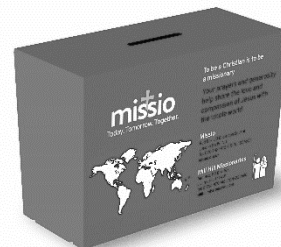


## Red Box: End of Year Finance Process 2019

To make sure that we can attribute to your parish total any money which comes from members of your parish, please complete the enclosed forms and return them in the envelope provided.



There are two forms: the **Annual Return Form** and the **Gift Aid Contributions Form**.

### **ANNUAL RETURN FORM** (formerly the Green Form):

This form makes sure that any deposits you have made into the Red Box bank account are credited to your parish. Please list any payments made in the column on the left.

If you know of any cheques or deposits sent by you or someone else in your parish directly to the office at Missio or Freshfield, please list these in the right hand side column.

***Please do not include any figures relating to 2018, or any figures relating to World Mission Sunday***, which is a separate collection handled by the parish.

If possible, please ask your Parish Priest to sign the completed Annual Return Form. However, if obtaining his signature will involve a significant delay, then please make a copy for his reference and send the form back to us.

Please update any of your personal details on the back of the form, including the number of magazines/calendars which you receive. We would especially like your email address so that we can contact you easily during the year.

### **LIST OF GIFT AIDERS IN YOUR PARISH** (formerly the Blue Form):

If any of your members have signed a Gift Aid Declaration they should be present on this list. If they are not on the form, please add (use an additional sheet if needed) and we will update our records.

Gift Aid brings in an extra 25p for every £1 donated, which substantially increases the amount of money we have to support communities. Please encourage anyone who is able to Gift Aid their donations. Download a form at [missio.org.uk/LS](http://missio.org.uk/LS). To claim the Gift Aid please provide us with the **total donations received from the named parishioner from 1 January to 31 December 2019**.

If someone now wants to give directly once or more a year instead of having a Red Box, i.e. sending a cheque to Eccleston Square or donating online/via DirectDebit, please tick the 'Change to Annual Member' box on the form. If someone has left your parish or no longer wishes to have a Red Box, please tick 'Remove from list'.

## **DEADLINES**

Please bank all remaining **Red Box money before Christmas** to ensure that the amounts register in the account by the 31<sup>st</sup> December. **Please send us your forms by 31<sup>st</sup> December at the very latest, but preferably sooner.** Thank you! If you have any questions on any of this, please do not hesitate to contact the Missio office by email on [redbox@missio.org.uk](mailto:redbox@missio.org.uk) or **020 7821 9755**.