



## **THE DIOCESE OF ARUNDEL & BRIGHTON**

### **WELCOME LETTER FOR DONORS JOINING THE GIFT AID SCHEME**

Gift Aid is a Government scheme which allows your Parish to claim back the tax paid on donations. Donors complete a very simple Declaration allowing this claim. This is possible because parishes are part of the Arundel and Brighton Diocesan Trust, which is a registered charity (number 252878).

To join the scheme you must be a UK taxpayer and pay an amount of income or capital gains tax at least equal to the tax reclaimed by all charities including the Diocese. For example, if during a tax year you gave £100 you should have paid at least £25 in tax – which is the amount that will be reclaimed in Gift Aid. If you have paid less tax than the amount of Gift Aid claimed on all your donations, it is your responsibility to repay any difference to Her Majesty's Revenue and Customs.

Your Gift Aid Declaration will allow us to recover Gift Aid on all of your parish giving such as Offertory and collections which are internal to the Parish or Diocese such as for the Lourdes Pilgrimage, the Retired Priests fund, Cathedral Maintenance, Diocesan Missionary Endeavour and the Education of Future Priests. Christmas and Easter collections for the Support of the Clergy are covered and second collections for parish purposes such as the roof fund. We cannot recover Gift Aid on any collections for separate charities (such as CAFOD or Missio), so your Gift Aid Declaration does not apply to any donations you make at church for these.

The best way of donating to your parish is by Standing Order, using your Gift Aid Declaration number as a reference. You can also use envelopes to identify your offering – your Parish Gift Aid Organiser can provide a box of numbered envelopes for each tax year so that your giving remains confidential but can be matched to you and recorded on the Gift Aid system.

The Gift Aid Declaration is valid for four years prior to the year in which it is completed and runs for your lifetime or until you cancel it. You only need to complete one Gift Aid Declaration and this will apply to all donations to any Parish. If you move to a new Parish within the Diocese simply inform their Gift Aid Organiser that you have already completed a Gift Aid Declaration and they will arrange to add you to their returns. Please inform your Gift Aid Organiser if you cease to pay tax.

Your Parish has a wonderful opportunity to boost its income through Gift Aid. Please complete the Gift Aid Declaration and return it to your Parish Gift Aid Organiser.

Your Parish is most grateful to you for your generosity and commitment. Thank you.

Sarah Kilmartin  
Chief Operating Officer