

OFFERINGS TO OUR PARISH



Online giving, Regular Donations, One-off Donations, Mass Offerings, Gift Aid and more - all explained

(V16) 8th February 2024

Dear Parishioners,

We are your Giving and Gift Aid Coordinators, and we want to help you. We are:

<ul style="list-style-type: none"> • St Joseph • St Andrew 	David Martin	01794 511883	giftaid.sjsa@stswithunwellsparish.org.uk
<ul style="list-style-type: none"> • St Edward the Confessor 	Mike Greenslade Donna Scappaticci	02380 262870 02380 273882	giftaid.sea@portsmouthdiocese.org.uk giftaid.seb@stswithunwellsparish.org.uk
<ul style="list-style-type: none"> • Holy Cross • St Swithun Wells • Our Lady Queen of the Apostles 	Patricia Baggott	02380 694060	giftaid.hcolqa@stswithunwellsparish.org.uk

Our job is not just **Gift Aid**, but also helping you with **Standing Orders** and **Direct Debits** and all donations in general.

We can help you if you want to make one-off donations, or new regular giving.

Please talk with us at any time about Gift Aid. See page 5.

For latest info see the parish web: <https://www.stswithunwellsparish.org.uk/financesdonations>

Contents (click on a section name below to go there; click on any *section name* to return here)

DIGITAL COLLECTION PLATE	2
ONLINE DONATIONS.....	2
ONE-OFF DONATIONS	3
MASS OFFERINGS	3
REGULAR DONATIONS.....	4
DIRECT DEBITS	4
GIFT AID	5
STANDING ORDERS.....	6
YELLOW (GIFT AID) ENVELOPES.....	7
PLANNED GIVING ENVELOPES.....	8
SPECIAL COLLECTIONS ETC.....	8
“THE PLATE”	8

DIGITAL COLLECTION PLATE

Some of the churches in the parish of St Swithun Wells are equipped with a card reader, thus providing another method of donation to the parish.

You'll find up-to date information about this here:

<https://www.stswithunwellsparish.org.uk/financesdonations>

At present (Jan 2024) it says

“You will find our new DIGITAL COLLECTION PLATE, contactless terminal in the church. Just use your contactless debit/credit card or smart phone/ device to make a donation. Simply choose the amount you wish to donate and hold your card onto the reader. You can also opt-in for Gift Aid to increase your donation by 25%. If you are a UK taxpayer, then donating with Gift Aid means that we can claim an extra 25p for every £1 received. Contactless donations are simple to administer, secure and convenient.”

ONLINE DONATIONS

Nov 2022: The parish is embracing ‘contactless’ donating in several ways: **digital collection plates** (as above) and **online donations**. These can be mixed with any other forms of giving.

The **online donations** are administered by the diocese under “Give as you Live” (GAYL) which is very flexible. It enables one-off & monthly donations. It also lets you add Gift Aid if you are eligible – i.e. if you pay sufficient tax.

Look for the “**Donate to the Parish**” button on the parish web:

<https://www.stswithunwellsparish.org.uk/financesdonations>

Or direct to: <https://donate.giveasyoulive.com/donate?cid=231505> for our Parish’s GAYL page.

Most, if not all, parishes in the diocese are using this system. Please do not be put off by the information about fees, which the Parish does accept.

This facility (GAYL) is also used at Christmas and Easter to provide another way of paying Offerings at those times to our clergy. Other uses will certainly be found in due course.

Here’s what it looks like at present:

The screenshot shows a web form titled "Donate to St Swithun Wells Catholic Parish". At the top left is the parish logo, a red circle with a white cross and the text "THE CATHOLIC PARISH OF ST SWITHUN WELLS". Below the logo is a grid of small images showing people in church settings. The main form area has a heading "Donation amount" and a sub-heading "Select an amount or enter another amount". There are buttons for £10, £20, £30, £50, £75, and £100. Below these is a text input field with a pound sign (£) and a dropdown arrow. A red checkmark icon is followed by the text "I would like to top-up my donation by 4.8% to cover fees for the charity." and a link "Show information about fees". At the bottom, there is a question "Would you like to make this a regular donation?" with two radio buttons: "Yes, donate monthly" (unselected) and "Just a single donation" (selected).

ONE-OFF DONATIONS

This is about bank transfers, and the following information can be used with **online banking**, or in your **local branch**.

If you are not signed-up for Gift Aid, the best place for one-off donations is into the main Parish account. In the reference, you **MUST** please say what the donation is for, e.g. "Parish". Include your name if you wish. This is the info you need:-

- | |
|---|
| <ul style="list-style-type: none">• <i>Account name:</i> CDP St Swithun Wells• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 01 78 65 99 |
|---|

If you are signed-up for Gift Aid, then donate to your local church's account as below. You **MUST** please add a reference saying what the donation is for e.g. "Parish" or "Easter" or "Clergy Assistance", etc. and also your full name.

For: Romsey, St Joseph , and North Baddesley, St Andrew

- | |
|---|
| <ul style="list-style-type: none">• <i>Account name:</i> CDP Romsey St Joseph• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 88 65 57 |
|---|

For: Chandlers Ford, St Edward the Confessor

- | |
|---|
| <ul style="list-style-type: none">• <i>Account name:</i> CDP Chandlers Ford St Edward the Confessor• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 61 87 |
|---|

For: Eastleigh, Holy Cross and Fair Oak, St Swithun Wells

- | |
|---|
| <ul style="list-style-type: none">• <i>Account name:</i> CDP Eastleigh Holy Cross• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 72 99 |
|---|

For: Bishops Waltham, Our Lady Queen of the Apostles

- | |
|---|
| <ul style="list-style-type: none">• <i>Account name:</i> CDP Bishops Waltham Our Lady• <i>Sort Code:</i> 30-93-04• <i>Account number:</i> 00 87 46 48 |
|---|

MASS OFFERINGS

To book a Mass intention, please send an email or call the office.

There are two options if you then want to make an offering for your Mass intention.

1. You can send to the office a cheque made payable to "CDP St Swithun Wells", specifying on the back that it is a Mass intention and including the name of the person and the date of the Mass. Or if you wish, you can send a cash offering.
2. You can make a bank transfer to the main Parish account:
 - *Account name:* CDP St Swithun Wells
 - *Sort code:* 30-93-04
 - *Account number:* 01786599.

Please clearly indicate the Mass intention and date in the Reference.

Also, please try to make your transfer a good week before the Mass date.

REGULAR DONATIONS

For those not yet using a **monthly Direct Debit** or **Standing Order**, can we encourage you to try one of these? It really is quite straightforward.

DIRECT DEBITS are about the easiest type of donation for us to manage.

Cash, Envelopes and Standing Orders make more work for us and the Parish as a whole.

So, please consider using a **Direct Debit** for regular donations.

We do, however, handle **Standing Orders** (and to some extent **Planned Giving Envelopes**) for those who really want them: see the Standing Orders and Envelopes sections later.

DIRECT DEBITS

We have a simple process to enable you to set up a Direct Debit for the Parish.

First, a few facts about parish Direct Debits which may help:

- Direct Debits (DD) for the Parish are taken on the 15th of each month.
- When you complete the DD form, you will specify your monthly donation amount.
- Your Gift Aid Coordinator will be your point of contact for any DD changes.
- If you ever need to **cancel or change** the DD, simply contact your Gift Aid Coordinator. The change will be made quickly.
- Finally, Gift Aid works with Direct Debits, so sign up for Gift Aid if you have not already.

Please note that no “internet banking” is involved – at most sending an email, and even that is optional.

Your Direct Debit form will be processed by the Diocese and you will receive a letter just before the first Direct Debit is taken from your account.

As Gift Aid Coordinators, we need to be aware of new Direct Debits for the Parish, so that your donations are correctly accounted for under Gift Aid. That’s why we ask you to return your DD forms to us initially.

If you are signed up for Gift Aid (i.e. if you have signed a Gift Aid Declaration) the Parish can claim Gift Aid on your donations. If not, now is a good time to consider signing up. See “Gift Aid” section below.

DETAILS: Starting a new Direct Debit

You should find Direct Debit forms at your church (they are unique to each church) probably on the notice board. Please help yourself. You might want a Gift Aid form at the same time.

Or you can download the forms here and print them yourself.

Download a Direct Debit form. Click on your area to get the correct form:

- [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
- [Chandlers Ford \(St Edward the Confessor\)](#)
- [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)

- [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)

Return the completed form(s) to your Gift Aid Coordinator. You may post it, leave it at your church sacristy, or in the collection basket, suitably marked.

Another option is to scan the form and email to your Gift Aid Coordinator.

GIFT AID

Gift Aid: The Gift Aid scheme is a UK Government initiative to enable charities (like our Parish) to increase their income fairly painlessly. For each £1 donated to the Parish by a UK tax-payer, His Majesty's Revenue and Customs (HMRC) will pay an additional 25p to the Parish, if the donor is a tax-payer and has completed a Gift Aid Declaration form – see below. As long as you pay tax^{*1} to HMRC, Gift Aid makes no difference to your income^{*2}.

^{*1} To be strictly correct, you need to pay at least as much tax (Income or Capital Gains) annually as the Parish might claim back annually from HMRC on your donations. So the annual tax you pay needs to be at least 25% of the annual amount you donate to the Parish (plus to any other charities with whom you may have a Gift Aid agreement).

^{*2} In fact, if you are a higher-rate tax payer, and you declare your Gift Aided donations on your annual Tax Return, HMRC will reduce the tax rate on your Gift-Aided donations, thus saving you some tax.

Gift Aid Declaration

If you have not previously completed a Gift Aid Declaration, please consider doing so. You should find Gift Aid Declaration forms at your church (they are unique to each church) probably on the notice board. Please help yourself. Or you can download the forms here and print them yourself.

Download a Gift Aid Declaration form for your area:

- [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
- [Chandlers Ford \(St Edward the Confessor\)](#)
- [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)
- [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)

Return the completed form to your Gift Aid Coordinator. You may post it, leave it at your church sacristy, or in the collection basket, suitably marked.

Another option is to scan the form and email to your Gift Aid Coordinator.

Old Gift Aid Declarations

During 2023, anyone who was signed up for Gift Aid had to complete a new Gift Aid Declaration form, to align with the new charity name and number of the Diocese. "CDP" stands for: Catholic Diocese of Portsmouth.

Speak with your Gift Aid Coordinator if you have any questions about Gift Aid.

STANDING ORDERS

Standing Orders (S/O's) are one way of regular giving, and would normally be set up to pay monthly, on a day of your choice. Please try to avoid the last few days in the month.

1. Standing Orders can be used with or without Gift Aid.
2. Download a S/O form (below) or ask your Gift Aid Coordinator for one.
3. Complete the form and send it to your Bank.
 - Alternatively use the info on the form to set up a S/O online
 - In the Reference field online you MUST please put your identifiable name, eg as shown on your cheque book
4. Be sure to tell your Gift Aid Coordinator about your new S/O so that it can be correctly identified by the Parish, especially if Gift Aid is involved.

As Gift Aid Coordinators, we need to be aware of new S/O's for the Parish, so that the donations are correctly accounted for, especially if you are signed up for Gift Aid. The above process helps to ensure this.

The Standing Order forms are here, choose your area:

- [Romsey & North Baddesley \(St Andrew, St Joseph\)](#)
- [Chandlers Ford \(St Edward the Confessor\)](#)
- [Eastleigh & Fair Oak \(Holy Cross, St Swithun Wells\)](#)
- [Bishops Waltham \(Our Lady Queen of the Apostles\)](#)

If you are setting up a Standing Order yourself online these are the account details you would need:

Romsey: St Joseph, and North Baddesley: St Andrew

- *Account Name:* CDP Romsey St Joseph
- *Sort code:* 30-93-04
- *Account number:* 00886557

Chandlers Ford: St Edward the Confessor

- *Account Name:* CDP Chandlers Ford St Edward the Confessor
- *Sort code:* 30-93-04
- *Account number:* 00876187

Eastleigh: Holy Cross & Fair Oak: St Swithun Wells,

- *Account Name:* CDP Eastleigh Holy Cross
- *Sort code:* 30-93-04
- *Account number:* 00877299

Bishops Waltham: Our Lady Queen of the Apostles

- *Account Name:* CDP Bishops Waltham Our Lady
- *Sort code:* 30-93-04
- *Account number:* 00874648

If you are signed up for Gift Aid (i.e. if you have signed a Gift Aid Declaration) the Parish can claim Gift Aid on your donations. If not, now is a good time to consider signing up! See the "Gift Aid" section above.

YELLOW (GIFT AID) ENVELOPES

In each of our churches you'll find a supply of yellow GIFT AID envelopes.

Anyone (you don't have to have previously registered for Gift Aid) can use these for giving either to the Parish or for some special collections.

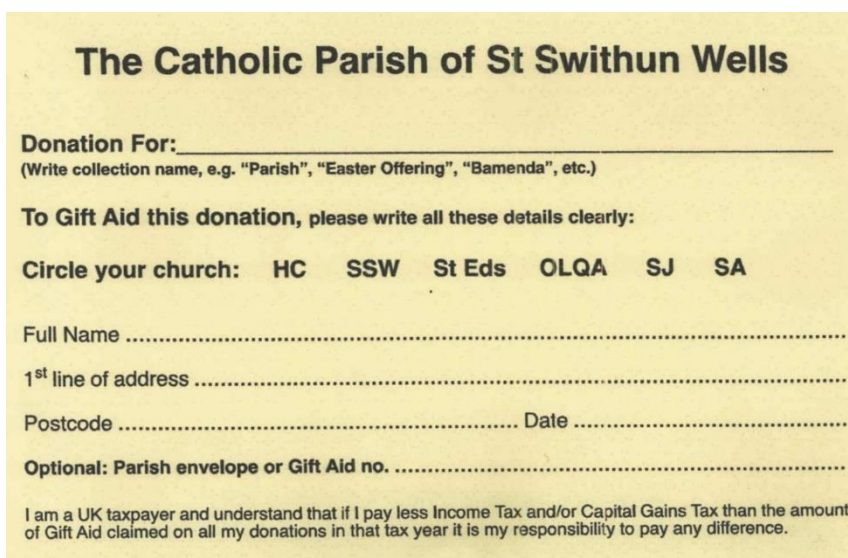
The parish now uses just **one envelope and it is yellow**. The intended use is to claim Gift Aid: please supply all the requested information if Gift Aid is to be claimed.

These yellow envelopes may also be used instead of Planned Giving envelopes. If you wish, take some home and write your Planned Giving number on them. Please provide:

1. What the donation is for
2. Your Planned Giving (or Gift Aid) number
3. The date

Your name could be helpful and is optional.

If you need to know your Planned Giving or Gift Aid number – or if you want a number – please ask your Gift Aid Coordinator.



The Catholic Parish of St Swithun Wells

Donation For: _____
(Write collection name, e.g. "Parish", "Easter Offering", "Bamenda", etc.)

To Gift Aid this donation, please write all these details clearly:

Circle your church: HC SSW St Eds OLQA SJ SA

Full Name


1st line of address

Postcode Date

Optional: Parish envelope or Gift Aid no.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

The key information on the rear is the PAYEE information for any cheques:



All cheques payable to "CDP St Swithun Wells".

In accordance with the General Data Protection Regulation 2018 (GDPR), the information provided on this envelope will be used only by the Parish named above and those directly involved in the processing of your donation through Her Majesty's Revenue & Customs.

As of 3rd January 2023, the envelope has changed to correctly show the NEW name of the **Payee** for **cheques** to the parish. This came about as a result of the change to the Diocese's charitable status and consequent change to the Diocese's charity number (now = 1199568). The Payee for cheques to the Parish of St Swithun Wells should now be "**CDP St Swithun Wells**". Where "CDP" stands for Catholic Diocese of Portsmouth.

PLANNED GIVING ENVELOPES

As of April 2021, Planned Giving envelopes have been **discontinued** in the parish. There are a number of ways around this change such as:

1. Using a **Direct Debit** (preferred) or Standing Order to make monthly payments.
2. Using the new yellow Gift Aid envelopes on a regular or occasional basis.
3. Using the new online Give as you Live scheme. See “Donate” on the parish web. It does include a regular monthly option.
4. Using the new contactless “digital collection plates” in our churches.
5. Putting money (or a cheque) directly into the 'plate'.

Any of the above in any combination can be used.

SPECIAL COLLECTIONS ETC.

Please note these points about collections, and about Gift Aid:

Christmas and Easter Offerings: If you give monthly by Standing Order or Direct Debit, please note that Christmas and Easter Offerings are treated specially, and the equivalent of a week's worth of your annual donations are put towards each of those Offerings. You are, of course, free to contribute more, either via the plate or (preferably) a yellow envelope, which would attract Gift Aid.

Second Collections: If you give by Standing Order or Direct Debit, your donations do not cover second collections.

Gift Aid for Second Collections:

As of 2023 the Diocese has told us that **only these second collections** may be Gift-Aided using our yellow envelopes:

- Clergy Training Fund
- Bamenda
- Clergy Assistance Fund
- Cathedral

Collections for Missio, CAFOD, Communications, and the like, can be Gift-Aided only if those entities provide their own Gift-Aid envelopes.

The normal Sunday “Parish” collection can always be Gift Aided, and using a yellow envelope is one way of doing that.

When allowed, please try to make any second collection that you support Gift-Aided by using one of the yellow envelopes available in all our churches. You could write out some in advance (minus the collection name and date) and keep them with your missal or wallet.

“THE PLATE”

And finally, for information, many people will not realise that the Parish can claim a certain amount of Gift Aid for “cash in the plate”. This is especially beneficial if your circumstances do not allow you to sign up for Gift Aid because, in this way, the Parish can still get some Gift Aid on your donations.

In other words, cash in the plate is a perfectly good idea at any time, since it can attract some Gift Aid.

===== end =====