

ST MARY'S PARISH, BATH

GIFT AID EXPLAINED

Getting the tax back

1. In the year to 31 December 2013, the Parish received over £14,000 from the government thus showing what an important source of income this is to the Parish.
2. For every £1 donated to the Parish by gift aid, the Parish receives £0.25 from the government, thus making the total income of the Parish £1.25.
3. In the year to 31 March 2012 65% of all giving by parishioners was by gift aid. We hope to increase that to 75% in the future. Nearly 120 parishioners give by gift aid.
4. Giving by gift aid does not commit you in any way. You can always reduce or stop your giving if your circumstances change.

How can I gift aid?

5. In order to gift aid your offertory giving to the Parish, you need to sign a gift aid form obtainable from the Parish. This is a form of words agreed with the government which enables the Parish to claim the tax related to that offertory donation.
6. In order to meet the rules set down by the government, the Parish needs to be able to prove that you have given the donation to the Parish. The two ways of giving which enable us to prove your donation are, firstly by bank standing order, or secondly by joining the envelope scheme which we run for donations. These are explained below.
7. If you give by way of gift aid, it will cost you no more than if you did not give by gift aid. No extra tax or any other amount is payable by you to the government.
8. The only government stipulation on gift aiding is that you must pay UK income tax sufficient to cover all the tax that will be recovered by all the charities that you give to by gift aid.

Bank standing orders

9. We deliberately run the gift aid scheme using standing orders and not direct debits. This is because standing orders can be stopped or changed by simply contacting your bank. You do not have to involve the Parish unless you want to (though we always appreciate you telling us).
10. At the time of signing your gift aid pledge, we will give you a standing order form which you can use to instruct your bank on the amount and timing of your giving. Because we want to identify your donation, we ask that you give the signed standing order form to us so that we can register it in our records before we send it, on your behalf, to your bank.
11. In the year to 31 March 2012, 58% of all giving was by bank standing order. Currently over 100 parishioners give by standing order.
12. We have small blue cards which parishioners can put in the collection basket if they pay by standing order and feel embarrassed not to put something in the basket. These are available at the back of the Church and can be picked up before Mass. They are then recycled when they are given in the collection basket. This is not a necessity but only is for those who like to give something in the basket each week.

13. Standing orders are the preferred method of giving for all offertory donations and particularly for gift aid giving.

Gift aid envelopes

14. For those parishioners who wish to gift aid their offertory donations but do not wish to give by bank standing order, we operate an envelope scheme.
15. Those giving by this method sign a gift aid pledge and we will then give you a set of 52 pre numbered envelopes into which you can put your offertory giving. Because we issue the envelopes to you we keep a register of the envelopes which enables us to identify your giving. This enables us to prove to the government that you have given.
16. These envelopes can be used weekly or, if you prefer, fortnightly, monthly or any given intervals that you choose. You are not required to give each week, nor are you required to use all the envelopes. Using the envelopes enables us to record your gift and we claim from the government the tax related to your donation, whatever that is.

Does a gift aid pledge always have to be kept?

17. It is most important to understand that the amount you give is entirely up to you. If you pledge to give an amount and you change your mind, or your circumstances change, you are under no obligation to the Parish to give your original pledge. We value any donation you make and what you give is always entirely up to you.
18. It is also important to understand that your pledge can be stopped at anytime and lasts only as long as you wish it to.

What do we do with the information we hold?

19. Inevitably we obtain information about you in the gift aid scheme and that is held on a computer. We use this information only for the purposes of obtaining the tax from the government and, in a very limited way, communicating with you. We give your details to no one and no other organisation. The Parish gift aid administrator and the Diocesan administrator (who actually claims the tax from the government) are the only ones to use this information.
20. The amount you give is known only to the Parish gift aid administrator and the Diocesan gift aid administrator. No one else knows your giving. Not even our Parish Priest knows the amount you give or how you give.

How can I obtain more information?

21. You can obtain more information on any aspect of gift aid from our gift aid administrator, from whom you can also obtain all the forms mentioned above.
22. Our gift aid administrator is Richard Marke who can be contacted by writing to the Parish Office at 5, Harley Street, BATH BA1 2SL, or by e-mailing him at giftaid@stmarysbath.org.uk, or by phone on 01225 311725.

14.2.14