**Chicheston, St Jude**

**Vestry Collection Record**

**Counted By:** …………………………………………………………

………………………………………………………...

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Regular Giving Envelopes** | **One-off Gift Aid Envelopes1** | **Open Plate and Non-Gift Aided Donations2** | | **10 or more attending? 3** |  |
| **No of Envelopes:** | **No of Envelopes:** | **Eligible for GASDS** | **Not Eligible for GASDS** | **Non-Donations4** | **TOTAL** |
| **Notes: £50** |  |  |  |  |  |  |
| **£20** |  |  |  |  |  |  |
| **£10** |  |  |  |  |  |  |
| **£5** |  |  |  |  |  |  |
| **Coins: £2** |  |  |  |  |  |  |
| **£1** |  |  |  |  |  |  |
| **50p** |  |  |  |  |  |  |
| **20p** |  |  |  |  |  |  |
| **10p or 5p** |  |  |  |  |  |  |
| **2p or 1p** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |
| **CONTACTLESS** |  |  |  |  |  |  |
| **Cheques** |  |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |

**Gift Aided Small Donations Scheme: Notes to complete the Vestry Record Sheet**

This sheet has been developed to help parishes claim on the Gift Aid Small Donations scheme, which allows parishes to receive a Gift Aid style payment on the first £8,000 (£5,000 – to 5th April 2016) of eligible donations collecetd in your church or community.

The Gift Aided Small Donations Scheme (GASDS) only applies to cash or contactless donations of £20 or less (£30 from 6th April 2019).

If there is only one church in your parish, use the Top-Up element of the Scheme, otherwise use the Community Buildings element to claim for each church.

**This record should be completed when counting collection receipts, using the following notes:**

1 Also include in this column any other one-off donations that you know to be covered by a Gift Aid declaration, and make a note of the donor's name.

2 As well as open-plate collection, you should include in this column any donations from individuals not accompanied by a Gift Aid declaration. The Gift Aided Small Donations Scheme (GASDS) only applies to cash or contactless donations of £20 or less (£30 from 6th April 2019), so ineligible donations such as £50 notes and cheques should be recorded in the grey cells in the right hand column. Any donations that are known to be over £20 from an individual donor (e.g. two £20 notes in an envelope, or secured with an elastic band) should also be recorded in the greyed cells.

3 Community Buildings only: Number attending is for Community Buildings claiming only. You will need to record the date on which the collection was received and, also whether there were more than 10 people attending that Sunday. If there are fewer than 10 people, this collection cannot be included.

Freewill collections within the Local Authority Area can be included from 6th April 2017. You must supply a postcode for where the money was collected. This means that wall-safe freewill donations can be included (provided they do not contain “donations” payments for refreshments, books, magazines, etc).

Top-up element only: If you are using the ‘top-up’ element, which is not restricted to a building, you do not need to count the number of people attending and, you can include the wall-safe freewill donations (provided they do not contain “donations” payments for refreshments, books, magazines, etc).

4 Non-Donations include money received for trading from bookstalls, magazines, wall-safe coffee money, etc.