

## 'DROP IN' SUPPORT DATES

Following the successful training sessions in March and May, a number of 'drop in' sessions were held at Church House. They were greatly appreciated by our new users to provide additional support and to allow donations to be entered with support and guidance.

They were also used to provide one-to-one training to a small number of Churches who couldn't attend the formal training dates.

The 'drop in' sessions take place between 10am and 4pm, but please ensure you contact us to let us know if you are planning to attend.

If you work in Manchester and would like to arrange to meet with us earlier or later than the

times stated, please contact us to make arrangements.

If you are interested in being trained to use the new Gift Aid Lite software but can't make either of the training dates on page 1, please contact us. We could do this on one of the dates below at Church House or visit you at home.

The 'drop in' sessions will take place on:

Thurs 26th July	Tues 31st July
Thurs 9th August	Tues 14th August
Thurs 23rd August	Tues 4th Sept
Thurs 13th Sept	Tues 18th Sept
Thurs 27th Sept	

## GIFT AID CLAIM DELAYS



communicate with theirs and all claims were rejected until this was resolved.

The team have been working hard to catch up and we are now only two weeks behind. The majority of the January to April 2018 donations have now been inputted and claims for HMRC payments been submitted. Once the payments have been received they will be credited to appropriate Parish Share.

A few Churches are already aware of ongoing issues with HMRC and we are working hard to resolve these for you.

You will not be disadvantaged because of these delays.

Please accept our apologies for the issues and delays you experienced earlier this year.

Gift Aid claims for individual Churches were delayed for 9 weeks because of changes made by HMRC to their online claiming system. This resulted in our software being unable to

## GIFT AID LITE TEAM



**Sue Warren**  
**Diocesan Gift Aid Advisor**  
T: 0161 828 1424  
E: SusanWarren@manchester.anglican.org



**Paul Bailey**  
**Project Support Officer**  
T: 0161 828 1464  
E: paulbailey@manchester.anglican.org



**Susan Lomas**  
**Administrative Assistant**  
T: 0161 828 1464  
E: SusanLomas@manchester.anglican.org

## NOT A CLOUD IN SIGHT FOR NEW GIFT AID LITE SOFTWARE

Following two successful training sessions held at Church House in March and May, over 40 Churches in the Diocese have been trained to use the new cloud based Gift Aid Lite system.

The Churches trained in March are entering their live giving data and will be making their first Gift Aid claims from the end of June. Those trained in May are inputting their data now and will make their first claim at the end of September.

Feedback on the new system has been very positive from our trainees. Andre Baron, Treasurer at St Luke's in Halliwell, has decided to claim on a monthly basis instead of quarterly. He said: "The new system is brilliant and I am already reaping the benefits."

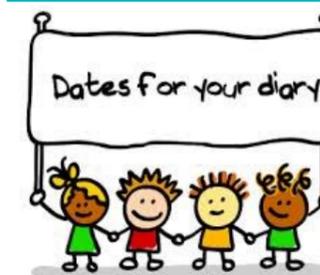
Stuart Wood of St James, Higher Broughton, commented the "training was very good and as clear as it could be in the time. Inputting



donations was terrifying at first, but I'm getting the hang of it now."

If you are interested in being trained to use the new online system, please contact the Gift Aid Lite Team at Church House.

## NEW TRAINING DATES CONFIRMED



Two new dates have been arranged to train a new group of users for the new Gift Aid Lite software.

The sessions will take place on Wednesday

29th August and Saturday 1st September at Church House, 90 Deansgate, Manchester. Each one will start at 10 a.m. and will end at approximately 3.30 p.m. A maximum of 25 places will be available in each session.

These sessions will be delivered by the Gift Aid Lite team and their content aimed at those with

some or a little computer knowledge. They will be interactive and you'll have the chance to use the use the new system as you go along.

Please contact us if you'd like to attend one. It will be a good idea to gain the agreement of your Church's Standing Committee beforehand.

It is important to note, over the next couple of years the old software used to make Gift Aid claims will become unsupported by the company we use. Eventually all of the users of our Gift Aid Lite scheme will be moved across to the new online system. If you are interested in taking part in the training please contact Sue Warren or Paul Bailey to discuss before attending.

# FOCUSING ON QR CODES

## What are they?

A QR (Quick Response) code can be read by a camera on a smart phone or tablet computer and is used to store a website address in the form of a black and white squares. For example, the QR code shown contains the address of the Manchester Diocese website - try it to see!



your computer. They can be added to your documents as you wish.

## How could you use them at your Church?

QR codes can be created for your website, donate now button, fundraising page, online sponsorship site, Facebook, Twitter or other social media sites etc. For example, you can add them to your pew sheets, Parish Magazine and Gift Aid envelopes.

## A fundraising success story

A Church added a QR code to a poster it displayed in its Parish Hall. It linked to the donation page on their website and it encouraged the users to make a donation to ensure it was available for other local community groups to continue to use in the future.

This simple action helped to raise around £8,000 in one year for this Church from people who wouldn't normally attend one of their regular services.

## How do you read them?

To read a QR code you need to download a free QR code reader app for your smart phone or tablet from an app store (e.g. Google Play, Microsoft Store or Apple App Store).

## How do you create them?

We created the one shown above by using the QR Code Generator website ([www.qrstuff.com](http://www.qrstuff.com)), which is free of charge and easy to use. A step-by-step user guide is available on how to do this. Once created, you save them as an image file on

# 'HOW TO' GUIDES NOW AVAILABLE

A series of step-by-step user guides are being created to help users of the new Gift Aid Lite software how to user guide.

Almost 20 guides have been created so far and have been written with people who have little computer knowledge in mind.

Each one contains screenshots of the software in use on a computer screen with instructions on what to write and where to click for a number of different tasks.

They can be emailed as a PDF file, and will also be downloadable from the Diocese's website in due course.



## GAL3 - Navigating your way around the donor record

This is a guide to the tabs you will see when opening up a record for one of the donors to your Church. All of the different options available, including drop down menus and tick boxes, are explained to enable you to gain a clear understanding of their purposes.

It is important when creating/editing your records that you adopt a uniform method to ensure you get the most out of the system in the future.

- Step 1



# UPDATE ON NEW GIVING METHODS



## Contactless giving

This donation method has been trialled at St Ann's, Manchester, over the Spring and Summer. It has coped well with both single gifts and being used at a major flower festival event. If

you'd like to see it in use please visit the Church.

If your Church or deanery would be interested in using a contactless machine please contact the Gift Aid Lite team to discuss. This could be appropriate for a Church with regular weekly services or a Church with a large number of baptisms and weddings.

## Donate now buttons

The Diocese is in the process of setting up its own donate now buttons on the Diocesan website. The Finance team is setting up a

merchant bank account to support this, this will enable us to advise our Churches on how to set this up themselves in due course.

## Agreeing the costs

All Churches will be responsible for their own banking and processing charges for contactless giving, donate now buttons and direct debits. The Finance team at Church House are negotiating special rates with a single provider to reduce the burden on the Churches within the Diocese. Once these have been confirmed we will be promoting them. As these donations methods will link directly into the new Gift Aid Lite software, our newly trained Churches will be the first to be able to take advantage of this.

If you are interested please contact us to discuss how we can support the implementation at your Church. Starting this autumn, we'll be visiting PCCs using the new system to discuss signing up to use the new methods.

# NEW APPOINTMENT

Our last newsletter announce the appointment of Sue Lomas on a 12 month contract. We are now delighted to announce the appointment of Paul Bailey, also on a 12 month contract.

The new members of the team are ensuring the new Gift Aid Lite scheme is implemented as smoothly as possible. The Diocese is extremely grateful for the external funding to support the project.

# REVISED FORMS

Revised Gift Aid declaration forms are now available. They have been amended to include a statement about GDPR.

Please use the forms for new Gift Aid donors, you don't need to ask all your donors to complete new forms.

# OUTSTANDING CLAIMS

A small number of Churches have still not submitted their figures for the April 2018 quarter. This means we cannot submit a HMRC claim or produce the end of year reports to enable you to produce your thank you letters. Please send them in as soon as possible.

# IMPORTANT DATES

We now all of you like to make a note of the relevant quarter dates to help you when submitting your claims. The dates for the rest of the financial year are:

- 01/07/18 - 30/09/18
- 1/10/18 - 31/12/18
- 1/1/19 - 5/4/19

# END OF YEAR

If you have sent in your completed end of year claim for 2016/17 but haven't received your annual statement yet, please let us know.

Once you have sent your annual thank you letters out to your donors, if you receive any amendments to their tax status please let us know in writing in name of the donor and the details of the donations including the dates.

