

Using Gift Aid at Diocesan/Confirmation Services – during the PICA appeal.

(including Licensings, Institutions, and Ordinations)

INFORMATION FOR THE HOST CHURCH

Before the service:

1. Any customised service sheet, pew sheet or any other notice material should indicate that the collection will be taken for “PICA”¹, and that the value of the collection will greatly be increased by the use of Gift Aid envelopes by all those who pay tax. Cheques should be made payable to ‘Newcastle DBF - PICA’. If it is felt necessary, explain that PICA stands for Partners in Community Action.
2. The parish/Cathedral is responsible for obtaining a suitable quantity of PICA Gift Aid envelopes from Bishop’s House or Church House prior to the service, and for distributing them among the congregation.

After the service:

3. The loose collection should be counted, noted and banked by the parish.
4. The Gift Aid envelopes should be opened, and the nature (cash/cheque) and sum of the donation they contain written on the front of each envelope.
The cash should be banked by the parish as a separate sum from (3) above and from any other parochial moneys. The cheques (made payable to Newcastle DBF-PICA) should be collected.
5. A cheque should be made out to Newcastle DBF-PICA, from the parochial account, which is equal in sum to the loose collection (3) plus the cash from the Gift Aid envelopes (4).
6. All cheques from the Gift Aid envelopes, plus the parochial cheque (5), plus all opened Gift Aid envelopes should be sent/delivered to Mr John Hall at Church House.
Please indicate at which service the collection was taken, and that it is for the PICA Appeal.
7. It may be helpful to make use of the table overleaf to keep a track of these transactions.
8. Diocesan officers will be responsible for claiming the Gift Aid money from the appropriate authorities.

¹ When the PICA appeal closes, collections will revert to being taken up for the ‘Diocesan Ordination Candidates Fund’ and cheques should be made payable to Newcastle DBF. Appropriate Gift Aid envelopes will be available at Church House and Bishop’s House.

PICA Appeal

Collection from.....
Service

At

On

A: Loose collection total = £

B: Cash from Gift Aid envelopes total = £

C: Cheques from Gift Aid envelopes total = £

D: Sum of cheque from parochial account to Newcastle DBF-PICA = £

E: Sum of figures written on Gift Aid envelopes = £

Cross-checking

$$A + B = D$$

$$C + D = A + E$$