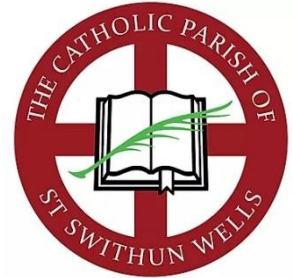


OFFERINGS TO OUR PARISH



One-off Donations, including Mass Offerings, and Regular Donations

(V8) 21st October 2020

Dear Parishioners,

We are your "Gift Aid Coordinators", and we want to help you. We are:

St Joseph St Andrew	David Martin	01794 511883	2dmartin 'at' gmail.com
St Edward the Confessor	Ian Fearon	02380 265248	fearon_ian 'at' hotmail.com
	Mike Greenslade	02380 262870	mikeg5 'at' ntlworld.com
Holy Cross St Swithun Wells Our Lady Queen of the Apostles	Patricia Baggott	02380 694060	baggott.pm 'at' gmail.com

[instead of the @ symbol, 'at' is used above to try to defeat some generators of email spam]

Our job is not just **Gift Aid**, but also helping you with **Planned Giving envelopes** and with your **Standing Orders** and **Direct Debits** to give to the Parish.

We can help you if you want to make one-off donations, or new regular giving

Please talk with us at any time about Gift Aid. See page 4.

This document has the following sections:

1. **One-off Donations**
2. **Mass Offerings**
3. **Regular Donations**
4. **Direct Debits**
5. **Gift Aid**
6. **Standing Orders**
7. **Planned Giving Envelopes**
8. **Yellow Gift Aid Envelopes**

Whether you're new to 'giving' to the Parish, or you're an old hand considering a change, we can provide some advice ...

1. If you've come to this document to make a **one-off donation** to the Parish, the next section on "One-Off Donations" is what you want. If, in addition, you're wondering about Gift Aid connected to such a donation, the section on Gift Aid may need a read too.
2. If you've come here to find out about **Regular Donations**, take a look at that section. We're continuing to support all the current ways of giving but would like to highlight **Direct Debits** as a particularly useful method. Take a read of what we say about them.

ONE-OFF DONATIONS

At this time, the Parish would, understandably, like us all to keep making donations. The following information can be used with online banking, or in your local branch.

If you are not signed-up for Gift Aid, the best place for one-off donations is the main Parish account. In the reference, you **MUST** please say what the donation is for, e.g. "Parish". Include your name if you wish.

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| <ul style="list-style-type: none">• <i>Account name:</i> PRCDTR St Swithun Wells• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 01 78 65 99 |
|--|

If you are signed-up for Gift Aid, then donate to your local church's account as below. You **MUST** please add a reference saying what the donation is for e.g. "Parish" or "Easter" or "CAFOD", and also your full name. Please also let your Gift Aid Organiser know about the donation.

For: Romsey, St Joseph , and North Baddesley, St Andrew

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| <ul style="list-style-type: none">• <i>Account name:</i> PRCDTR Romsey St Joseph• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 88 65 57 |
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For: Chandlers Ford, St Edward the Confessor

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| <ul style="list-style-type: none">• <i>Account name:</i> PRCDTR Chandlers Ford St Edward the Confessor• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 61 87 |
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For: Eastleigh, Holy Cross and Fair Oak, St Swithun Wells

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| <ul style="list-style-type: none">• <i>Account name:</i> PRCDTR Eastleigh Holy Cross• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 72 99 |
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For: Bishops Waltham, Our Lady Queen of the Apostles

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| <ul style="list-style-type: none">• <i>Account name:</i> PRCDTR Bishops Waltham Our Lady• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 46 48 |
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MASS OFFERINGS

If you want to book a Mass intention, please send an email or call the office.

There are two options if you then want to make an offering for your Mass intention.

1. You can send to the office a cheque made payable to "PRCDTR St Swithun Wells", specifying on the back that it is a Mass intention and including the name of the person and the date of the Mass. Or if you wish, you can send a cash offering.
2. You can make a bank transfer to the main Parish account:
 - *Account name:* PRCDTR St Swithun Wells
 - *Sort code:* 30-93-04
 - *Account number:* 01786599.

Please clearly indicate the Mass intention and date in the Reference.

Also, please try to make your transfer a good week before the Mass date.

REGULAR DONATIONS

For those not yet using a **monthly** Standing Order or Direct Debit, can we encourage you to try one of these? It really is quite straightforward.

As Gift Aid Coordinators we like a simple life. And simple means **DIRECT DEBITS**.

Cash, Envelopes and Standing Orders make more work for us and the Parish as a whole.

So, please consider using a **Direct Debit** for regular donations, rather than a Standing Order or envelopes.

We will, however, still handle **Standing Orders** and **Planned Giving Envelopes** for those who really want them: see the Standing Orders and Envelopes sections later.

NEW DIRECT DEBITS

We have a simple process to enable you to set up a Direct Debit for the Parish.

Before we describe the process, you may have some questions about Direct Debits. Here are a few facts that might help:

- Direct Debits (DD) for the Parish are taken on the 15th of each month.
- When you complete the DD form, you will specify your monthly donation amount.
- Your Gift Aid Coordinator* will be your point of contact for any DD changes.
- If you ever need to cancel the DD, simply contact your Gift Aid Coordinator.
- If you want to change the DD amount, contact your Gift Aid Coordinator*, it will be done very quickly.
- If you are already signed up for Gift Aid, fear not, Gift Aid works with DD's too!

Please note that no "internet banking" is involved – at most sending an email, and even that is optional. The details are on the next page, but to start a new Direct Debit for the Parish the steps are like this:-

1. Download a Direct Debit form.
2. Print the form.
3. Complete the form and sign it.
4. Photograph or scan the form.
5. Email the photo or scanned image to Clare Shore*, copying your Gift Aid Coordinator.
6. If you can't email or print, your GA Coordinator can post you a form for you to return.

Your Direct Debit form will be processed by the Diocese and you'll receive a letter just before the first Direct Debit is taken from your account. If you ever request a change to the DD amount, you'll get a letter to confirm that your instruction has been received.

* You may instead, if you wish, deal directly with the Diocesan Accounts Officer, Clare Shore: cshore 'at' portsmouthdiocese.org.uk

As Gift Aid Coordinators, we need to be aware of new Direct Debits for the Parish, so that the donations are correctly accounted for. If you are signed up for Gift Aid (and even if not), the above process helps to ensure this.

If you are signed up for Gift Aid (i.e. if you have signed a Gift Aid Declaration) the Parish can claim Gift Aid on your donations. If not, now is a good time to consider signing up! See "Gift Aid" section below.

DETAILS: Starting a new Direct Debit

If you can't, or don't want to, download & print, ask your Gift Aid Coordinator to post you a form. You can post it back to him/her, when completed and ignore the rest of this. Don't post to the address on the form, rather to your Gift Aid Coordinator.

1. **Download** a Direct Debit form. Click on your area to get the correct form:
 - [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
 - [Chandlers Ford \(St Edward the Confessor\)](#)
 - [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)
 - [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)
2. **Print** the form (one side, A4)
 - Complete the form (your bank details etc), and sign and date it.
 - Use a good black pen and write clearly
3. **Photograph** or scan the form.
 - Scans probably give better quality
 - Photo is OK if it is well focused, square and evenly lit
 - Check that the photo or scan is quite legible
4. **Attach** the photo or the scanned image to an email.
 - Send the email to the Diocesan Accounts Officer, Clare Shore: cshore 'at' portsmouthdiocese.org.uk
 - And a copy to your Gift Aid Coordinator.
 - You'll get a reply to confirm that your form is in order.

GIFT AID

Gift Aid: The Gift Aid scheme is a UK Government initiative to enable charities (like our Parish) to increase their income fairly painlessly. For each £1 donated to the Parish by a UK tax-payer, Her Majesty's Revenue and Customs (HMRC) will pay an additional 25p to the Parish, if the donor is a tax-payer and has completed a Gift Aid Declaration form – see below. As long as you pay tax^{*1} to HMRC, Gift Aid makes no difference to your income^{*2}.

^{*1} To be strictly correct, you need to pay at least as much tax (Income or Capital Gains) annually as the Parish might claim back annually from HMRC on your donations. So the annual tax paid needs to be at least 25% of the annual amount you donate to the Parish (plus to any other charities with whom you may have a Gift Aid agreement).

^{*2} In fact, if you are a higher-rate tax payer, and you declare your Gift Aided donations on your annual Tax Return, HMRC will reduce your tax rate on your Gift-Aided donations to 25%, thus saving you some tax.

Gift Aid Declaration

If you have not previously completed a Gift Aid Declaration, please consider doing so.

- Download a Gift Aid Declaration form for your area:
 - [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
 - [Chandlers Ford \(St Edward the Confessor\)](#)
 - [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)
 - [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)
- Complete it and email to your Gift Aid Coordinator.
- If you can't download or print, ask your Gift Aid Coordinator to post you a form. You can post it back, when completed.

Old Gift Aid Declarations

You may have made a Gift Aid Declaration many years ago. Fear not, it's still valid. If you'd like to check on your existing Gift Aid statement, just ask your Gift Aid Coordinator. If your circumstances have changed, you might like to sign a superseding Gift Aid Declaration, proving that you are still eligible.

STANDING ORDERS

Standing Orders (S/O's) are one way of regular giving, and would normally be set up to pay monthly, on a day of your choice. Please try to avoid the last few days in the month.

1. Standing Orders can be used with or without Gift Aid.
2. Download a S/O form (below) or ask your Gift Aid Coordinator for one.
3. Complete the form and send it to your Bank.
 - Alternatively use the info on the form to set up a S/O online
 - In the Reference field online you MUST please put your identifiable name, eg as shown on your cheque book
4. Be sure to tell your Gift Aid Coordinator about your new S/O so that it can be correctly identified by the Parish, especially if Gift Aid is involved.

As Gift Aid Coordinators, we need to be aware of new S/O's for the Parish, so that the donations are correctly accounted for, especially if you are signed up for Gift Aid. The above process helps to ensure this.

The Standing Order forms are here, choose your area:

- [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
- [Chandlers Ford \(St Edward the Confessor\)](#)
- [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)
- [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)

If you are signed up for Gift Aid (i.e. if you have signed a Gift Aid Declaration) the Parish can claim Gift Aid on your donations. If not, now is a good time to consider signing up! See the "Gift Aid" section above.

PLANNED GIVING ENVELOPES

1. Can be used with or without Gift Aid
2. Can be used alongside DD's or S/O's if you wish.
3. There's one envelope for each Sunday
4. And additional envelopes for all the Special Collections
5. Each envelope bears your number, which only your Gift Aid Coordinator knows
6. They are supplied in a box in April for the next 12 months
7. Cash or a cheque can be enclosed

Speak to your Gift Aid Coordinator if this sort of giving would suit you.

If you're a user of Planned Giving Envelopes, the counting teams would appreciate NOT receiving multiple envelopes, or some inside each other. Only one envelope is needed, preferably dated for the Sunday in question.

YELLOW (GIFT AID) ENVELOPES

In each of our churches you'll find a supply of yellow GIFT AID envelopes.

Anyone (you don't have to have previously registered for Gift Aid) can use these for giving either to the Parish or for special collections.

SPECIAL COLLECTIONS

There are two things your Gift Aid coordinators would like to bring to your attention:

- 1) **Christmas and Easter Offerings:** If you give monthly by Standing Order or Direct Debit, please note that Christmas and Easter Offerings are treated specially, and the equivalent of a week's worth of your annual donations are put towards each of those Offerings. You are, of course, free to contribute more, either via the plate or (preferably) a yellow envelope."
- 2) **Second collections:** Likewise, if you give by Standing Order or Direct Debit, your donations do not cover second collections. Please try to make any second collection that you support Gift-Aided by using one of the yellow envelopes available in all our churches. You could even write out 1 or 2 in advance (minus the collection name and date) and keep them with your missal or wallet.

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