

St Peter's RC Church Edinburgh

Gift Aid Co-ordinator

Volunteering role

Role:

- to inform parishioners annually about the Gift aid scheme
- to work along with the Parish Priest in checking monies offered to the parish under the scheme

Who to report to or go for assistance:

Any member of the parish community who might wish to help with the Gift Aid scheme should, in the first instance, contact the Parish Priest or the present Gift Aid Co-ordinator, Andrew Thackrey

Indication of time commitment:

- Once a year, ordering of envelopes in connection with the scheme.
- Once a year, before the beginning of the financial year on 6 April – delivery of envelopes to those participating in scheme. In principle these are made available in church, but in practice a number of the envelopes have to be delivered or sent by post, over a period of a few weeks.
- Once a year -drawing up of a numbered list of participants in the scheme. At present the parish priest makes the entries in the ledger, but sometimes there is a team of parishioners who open the envelopes and record the offerings against the number of the envelope booklet.
- Along with the Parish Priest. The Gift Aid co-ordinator records the total offering of each participant at the end of the financial year. This is sent to the Archdiocesan gift aid co-ordinator who makes the claim to the Inland Revenue and who will, eventually, pass the tax refunds to the parish.

Contact:

Andrew Thackrey 447 3232

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