



THE LONDON DIOCESAN FUND

London Diocesan House, 36 Causton Street, London SW1P 4AU
Telephone: 020 7932 1100 Fax: 020 7932 1110

General Secretary & CEO: Mr Andy Brookes

Dear Treasurer,

Administrative arrangements for Diocese of London Lent Appeal 2010: Transforming Lives ...ALMA's Children

Thank you for your help in processing donations for past Diocesan Lent Appeals – this has been greatly appreciated both in London and by our partners in Angola and Mozambique. You will be pleased to hear the 2009 Appeal 'Living Water' has raised over £77,500 and that the 2008 Appeal 'Education for All' raised over £100,000 with the school in Niassa opened in Nov 2009 and the school in Angola well underway.

I am writing to ask for your help again in dealing with donations for the 2010 Lent Appeal and to outline the arrangements which have been shaped by our experiences of previous Lent Appeals.

Our ideal method is for all the Lent Appeal donations to be processed via your local accounts, including Gift Aid claims. We would prefer this for several reasons:

- No need for separate Gift Aid arrangements at the centre;
- Cash and Cheques handled locally;
- The church knows the final total given by its members, including Gift Aid;
- Simple processing at the centre

This arrangement has worked well in the past, and the majority of parishes had no difficulty with it. The arrangements would be similar to a locally arranged Appeal for another charity. I have set out some suggestions as to how this would normally be operated through your books, and these are attached.

An option. If the above is really not possible for you, we would ask that you act as a collector of envelopes, sending these on to the ALMA Link Officer at Diocesan House in convenient batches. We would ask you to handle cash locally, sending us a cheque for the total involved, but that would be the limit of any local processing. We would handle claiming of Gift Aid. The instructions for this option are overleaf.

There will be some people who will send their donations direct to London Diocesan House, and we will of course deal with those direct.

ALMA will write and thank parishes when they have sent in bulk donations, setting out the total amount given (including Gift Aid when appropriate). ALMA will send "thank you" notes to individual givers who send in donations directly but we would prefer to keep this channel to a minimum.

We are grateful to you for all the work you do on behalf of your church and the wider world community in handling the administrative arrangements for this appeal.

Yours sincerely,

Malcolm Edge
Financial Accountant

Diocese of London Lent Appeal 2009 – An Option (but see next page for Our Ideal Method)

Setting up

1. Tell the congregation before the Appeal starts, and again during the Appeal, that cheques and charity vouchers should be made payable to “LDF (Lent Appeal for ALMA)”, and not to the local church.

Weekly Processing

2. When you receive Lent Appeal envelopes in your collection or offering boxes, set them aside for later processing. Deal with your own collections and direct giving first before dealing with Lent Appeal envelopes.

Envelopes containing Cheques or Vouchers

3. Open each envelope at the top. If the envelope contains a cheque or charity voucher, check that it has been made payable to “**LDF (Lent Appeal for ALMA)** “. If so, put the cheque or voucher back in the envelope and put the envelope to one side for posting to us.
4. If the cheque is made payable to the church, you can either a) return the cheque to the donor and ask them to alter the name, or b) process the cheque through the church bank account, as if it was cash (see below).
5. Post envelopes containing cheques to us each week (address below). We would prefer to receive these as soon as possible, so that we can process them quickly.

Envelopes containing Cash

6. If the envelope contains cash, remove the cash and make an immediate note on the envelope of the amount contained. Retain the envelope for posting on to us at the end of the appeal. We will deal with any Gift Aid declaration at that point.
7. Pay into the church bank account the total amount of cash contained in the envelopes. Ideally, you should do this on a separate paying-in slip.

At the end of the Appeal

8. When the appeal has ended, and it appears that most envelopes have been received, draw a cheque on the church account for the total amount of the cash you have paid in for the appeal, payable to “**LDF (Lent Appeal for ALMA)**”.
9. The amount of the cheque must match the sum of the amounts shown on the envelopes that contained cash.
10. Send all the envelopes, together with your cheque, to the address below.
11. There will inevitably be some late donations! Please deal with these as you have done above. The appeal will close on 31st December, so please clear all amounts by then.
12. In your church accounts, the cash paid in should exactly equal the cheque(s) drawn. These figures cancel out, and should not be shown in your end-of-year accounts. You are acting as a “conduit” for the money on behalf of the Lent Appeal.
13. Thank you for helping the Lent Appeal in this way

Please see next page for Our Ideal Method.....

Processing Donations to Diocese of London Lent Appeal 2010 – Our Ideal Method

General

1. HMRC guidance on the Gift Aid scheme states that “the church” (in this case, the PCC) should formally open a fund for donations to the Diocesan Lent Appeal. We suggest that this should be formally minuted by the PCC before or as soon as possible after the start of the appeal.
2. Tell the congregation before the Appeal starts, and again during the Appeal, that cheques and charity vouchers should be made payable to the local church’s account. You could ask them to add “(Diocesan Lent Appeal)” on the end of your church’s name if this would help you to identify the cheques made out for the Appeal.
3. Money you receive in this way will become part of your church’s funds, so you can process the envelopes together with your usual collections and direct giving. However, you will need to record the sums given specifically for the Lent Appeal, because money received for the Appeal becomes a Restricted Fund in the church’s accounts.

Routine Processing

4. Open each envelope at the top. If the envelope contains a cheque or charity voucher, check if they have been made payable to your church account.
5. Cheques or vouchers that have been made payable to “LDF (Lent Appeal for ALMA)” should be forwarded to the Lent Appeal at the address below. If any were enclosed in a completed Gift Aid envelope, then the envelopes should be sent with the cheques.
6. Remove the contents of the envelope, and make an immediate note of the amount (cheque or cash) enclosed on the envelope. Retain the envelopes for later checking/processing of Gift Aid.
7. Pay in the cash and/or cheques with the other money you have received for the church, making careful note of the amount given specifically for the Lent Appeal.
8. In your church accounting records, you should use a separate column to record Lent Appeal income.

Gift Aid

9. You will find it easier to claim Tax back on Gift-Aided money on a separate claim from that used for normal church giving. The Inland Revenue will accept any number of claims in a tax year, and will send the tax on each claim separately. You can then clearly identify which sums of tax recovered are for the Lent Appeal, and which are for other purposes.
10. Some envelopes will have been completed with details for Gift Aid recovery. You may wish to check the details on the envelopes against the details of those who have given the church a “global” Gift Aid declaration (one that covers gifts of any amount whenever given), as the additional declaration on the envelope will not be needed for such people. You can claim tax back on the amounts these people have given for the Lent Appeal under the authority of their “global” declaration. You will, of course, need to keep the tax claimed on Lent Appeal amounts separate to tax claimed on “normal” giving to the church.

11. You will have other envelopes where the Gift Aid declaration has been completed for the gift enclosed. You can therefore claim gift aid on the amount enclosed, along with those who give under a “global” declaration.
12. You must retain the envelopes that carry declarations, together with your other “global” declarations, for seven years in case of an Inland Revenue audit.
13. The tax recovered should be added to the Lent Appeal column in the church accounting records.

Closing arrangements

14. When the Appeal has ended, and it appears that most envelopes have been received, draw a cheque on the church account for the total amount of the money you have received for the appeal, payable to “**LDF (Lent Appeal for ALMA)**”. If you have received tax back from Gift Aid claims, you should include it in this cheque.
15. Send the church cheque, to:
**ALMA Lent Appeal Officer, London Diocesan House,
36 Causton Street, LONDON SW1P 4AU.**
16. There will inevitably be some late donations! Please deal with these as you have done above (but see note below as to timescales).
17. Don’t forget to forward the tax recovered on Gift Aid claims when this is received.
18. Thank you for helping the Lent Appeal in this way.

Please note:

All money received in 2010, including any tax recovery, will be spent on ALMA’s Children projects in our Link Dioceses in Angola and Mozambique, after deducting the publicity expenses of the appeal. Any donations received thereafter will be retained and applied to the 2011 Lent Appeal for ALMA.