

THE DIOCESE OF ARUNDEL AND BRIGHTON
The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

THE GIFT AID SCHEME

AN EXPLANATORY NOTE FOR NEW PARISH AND SCHOOL DONORS

Gift Aid is a Government scheme which applies to all collections and donations to parishes/schools whether regular or one-off. Donors complete a very simple Declaration – without a signature – to allow the Diocese to reclaim tax on donations. Parishes are part of the Diocesan registered charity. Voluntary aided schools are separate charities and tax is reclaimed by the Diocese as part of its service to schools.

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 the 2014/15 tax year you give £80 you should have paid at least £20 in tax – the amount reclaimed by the Diocese. If you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations, it is your responsibility to pay any difference.

School donations are paid to the Governors' fund.

The Declaration would cover all parish and donations and regular collections such as the offertory, the internal Diocesan collections, Christmas and Easter offerings, general second collections and such one-off collections as poverty, parish facilities etc. Please note that collections for named third parties, such as, CAFOD, APF, Peter's Pence, Mass Media, etc. cannot be included. However, donations or collections for funds controlled by the parish or Diocese, such as, relief of poverty, aid to the Third World, etc. are eligible.

Mass stipends and stole fees are eligible donations, provided they are paid to the parish first. The clergy would subsequently draw equivalent funds from the parish. *This is entirely at the parish priest's discretion.*

Tax can only be reclaimed on recorded donations – using standing orders, cheques or numbered envelopes. Donors paying by standing order may additionally need numbered envelopes. Please consult your organiser.

The Diocesan Declaration is valid for four years prior to the current year and runs for your lifetime or until you cancel it. You only need to complete one Declaration and this will apply to all donations to any parish or any school in the Diocese. Just inform the new parish or school that you have already completed a Declaration and they will add you to their schedule of donors. However, it does not matter if you complete a second Declaration, it will be treated as a notification to join a new parish/school scheme.

Your parish/school has a wonderful opportunity to considerably boost its tax reclaim. Please complete the Declaration and return it to your organiser.

Finally, your parish/school is most grateful to you for your continued generosity and commitment. Thank you.

Sarah Kilmartin, Diocesan Financial Secretary
2016