

## **Guidelines for Twin Parishes: Fundraising and Transferring Funds**

Being a twin parish is primarily about relationship and journeying together as partners in the Gospel, but as the relationship becomes established, frequently after a first visit, a link parish in London may want to support an initiative in their twin parish and raise funds for this. If this is your parish, do remember the importance of [Gift Aid](#) in multiplying your fundraising.

Please don't forget the importance of supporting the wider ALMA relationship as well as your link parish and keep the following in mind:

- We, in London, want to support our partners in the delivery of diocesan wide infrastructure and initiatives which build up the whole church. These include theological training, community development, education and healthcare.
- We want to avoid creating division by overfunding one geographical area to the detriment of others. Twin Parish projects need to be approved by the local partner Bishop to ensure they fit with local priorities. Contact the Project Officer for Angola or Mozambique to do this.
- The ALMA General Fund (Common Fund) supports infrastructure that Parish Links depend on - particularly the salary and expenses of the Link Officers in Angola, Lebombo and Niassa. You'll know that our Link Officers play a key part in facilitating communications with remote parishes. We have also assisted with the preparation of our partner dioceses' accounts and occasional airfares for visitors to London.

### **1. Transferring funds:**

**(Please see important information below regarding dates)**

We ask that all funds for link parishes are sent via ALMA for transfer to ensure the highest standards of accountability and transparency. This means:

- Donations can more effectively be monitored and tracked.
- Strategic decision making is properly informed.
- Partner Bishops are aware of external funds coming into their diocese and can accordingly direct diocesan resources to areas and parishes that do not have the advantage of twin parish support.
- All donations are accounted for on ALMA section of the Diocese of London accounts and also on the accounts of our partner dioceses. These accounts are published on the London Diocesan website.

### **2. When funds are transferred:**

To be a good steward and benefit from economies of scale ALMA transfers funds to Angola, Lebombo and Niassa at the end of each quarter:

- final week of March
- final week of June
- final week of September
- first week of January in lieu of the final week of December

We would encourage link parishes to work to this timetable where possible as these transfers will be free of bank transfer charges.

This means parishes need to ensure that **funds for transfer reach us in good time - at least two weeks before the end of the quarter.**

Urgent transfers can be made at other times but these would incur a contribution towards the bank charges. Please give us a ring to request this: Tel 020 7932 1231.

If you have raised money for a larger project or a building project you may prefer funds to be sent in stages. Again please ring to discuss.

### **3. How to Send Donations for transfer to Link Parish**

By cheque: Please send your donation made payable to:

**London Diocesan Fund (ALMA)\***

and post to: ALMA Link Officer, London Diocesan House,  
36 Causton Street, London SW1P 4AU

Please enclose **a brief letter stating the purpose and destination of the donation with your cheque.**

\*ALMA is part of the ministry of the Diocese of London and therefore all ALMA funds are managed by the London Diocesan Fund, Charity Reg. no: 241083

**Cheques made out to ALMA cannot be accepted** and always have to be returned for endorsement.

### **4. Notification of Bank Transfer**

In London the ALMA Twinning Support Officer for the Diocese of your link parish will let you know when the bank transfer with your donation has been sent. The Support Officers are:

**Angola:** John Tasker **Lebombo:** Ann Peterken **Niassa:** Margaret Davies

You will then be able to let your link parish know your donation has reached their diocesan office and to expect the funds.

Please do remember that for more remote link parishes, where there is absolutely no banking infrastructure, this may take longer to happen as they are dependent on the next visitor to, or from, the Diocesan office taking the money to the parish.

We hope these guidelines are helpful but are always pleased to have your comments and feedback.