

**GUIDELINES FOR BRANCH TREASURERS  
(Revised February 2017)**

1 January	Finish collecting subscriptions
25 March	DEADLINE for Branch Subscriptions and Insurance Send to Diocesan Administrator with cheque
30 April	DEADLINE for Branch Gift Aid Donation Record (re subscriptions & individual donations)
June to Aug	Normal branch duties but should be collecting <i>Families First</i> subscriptions
Varies	DEADLINE for <i>Families First</i> subscriptions and lists Send to Diocesan Administrator
1 November	DEADLINE for Branch Donations Send to Diocesan Administrator
Oct to Dec	Normal branch duties which should include balance sheet for presentation at January meeting / AGM Start to collect new year's subscriptions when figure set
Mid-January	Send Branch End of Year Financial Return to Diocesan Administrator

## **Additional income for Mothers' Union Diocese of Leicester**

Additional income can be raised for Mothers' Union in **four** ways:

- **Members** who pay Income Tax (or Capital Gains Tax) may complete a **Gift Aid Declaration** to enable us to reclaim tax on their subscriptions and donations, so long as the amount of tax paid during the tax year is not less than the total of their charitable donations.
  
- Where married members do not pay tax themselves, their **husbands/wives** may instead make donations and complete a **Gift Aid Declaration**. However, we cannot claim reclaim tax on subscriptions in this case.
  
- **Any taxpayer** may use one of our yellow **Gift Aid envelopes** to make a donation at any time. These can also be made available at fundraising events, services or other occasions where donations are offered.
  
- We can also claim additional income on **cash donations from non-taxpayers**, for example at services and events, under the HM Revenue & Customs Gift Aid Small Donations Scheme. This is not a tax relief so we do not have to know the identity of the donor. Tax payers should continue to use Gift Aid envelopes.

Payments should be entered on either the **Gift Aid Record** form or the **Gift Aid Envelopes & Cash Donations at Services/Events** form, as appropriate.

## **Gift Aid Envelopes – Branch Procedures**

### **Donation envelopes at events**

- Gift Aid donation envelopes are available from the Diocesan Administrator
- Have envelopes and pens ready for people to use
- Collect the envelopes from those wishing to donate

### **Recording donations**

Dealing with each envelope:

- open the envelope
- write the amount on the envelope
- date the envelope if not already done
- complete a Gift Aid Envelopes & Cash Donations at Services/Events form, including the amount of any additional loose cash donations made at the event
- bank cash and cheques as usual
- send the completed form, empty envelopes and total donation to the Diocesan Administrator, either separately or with other payments

**If you have any concerns or problems the Diocesan Administrator or Jean Stonehouse (0116 230 2422) are there to help you.**

February 2017