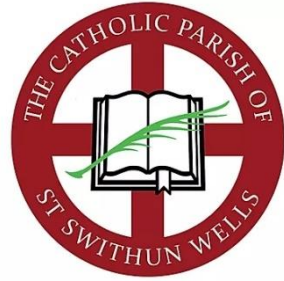


# OFFERINGS TO OUR PARISH



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

(V12) 23<sup>rd</sup> February 2023

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**Dear Parishioners,**

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

St Joseph St Andrew	David Martin	01794 511883	2dmartin 'at' gmail.com
St Edward the Confessor	Mike Greenslade Ian Fearon	02380 262870 02380 265248	mikeg5 'at' ntlworld.com fearon_ian 'at' hotmail.com
Holy Cross St Swithun Wells Our Lady Queen of the Apostles	Patricia Baggott	02380 694060	baggott.pm 'at' gmail.com

*[ instead of the @ symbol, 'at' is used above to try to defeat some generators of email spam ]*

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>

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## DIGITAL COLLECTION PLATE

In late 2022 some of the churches in the parish of St Swithun Wells were equipped with a card reader, thus providing yet 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 2023) 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.”*

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## ONLINE DONATIONS

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

The on-line giving service being administered by the diocese is designated “Give as you Live” (GAYL) and 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 now” 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.

We expect future use of this facility (GAYL) to expand, and we’d welcome your comments on it please. 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, there is a grid of images showing various church activities. Below the images is a circular logo for the parish. The main form area is titled "Donation amount" and includes the instruction "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 checkbox is checked, with 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 button options: "Yes, donate monthly" (which is unselected) and "Just a single donation" (which is 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 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.

- *Account name:* CDP St Swithun Wells
- *Sort Code:* 30-93-04
- *Account number:* 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 "CAFOD", and also your full name. Please also let your Gift Aid Organiser know about the donation.

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

- *Account name:* CDP Romsey St Joseph
- *Sort Code:* 30-93-04
- *Account number:* 00 88 65 57

For: Chandlers Ford, **St Edward the Confessor**

- *Account name:* CDP Chandlers Ford St Edward the Confessor
- *Sort Code:* 30-93-04
- *Account number:* 00 87 61 87

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

- *Account name:* CDP Eastleigh Holy Cross
- *Sort Code:* 30-93-04
- *Account number:* 00 87 72 99

For: Bishops Waltham, **Our Lady Queen of the Apostles**

- *Account name:* CDP Bishops Waltham Our Lady
- *Sort Code:* 30-93-04
- *Account number:* 00 87 46 48

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## MASS OFFERINGS

If you want 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.

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## 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.

As Gift Aid Coordinators we like a simple life. And simple means **DIRECT DEBITS**.

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.

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## NEW DIRECT DEBITS

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

Before we describe the process, you may have some questions about Direct Debits. Here are a few facts that might 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 the DD, simply contact your Gift Aid Coordinator, or we can give you a diocesan email address to contact.
- If you want to change the DD amount, contact your Gift Aid Coordinator, it will be done very quickly.
- If you are already signed up for Gift Aid, fear not, Gift Aid works with DD's too!

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. If you ever request a change to the DD amount, you will get a letter to confirm that your instruction has been received.

As Gift Aid Coordinators, we need to be aware of new Direct Debits for the Parish, so that your donations are correctly accounted for. If you are signed up for Gift Aid (and even if not), be sure to tell us about your new Direct Debit.

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

If you can't, or don't want to, download & print, ask your Gift Aid Coordinator to post you a Direct Debit form. You can post it back to him/her, when completed and ignore the rest of this. Don't post to the address on the form, rather to your Gift Aid Coordinator. If you need more assistance, just ask.

Complete and send the form:

1. **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 \(Our Lady Queen of the Apostles\)](#)

If you are an advanced PDF user, you can “fill and sign” the form on-screen, and save it, and skip a couple of these steps.

2. **Print** the form (one side, A4)

- Complete the form (your bank details etc), and sign and date it.
- Use a black pen and write clearly

3. **Photograph** or scan the form.

- Scans probably give better quality
- Photo is OK if well focused, square and evenly lit
- Check that the photo or scan is quite legible

4. **Attach** the photo or the scanned image to an email.

- Send the email to the Diocese at: [accounts@portsmouthdiocese.org.uk](mailto:accounts@portsmouthdiocese.org.uk)
- And a copy to your Gift Aid Coordinator.
- You'll get a reply to confirm that your form is in order.

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## 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, Her 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<sup>\*1</sup> to HMRC, Gift Aid makes no difference to your income<sup>\*2</sup>.

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<sup>\*1</sup> 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).

<sup>\*2</sup> 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 to 25%, thus saving you some tax.

## **Gift Aid Declaration**

If you have not previously completed a Gift Aid Declaration, please consider doing so.

- 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 \(Our Lady Queen of the Apostles\)](#)
- Complete it and email to your Gift Aid Coordinator.
- If you can't download or print, ask your Gift Aid Coordinator to post you a form. You can send it to him/her, when completed.

## **Old Gift Aid Declarations**

You may have made a Gift Aid Declaration many years ago. If you'd like to check on any existing Gift Aid Declaration, just ask your Gift Aid Coordinator. If your circumstances have changed, e.g. an address change, please complete a new Gift Aid Declaration.

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## **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 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.

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## 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 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 even want a new one – 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 .....

1<sup>st</sup> 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.

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## SPECIAL COLLECTIONS

There are two things your Gift Aid coordinators would like to bring to your attention:

- 1) **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.
  - 2) **Second collections:** Likewise, if you give by Standing Order or Direct Debit, your donations do not cover second collections. 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 even write out 1 or 2 in advance (minus the collection name and date) and keep them with your missal or wallet.
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## "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 =====