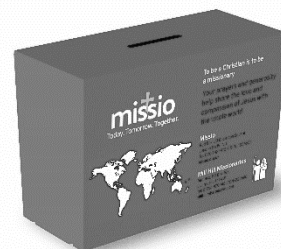


Red Box: End of Year Finance Process 2021

To make sure that we can attribute to your parish total any money which comes from members of your parish, please complete the enclosed Annual Return Form and the Gift Aid Contributions Form (if included) and return them in the envelope provided.



We are holding a short **online briefing** about how to fill in the form and answer any questions on Monday, 29 November at 6.30pm and Tuesday, 30 November at 10.30am. If you would like to attend, please email redbox@missio.org.uk to get the link. You can also watch **a short video** explaining the process at missio.org.uk/LS

ANNUAL RETURN FORM (formerly the Green Form):

This form ensures 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 2020, 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 form. However, if not possible before you send it back, please make a copy or take a photograph for his reference.

Please update any of your personal details on the back of the form, including the number of magazines/calendars which you receive.

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

If any of your members have signed a Gift Aid Declaration they should appear on this list. If they are not there, please add (using extra paper if needed) and we will update our records.

Please state the **total donations received from the named parishioner from 1 January – 31 December 2021**.

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 31st December. **Please send us your forms by 31st December at the very latest.** Thank you! If you have any questions on any of this, please do not hesitate to contact the Missio office on redbox@missio.org.uk or **020 7821 9755**.