



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

GIFT AID FORUM 2021

www.abdiocese.org.uk



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

WELCOME

Bishop Richard will open our forum and lead us in prayer

OPENING PRAYER



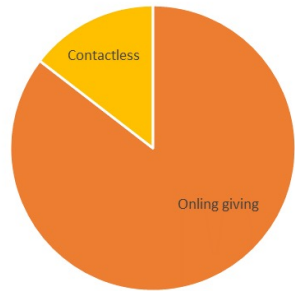
Lord, the Word who is Life.
May all the people of our Diocese
grow in openness
to the power of the Holy Spirit,
so that through a growth
in understanding and courage,
and truly open to your call,
we may bear powerful witness
to all around us,
for you are Lord for ever and ever.
Amen

AGENDA

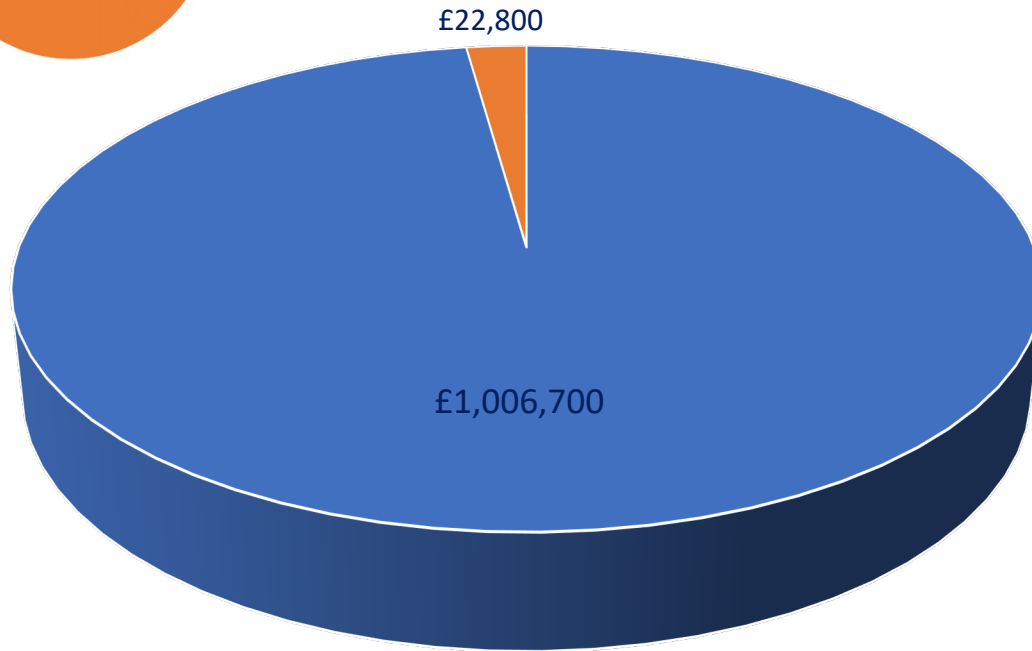


- Introduction – Sarah Kilmartin
- Gift Aid Updates – Patricia Wrightson
- Finance Updates – Sarah Kilmartin
 - Contactless
 - GASDS
 - Volunteer emails & cyber security
 - Banking & standing orders
- Fundraising – Mia Stace
- Volunteer emails and cyber security – Sarah
- Q&A – Dave Newman and Maggie Wares will join

GIFT AID CLAIMS 2020 AND TEN MONTHS OF 2021

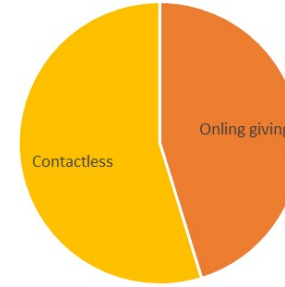


Gift Aid Claimed in 2020: £1,031,520

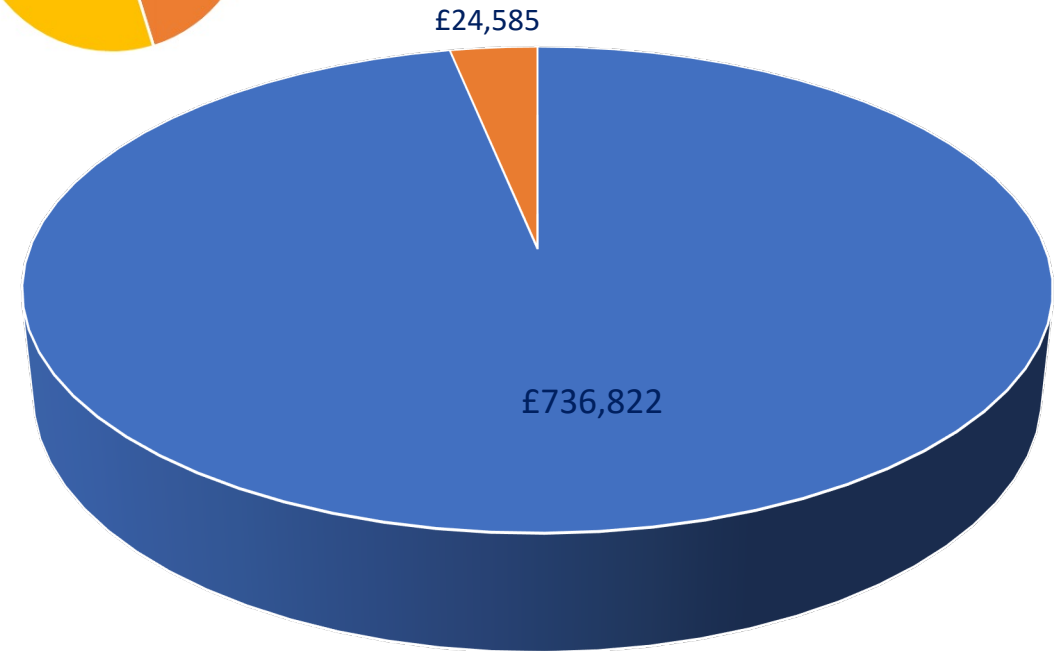


■ Envelopes and Standing Orders

■ Online and Contactless



Gift Aid Claimed in 2021: £761,407



■ Envelopes and Standing Orders

■ Online and Contactless



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

GIFT AID UPDATES

www.abdiocese.org.uk

GIFT AID DOCUMENTS



- Gift Aid Handbook
- Gift Aid User Guide - added April 2021
- Gift Aid Small Donations Scheme User Guide
 - Newly issued October 2021
- Donor statements
 - Updated April 2021
 - These are used to report all donations made by Standing Order and Envelope
 - We do not include Online and Contactless as these are reported direct by provider
- Gift Aid Declaration
 - scan to GiftWise & return GAD to donor
 - discard old versions
- **All guidance and documents are available on www.abdiocese.org.uk**

GIFT AID ON OUR WEBSITE



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

DIOCESE

FAITH

DEPARTMENTS

NEWS



ADMINISTRATION & FINANCE

Finance

Fundraising
& Gift Aid

Property
& Insurance

Health & Safety

HR & Payroll

Policies

Clergy

IT Department

Gift Aid

As a registered charity, the Arundel and Brighton Diocesan Trust can claim Gift Aid on donations we receive where the donor is a tax payer and chooses to Gift Aid their contribution. Claims to HM Revenues and Customs (HMRC) are co-ordinated by our Finance Team using online software called GiftWise. Gift Aid organisers in every parish volunteer their time to manage online submissions and to ensure that our supporters receive an annual letter of thanks and acknowledgement of their donations.

The Gift Aid Handbook, GiftWise User Guide and our November 2020 Gift Aid and Fundraising Webinar can be accessed here:

[Gift Aid Handbook](#)

[Special Collections 2021](#)

[Gift Aid & Fundraising Webinar 2020](#)

[Gift Aid User Guide](#)

[Counters Banking Sheet](#)

[GASDS Handbook 2021](#)

[Parish Offertory and GASDS Declaration](#)

[GASDS Parish Return Declaration Form - NOT USING AIQ](#)

GIFT AID AUDITS & TRAINING



- Recommenced - Aim to complete audits by December 2022
- Audit visits are in person – ideally in the parish office
- Checks to make prior to the audit:
 - One year's envelopes available
 - One month per year for prior six years
- Training in person or via Zoom
- Remember that training resources are available on our website – especially the Gift Aid User Manual
- Help screens and videos on GiftWise

ENVELOPE ORDERS



- Envelope Order Forms for 2022/2023
- Deadline - Tuesday 23rd November
- Reduce envelope orders by reviewing lapsed donors – over ordering is common and costly
- Run the Last Donation Report to identify lapsed donors
- Terminate lapsed donors and don't order envelopes for them
- Reallocate envelope numbers - *Keep a record of the previous name and numbers*

A hand is shown holding a stack of credit cards. The top card is a white Apple Card with the Apple logo and a chip. Below it is a blue American Express card with the 'AMERICAN EXPRESS' logo. Further back is a dark blue Capital One card with the 'Capital One' logo. The text 'CONTACTLESS AND GASDS' is overlaid in white, serif, all-caps font across the center of the image.

CONTACTLESS AND GASDS

CLAIMING GIFT AID - CONTACTLESS DONATIONS

- The Gift Aid for Dona & CollecTin donations is prepared and submitted centrally in Hove:
 - reports are provided directly to Hove from the contactless suppliers
 - the parish can also access reports from contactless providers but do not need to do anything with this information
 - this claiming process has been centralised to ensure a smooth and efficient service to parishes
- The GA Coordinator checks the report for errors and processes the claim using Carn Software
- The donations are processed as one-offs
- Funds are paid out separately from the main Gift Aid claim
- Donors receive an email from providers confirming each of their donations: this is the equivalent to the Donor Statement
- We do not consolidate contactless (or online) giving into our annual Gift Aid Donor Statement as it has already been reported to the donor by the provider

GASDS



- The Gift Aid Small Donations Scheme allows us to claim Gift Aid on cash and contactless donations
- The claim is submitted annually from Hove, and is calculated using amounts recorded to GASDS codes in the parish accounting system
- Each parish can claim up to £2,000 per church on cash collections of up to £8,000
- A GASDS Handbook has been published to www.abdiocese.org.uk to guide parishes
- GASDS can be claimed on contactless payments where these are not Gift Aided
 - we need to be very careful not to double count any donations and to ensure the correct accounting
 - our Gift Aid co-ordinator and Finance team will support with this

GASDS KEY FACTS

- GASDS will be claimed on amounts coded to
 - 10020 Offertory Cash GASDS
 - 10040 Christmas and Easter Offertory Cash GASDS
 - 10060 Second Collections Cash GASDS
- Parishes must review these codes carefully to make sure donations are eligible
 - Less than £30 per donation
 - Loose plate is only eligible if banked intact – be very careful if any cash is retained for housekeeping
- Finance team can help with journals to correct postings if the above codes have been used for other donations
- The annual offertory and GASDS declaration should be sent in by 28 February 2022

UPDATE ON PAYMENTS TO PARISHES



- During recent months the Finance team lost some BACS capability due to system changes.
- This has now been resolved and we can transact BACS files through the electronic systems again.
- The backlog affected our ability to pay out Gift Aid to parishes.
- This has now been cleared, and transfers are up to date, with parish bank accounts credited on Friday 29 October.
- HMRC have also been paying much more slowly recently, with receipts arriving around 2 months after a claim is sent in. We are chasing them promptly and regularly.

A dimly lit church interior. In the foreground, the backs of several people seated in wooden pews are visible. In the middle ground, a priest in white vestments stands at the altar, facing the congregation. To the right, a choir of people is visible, some holding music sheets. The background shows the architectural details of the church, including columns and a statue. The overall atmosphere is solemn and quiet.

VOLUNTEER E-MAILS & CYBER SECURITY

VOLUNTEER EMAILS



- Emails for Gift Aid organisers, Parish Finance Chairs, Treasurers, Safeguarding Reps and Health & Safety Reps are being created in November 2021
- The Diocese is rolling out this programme to provide email access to key parish volunteers so that we are all on the same system
 - The primary reason is to enhance security and share information safely
 - This is a GDPR requirement
- Gift Aid organisers will be allocated a Diocesan @abdiocese.org.uk address
- The email address will be generic eg ga.burgesshill@abdiocese.org.uk
- Parish secretaries (if you have one), otherwise the parish priest or another volunteer will give access to the new system
- When you Log-on you will use two factor authentication (2FA)
 - Securing your user account with passcode by text
 - No one can access your emails and files without your phone
- Training will be provided via a document and guidance video on our website and queries can be sent to E: itmanager@abdiocese.org.uk

DIOCESAN EMAIL NETWORK



- After **1 January 2022** we will no longer send information to private email addresses
- We will only use @abdiocese.org.uk email addresses for parishes, clergy and key volunteers
- Requests for additional parish email addresses such as hallbookings.burgesshill@abdiocese.org.uk will be considered in the new year, as the initial roll out takes priority
- In the new year we will update GiftWise with the new email addresses – the Annual Statement will therefore come from an @abdiocese.org.uk email: much more official and suitable

CYBER SECURITY



- Cyber crime is escalating and gaining sophistication
 - Beware of phishing scams
 - The Diocese will never email you asking your to change password or enter username and password
 - We will never give out passwords by email
- Spoof accounts and email requests for financial transfers – be suspicious, pick up the phone
- Viruses - If in doubt, stop and delete:
 - Don't click on any links or open any attachments
- Hacking
 - Contact Ian E: itmanager@abdiocese.org.uk if you are worried

BANKING & STANDING ORDERS



BANKING



- HSBC has recently issued some charges to parish bank accounts in error – these are being refunded
- If your HSBC branch has closed ask the Finance Office in Hove for a Deposit Card to enable cash to be paid in at a Post Office
- Paper statements are due to cease being posted to parishes
- There is no need to type anything in to GiftWise from a paper bank statement: please use HSBCnet and if you have any problems talk to Maggie
E:cooea@abdiocese.org.uk

STANDING ORDERS



- Standing order giving is accurate and secure
- Easily Gift Aided
- The parish still receives donation if the donor is unable to attend Mass
- Allows the parish to budget effectively
- Counting and banking cash is time consuming and risky
- Promote standing orders:
 - Publish your parish bank details
 - Your bank account can be given a shorter trading name for online banking (account matching service) – contact Maggie
 - Add standing order forms and instructions to your website and newsletter
 - Display posters in the church

PARISH POSTERS

 THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON



MAKE YOUR DONATION GO FURTHER!

giftaid it

Sign up today so our parish can claim an extra 25p for every £1 you give at no extra cost to you!

You just need to:

- Pay UK or Capital Gains Tax
- Donate via identifiable methods

Gift Aid helps our parish to thrive!

Donation			TOTAL WITH GIFT AID
Weekly	Monthly	Yearly	
£5	£20	£240	£300
£10	£40	£480	£600
£20	£80	£960	£1200
£25	£100	£1200	£1500

Ask your Parish Priest or Gift Aid organiser for more details or to sign up.

 THE CATHOLIC DIOCESE OF
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A STANDING ORDER IS THE BEST WAY TO GIVE

Give safely and save time with a Standing Order

5 Reasons to set up a Standing Order:

- Standing orders are accurate, Covid safe, and secure. They avoid a last-minute scramble for cash before Mass and save your parish time and resources.
- Standing Orders have lower costs and lower risks.
- Standing Orders allow you to donate if you are unable to attend Mass in church.
- Your contribution can be given on the day of your choice; you choose the amount and the frequency.

Please contact your priest, the parish office or visit your church website for information on how to set up a standing order.


giftaid it

www.abdiocese.org.uk

The Diocese of Arundel & Brighton is a Registered Charity No.252878

TOP 5 GIFT AID MYTHS

Don't let the following misconceptions get in the way of signing up to Gift Aid.





I'M A PENSIONER, GIFT AID DOESN'T APPLY TO ME

If you pay tax on a pension or capital gains taxes on investments then YES you CAN Gift Aid - up to the amount of tax you've paid.

HMRC WILL AUDIT OR REVIEW MY PAST YEARS' RETURNS

Gift Aid filings do not trigger anything in HMRC's database, but are simply to check you're a taxpayer on record. No connection to your past returns, or triggering of an audit will result.







I'M A HIGHER RATE TAXPAYER, I'M NOT ELIGIBLE

Yes you are! If you Gift Aid your donations, the parish can claim an extra 25p for every £1 that you give, and you can reclaim the difference between the basic and higher rate of tax for yourself, when you complete your tax return.

THE GOVERNMENT WILL CHECK MY IMMIGRATION STATUS

No. Gift Aid has nothing to do with immigration and legal status. No information is shared with policing agencies.






MY TAXES WILL GO UP IF I CLAIM GIFT AID

No. Gift Aid is retrospective. It has nothing to do with future taxes; it's about tax you've already paid.

Ask your Parish Priest or Gift Aid organiser for more details or to sign up.

 THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

www.abdiocese.org.uk

Registered Charity No. 252878

TAP TO DONATE



OUR PARISH NOW HAS CONTACTLESS GIVING!

Contactless giving: Encouraging safe giving

Your donations will maintain our beautiful church building and support the work, mission, and ministry of our parish.

Contactless giving is as easy as 1, 2, 3...

1. Select your amount
2. Hold your card against the card reader for donations of £100 or under. Chip & Pin can be used for larger gifts.
3. Add Gift Aid if you are eligible

giftaid it

Thank you for your generosity

 THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

www.abdiocese.org.uk

Registered Charity No. 252878

NEWSLETTER TEXT – STANDING ORDER OFFERTORY

Standing Order Offertory

Many of us have found our normal patterns of giving disrupted by the pandemic.

Standing orders are the best way to give, and can be easily Gift Aided, adding an extra 25% to your donation at no cost to you.

You can set up your Standing Order using internet banking or by going to your branch.

The parish has a Business bank account with the following details:

Account name: RCD A&B XXXX

Sort Code: 40-05-20

Account number: XXXXXXXXX

Please use your name as a reference – this is particularly important if you are a Gift Aider.

If you are a UK taxpayer please consider becoming a Gift Aider – contact the parish office to find out more.

Many thanks for your continued generosity and support .



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

PARISH FUNDRAISING

WAYS WE CAN HELP PARISHES



- **Planned Giving Drives**
- **Bid writing for small grants for projects**
- **Promoting Gift Aid & Standing Orders**
- **Contactless Giving**
- **Online Giving**
- **Cashless payments**

[illegible]

- The best way a parish can improve their everyday income; average offertory increase 20-30%
- Increasing the number of Volunteers, Gift Aiders, Planned Givers and Standing Orders
- Promotes Christian stewardship and an 'Attitude for Gratitude'

WHAT IS A PLANNED GIVING DRIVE?

WEEK ONE



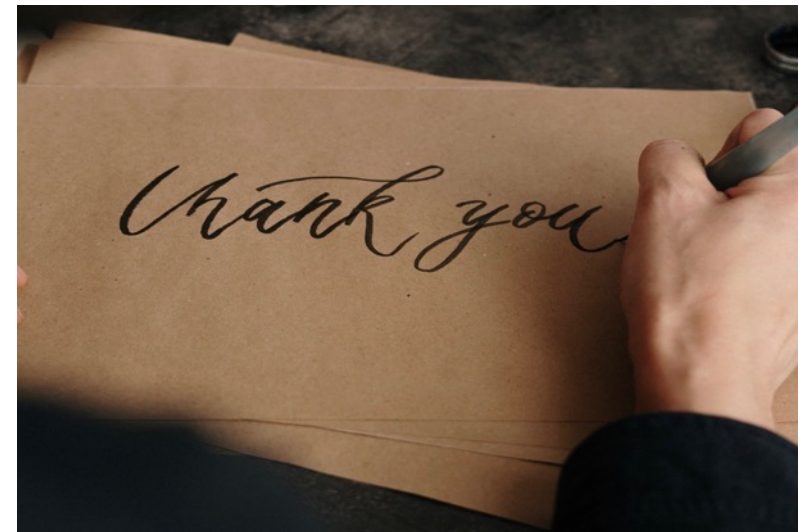
WEEK TWO



WEEK THREE



WEEK FOUR



WEEK 1: OUR CALL TO STEWARDSHIP

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms”. - 1 Peter 4:10

Our Lady and St Philip Howard, Arundel Cathedral



Our Call to Stewardship

Week 1 of 3

WEEK 2: OUR PARISH OUR RESPONSIBILITY

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms". -
1 Peter 4:10

Our Lady and St Philip Howard, Arundel Cathedral



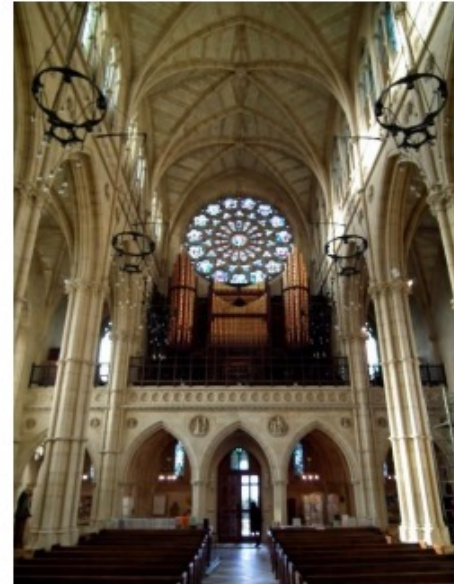
Our Parish Our Responsibility

Week 2 of 3

WEEK 3: MY PARISH COMMITMENT

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms”. - 1 Peter 4:10

Our Lady and St Philip Howard, Arundel Cathedral



My Parish Commitment

Week 3 of 3

WHY CONTACTLESS?



- Over 40 parishes in the Diocese already offer contactless giving!
- Cash is becoming less common
- Contactless is quick, easy, familiar and safe
- Add Gift Aid from visitors and non-planned givers. An average of 68% of donations are Gift Aided.
- Cash offertory has high costs and risks
- Tap up to £100, chip & PIN unlimited amount
- Works on Wi-fi or 4G for parishes without Wi-Fi
- On average a parish raises £800 a month. This ranges from £150 - £2700
- The average donation on a contactless device is **£13**. Donations range from £1-1,000.
- The most common donation amounts are £5, £10, £20 and £100

ONLINE EVENTS



Considering contactless?

10 November - 4pm

DONA free Zoom demonstration and live Q&A

Register [here](#)

Already have a DONA?

1 December – 12 noon

Free Zoom refresher and how to maximize your device.

Register [here](#)

ONLINE DONATIONS



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

DIOCESE

FAITH

DEPARTMENTS

NEWS



DONATE

DONATE

DIOCESAN GIVING

At this difficult time, when we are not able to attend Mass in church, you can support your parish by donating your offertory online.

Donate

LOURDES PILGRIMAGE

All proceeds are used to help our Assisted Pilgrims, and those who care for them in Lourdes.

Donate

PARISH GIVING

Our parishes depend on offertory collections. If you would like to donate to your church please click here.

Donate

<https://www.abdiocese.org.uk/donate>

ONLINE DONATIONS



My donations are for

Lewes Parish



☐ I am a UK tax payer and wish Gift Aid to be claimed.



Email address

you@email.com

QR CODES



- **Quick, secure, and easy**
- **Cost effective: free for parishes to use**
- **No Wi-fi needed**
- **No additional work for parishes**

CARD MACHINES FOR THE OFFICE OR SHOP



Sum-Up 3G solo + charging station



Sum-Up 3G + cradle + printer



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

2022 FORUM
SATURDAY 29 OCTOBER
VIRTUAL EVENT

The background features three overlapping speech bubbles in a light beige color. Each bubble contains a large, stylized question mark. The bubbles are arranged in a cluster, with one in the upper center, one to the left, and one to the right. The word "QUESTIONS?" is centered over the middle bubble.

QUESTIONS?