'multiple donations' from the same person*

To this:

- *you kept any records of contactless and chip and pin donations produced by the contactless or chip and pin terminal*

The updated guidance can be found here www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-8-the-gift-aid-small-donations-scheme#chapter-83-administration

GENEROSITY WEEK

Generosity Week takes place in the Harvest season across The Church of England, so that we can thank God for his generosity to us, and we also have the opportunity to think about how we might respond to that generosity. The resources provided by the National Giving Team are flexible to suit all types of church, and if you want to hold a Generosity Week at your church, here's how to start:

1. Pick a week, this year's dates are from Sunday 29th September to Sunday 6th October, but if that doesn't work for you, please choose another week at your church.
2. Contact Paul Bailey, Diocesan Giving Advisor, for help and advice.
3. Choose what you'd like to do by looking at the summary of resources provided, and ensuring you have enough people to help you.
4. Plan two Sundays, this works well because it gives you one chance to explore gratitude, and one to explore generosity. Service outlines, sermon starters, and prayers, are provided.

FIT AND PROPER PERSONS TEST

All Parochial Church Councils (PCCs) need to comply with legislation introduced in 2010 that requires churches (and charities) that reclaim Gift Aid must be able to demonstrate that their PCC members and any church staff and volunteers who manage church funds are 'fit and proper persons.'

HMRC has its own way of defining and determining whether people managing charity money, including Gift Aid money, are indeed fit and proper. This is someone who has not been involved in tax fraud, identity theft or any other kind of fraud and who is not disqualified from acting as a charity trustee or company director.

A fit and proper person will ensure that the church's funds, including Gift Aid repayments, are used only for the church's charitable purposes. 'Managers' has a broad definition in this context; HMRC says it means anyone with general control over the management of the charity or the application of its funds. In church terms, the 'managers' therefore means:

- all members of the PCC
- any staff or volunteers who manage significant amounts of church money
- those who claim Gift Aid relief on behalf of the PCC

HMRC assumes that charities do not knowingly appoint people who are not fit and proper, and will not routinely check that a charity's 'managers' are fit and proper. This means that PCCs must demonstrate that they have taken reasonable steps to ensure that their 'managers' are fit and proper.

It is recommended that all members of the PCC sign a nomination form to confirm that they are not disqualified as charity trustees. An example of such a form can be downloaded from Parish Resources: https://parishresources.org.uk/wp-content/uploads/9-Gift-Aid-Fit-and-Proper-Persons.pdf

Those PCC members nominated before the Annual Parochial Church Meeting should already have completed such a form, but in some parishes the form might not be completed for those nominated during the meeting. It is essential that all those elected confirm that they are not disqualified from serving, and the nomination form acts as written confirmation of this.

In order to comply with the broader requirement, the PCC might ask other staff and volunteers who are responsible for significant amounts of spending to complete and sign the form on the page 3 of the Parish Resources document. For example, a treasurer who is not a member of the PCC should complete this form (or a similar one), as should the Gift Aid Secretary. This would not need to include those who are responsible for administering small amounts of money e.g. money received for refreshments after services, small youth group funds, or are simply counting and banking collections. You should keep the PCC nomination forms, and the declaration forms on file for as long as a person is in post and for 4 years afterwards. Then if you are ever asked, you can use the forms to demonstrate that you have taken steps to ensure that, to the best of your knowledge, all of your 'managers' are 'fit and proper.' Make sure you remember to ask new 'managers' (e.g. members of the PCC and relevant staff or volunteers) to sign a Declaration when they are first appointed too.

MONTH OR QUARTER END CLAIMING DATES

Please ensure when you are preparing your HMRC Gift Aid and GASDS claims that you use a consistent end date, for example either the last day of the month or quarter. In this way you are maximising your claim to ensure it contains all of the eligible donations. This is because you can easily reconcile the figures on your claim to the monies received by your church by comparing the amounts to the Gift Aid Secretary's or the Treasurer's records.

The quarter dates are: 1st January to 5th April, 6th April to 30th June, 1st July to 30th September, and 1st October to 31st December.

For Gift Aid Lite members, especially those using My Giving Online, please produce your claim reports using a month or quarter end date.

THANK YOU LETTERS

If you haven't already done so, now is the time of the year to produce your annual thank you letters for your church's regular donors. Once your claim for the period up to and including 5th April has been repaid by HMRC, then you can produce your letters.

A thank you letter template is available to download from the new 'Running a giving campaign' page on the diocesan website.

Gift Aid Lite members can produce their letters in the following way:

1. Use My Giving Online to produce the letters for you. It is possible to create a letterhead in the software, or we can do this for you if needed. A template thank you letter is available too, or use your own wording.
2. A spreadsheet or PDF report can be produced containing the donor's names, giving amounts, and Gift Aid claim amounts. Using this data, you can create your thank you letters using our template or your own wording.

Why not use your thank you letters as an opportunity to tell your church's story over the last twelve months, and share the impact you've had on the local community you serve. This doesn't have to be a copy of your annual report and accounts, but it could be an A5 double sided or gatefold leaflet. It could be a page on your website or A Church Near You with a QR code to scan to take the reader to it.

GIVE A LITTLE ONLINE DONATIONS - ADDITIONAL INFORMATION NEEDED FROM GIFT AID LITE MEMBERS

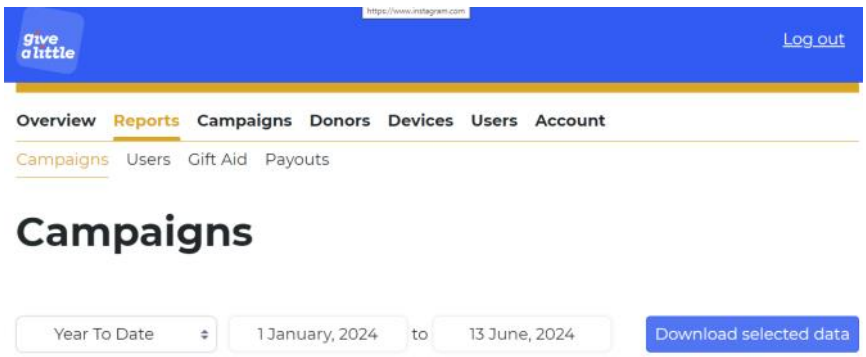
Many churches are making use of the link that can be established between Give A Little and My Giving Online. To reduce the admin burden, this enables Give A Little donations to be automatically imported into My Giving Online in the following ways:

- Anonymous device donations appear in the 'open plate' section with the donation date and amount, and GASDS eligibility could be added
- New donor records are created for Gift Aid eligible donations showing the declaration dates, and donation date and amount

There is still work being completed on the link between the two sites to improve it further. For example, presently it doesn't distinguish whether a donation was completed on a device (which could be GASDS eligible) or online (which isn't GASDS eligible.

This information can be accessed in the Give A Little website 'reports' menu (see below). The downloadable spreadsheet shows which 'channel' was used to make the donation with App (device) or Web (online).

Until this is resolved, please can Gift Aid Lite member churches send us a copy of this report, and please make sure it covers the same claim period as your claim report.



FREE TRAINING ON HOW TO USE 'THE CHURCH ORGANISER' AND 'MY FUND ACCOUNTING ONLINE'

The Church Organiser is the next stage in the life of The Life Events Diary, giving you even more tools to help streamline and improve your Administration.

Building on three great years of The Life Events Diary, you can now manage any rooms which you hire out to the community, and provide tickets for events in the church life, whether they're concerts, conferences or holiday clubs. The Church Organiser provides some additional tools for your tool kit and is absolutely free of charge for all Church of England churches.

My Fund Accounting Online (The Church of England's recommended platform for church accounts) is an accounting package written especially for churches. It has been designed by people who have been church treasurers who fully understand the complexities of fund accounting and want to make life simpler for treasurers.

Built on nearly 40 years of writing software for churches My Fund Accounting Online has modern, easy to use screens and a host of features designed to make your life easier. It automates many processes by integrating with different systems to minimise the manual input you need to complete to produce your accounts. A wide range of compliant accounting and fund reports are available at the click of a button as is the Return of Parish finance.

My Fund Accounting Online will connect up with The Church Organiser so your church will be able to generate invoices for payment from the software including a hyperlink to receive the payment directly into your church's bank account. It will also handle ticket sales in a similar manner.

We'd like to invite you to attend the two part training day on Friday 22nd November at St John's House, Bury, and you can do this in the following ways:

1. Attend for the full day (advisable)

   9.30 a.m. to 4.40 p.m.

2. My Fund Accounting Online workshop only

   9.30 a.m. to 12.30 p.m.

3. The Church Organiser workshop only

   1.15 p.m. to 4.40 p.m.

If you are planning to attend both workshops, please bring along your own lunch. Drinks will be provided.

This training is designed to be 'hands on', so you'll need your own laptop or tablet device to participate. You'll be able to set up The Church Organiser for your church on the day, and you will also be able to use a test area for My Fund Accounting Online to input some trial data.

Please book your free online tickets here https://tickets.myiknowchurch.co.uk/gb/ODIzLTg1/t or via the QR code shown below:

THE CHURCH ORGANISER

THE CHURCH OF ENGLAND

MyFundAccounting.Online

Tools to help you organise church life. All in one place

NATIONAL CHURCHES TRUST AWARDS 2024

ARCHITECTURE AWARDS

The National Churches Trust Architecture Awards are now open for submissions. There are three awards up for grabs in this category, all of which are run in partnership by National Churches Trust (NCT) and the Ecclesiastical Architects and Surveyors Association (EASA).

The organisers are really excited about these awards and hope that you will be inspired to enter your project to win one of the prizes, as shown below:

- **The King of Prussia Gold Medal**

  An award for high quality church conservation or repair work.

- **The Presidents' Award**

  It celebrates the best new church building, including re-ordering, extensions or alterations to existing church buildings.

- **Young Architect or Surveyor of the Year Award**

  This is an additional award, that will be selected from the nominations received from the categories above. It is for an architect or surveyor under the age of 40 who was responsible for a scheme for either the King of Prussia Gold Medal or the Presidents' Award.

The closing date for submissions is 22nd July 2024 at midnight. You can find out more and apply here:

www.nationalchurchestrust.org/impact/awards/architecture2024

Interested applicants can download a copy of the guidelines and questions here:

www.nationalchurchestrust.org/sites/default/files/2024-05/AWARDSArchitectureAwardsQuestions2024_0.pdf

You can find out about the previous winners, including some within our diocese, by visiting this web page:

www.nationalchurchestrust.org/impact/awards/previous-awards

Guidelines

It is recommended that you download the guidelines and questions, prepare your answers in advance and then cut and paste them into the form.

About the application form

- The organisers have included questions for both awards, please complete them all, if possible, because occasionally the judges may decide that your project is better suited in the other category to which you have submitted.
- Some questions are mandatory (marked with an asterisk), others are not.
- Some have a word limit, which is listed.
- There are some general questions about your church at the end. These help the judges to get an impression of its ethos. They want to see amazing churches that are open and available for use. It is important the applicant church answers the questions in the final section, if someone else is completing the form for you.
- You can edit your submission up to the closing date.

OTHER AWARDS CATEGORIES

Application details for a number of other National Churches Trust Awards categories will be launched shortly, including:

- Conservation
- Volunteers
- Speaking up for churches

Further details will be available from Friday 19th July onwards from this website:
www.nationalchurchestrust.org/impact/awards

250 FREE ONLINE FUNDRAISING PACKS AVAILABLE FROM EASYFUNDRAISING

easyfundraising are offering 250 free fundraising toolkits to help our churches raise money online. All you need to do is use the free packs to tell your supporters about how to support your church.

To get your complimentary pack, register your church with easyfundraising for free, and, when prompted, schedule a call with a member of the easyfundraising team who will arrange your toolkit and explain how it works.

Through easyfundraising, a donation is made to your church when your congregation shops with any of 8,000 retailers, including Tesco, trainline, eBay, Argos, Sainsbury's, John Lewis, Asda and Booking.com.

With only 250 packs available, you can claim yours from Monday 1st July here: www.easyfundraising.org.uk/diocese-of-manchester

STEWARDSHIP—GENEROSITY REPORT 2024

Stewardship has launched their inaugural Stewardship Generosity Report, which explores Christian giving in the UK. It examines the gap between current and potential levels of generosity, and points at how that gap might be closed by sharing insights into the factors driving and hindering generosity.

The key findings are shown below:

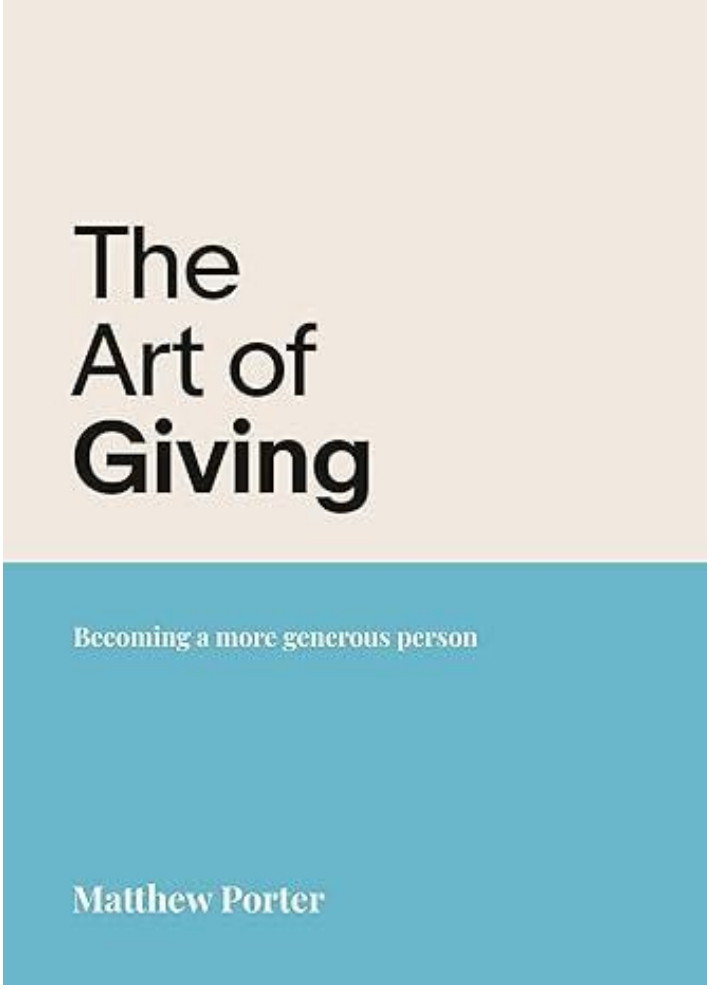
1. There is a significant giving potential to unlock which could positively impact thousands of lives across the UK.
2. Regular church attendance more than doubles the propensity to give.
3. Two key drivers for giving are seeing the difference donations make, and being able to trust the causes receiving them.
4. Personal appeals are more effective at inspiring spontaneous charitable giving.
5. Those who discuss their giving tend to give more.

To produce the report, 4,056 UK Christian adults were surveyed online from 9th to 16th November 2023. The data was weighted to be representative of religious identification data from the 2021 Censuses in England and Wales, Northern Ireland, and Scotland. For the qualitative stage, fifteen in-depth interviews were conducted via video call with practising Christians across a variety of ages, regions, ethnicities, and denominations in the UK. These were separate from those surveyed and taken from a pool of 140 applications to the project.

Stewardship was created in 1906 by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Today, they help over 30,000 people live out their calling to be generous stewards by supporting over 4,200 churches, 2,300 Christian workers, and 6,000 charities.

Find out more, and to download the report, please visit this web page: www.stewardship.org.uk/generosity-report

THE ART OF GIVING - BISHOP MATTHEW'S NEW BOOK



Whether you want help on how to start giving or how to be a more generous giver, The Art of Giving is a practical and accessible guide that will help you draw closer to God through the practice of joyful generosity:

- Why is it good to give?
- How does it change me and impact the world?
- Why is giving so central to the life of the follower of Jesus?

In The Art of Giving, Matthew Porter unpacks how practising the art of giving brings us closer to God in an accessible and practical way. Drawing from personal experience and biblical teaching, Matthew includes practical pointers and exercises to encourage us to mature in our faith.

By developing this holy habit over time, we can bring lasting transformation to ourselves and the world as we become more generous followers of Jesus.

The Art of Giving will help you:

- Become more generous in your giving of resources and time
- Understand what tithing means today
- Learn how you can become a joyful giver
- Discover how generous God is to you
- Develop an attitude of faithful generosity that will bless others

The Art of Giving is a practical and accessible guide that will help you draw closer to God through the practice of joyful generosity.

You can watch Bishop Matthew in two short films on the Diocese of Manchester YouTube site. He talks about his new book series, and the importance of giving and generosity. You can watch them via this YouTube playlist (see below).

WIN A COPY

Two copies of The Art of Giving are in our possession and we'd like to offer them as prizes to win in a free-to-enter competition. All you need to do is send an email containing your name and address to giftaid@manchester.anglican.org. A random draw will take place to decide who will receive a copy in the post. The closing date is 5 p.m. on Monday 1st July.

BUY A COPY

You can order a copy of Bishop Matthew's book from your local bookshop, or from Amazon.

THE PORCUPINE PRINCIPLE

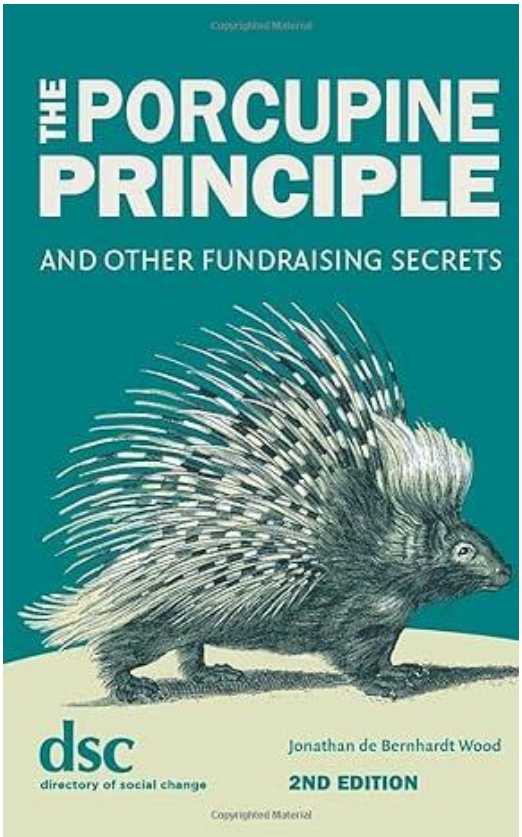
The Porcupine Principle provides thought-provoking insight into the art of fundraising and also a fresh and engaging take on how to be an outstanding fundraiser. It features 41 mini-stories, which illustrate that it's not just the mechanics of fundraising that you need to understand but also the motivations of people who give.

Peppered with practical fundraising tips and adroit advice, it includes:

- Divine compost - why what you do now matters
- Move the snail - how problem-solving can be simpler
- The map is not the territory - accepting that change will happen

Invaluable for all voluntary and paid fundraisers, this book will challenge and change your assumptions and make you reflect deeply on how and why you fundraise.

The author is Jonathan de Bernhardt Wood and he is the Director of Giving for the Church of England, and has held senior leadership, fundraising and governance roles within the charity sector for over 30 years. He is a full member of the Chartered Institute of Fundraising and is also a Lay Canon at St Edmundsbury Cathedral.



You can buy a copy from your local bookshop, Directory of Social Change, and Amazon.

Paul Bailey
Diocesan Giving Advisor
T: 0161 828 1464
E: paulbailey@
manchester.anglican.org

Emma Lomas
Gift Aid and Giving Support Officer
T: 0161 828 1424
E: emmalomas@
manchester.anglican.org

Debbie McKee
Administrative Assistant
T: 0161 828 1445
E: debbiemckee@
manchester.anglican.org

Please don't forget to follow us on social media or join our Facebook group:

@manchesterdiocesegiftaidlite

@giftaidlite

@mancdiocese_giftaidlite

www.facebook.com/groups/
dioceseofmanchestergiving/

www.youtube.com/
@GivingGenerosityThankfulness

GIVING, GENEROSITY & THANKFULNESS

THE CHURCH OF ENGLAND
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UPWARDS INWARDS OUTWARDS