



Annual Return Form 2022 & Gift Aid Contributions 2022

Please use the **Annual Return form** to update any details for your parish. If we have an up-to-date Gift Aid declaration for any of your Red Box holders, then you will also find a **Gift Aid Contributions list** enclosed with these donors' details on it. If you have not already told us about donations the Gift Aiders have made through the Red Box - those you banked in 2022 - please use the Gift Aid Contributions form to let us know, so that we can reclaim the tax on these donations. **Please return both forms in the Freepost envelope provided or send to: Red Box, 23 Eccleston Square, London SW1V 1NU.** Thank you.

We are holding a short **online briefing** about how to complete the *Annual Return* and *Gift Aid Contributions* forms, and to answer any questions, on Thursday 20th April at 6.30 p.m. and Friday 21st April at 11.00 a.m. If you would like to attend one of these sessions, please email redbox@missio.org.uk to get the link. There is also a **short video** explaining the process at missio.org.uk/LS.

Sample Parish newsletter / website / Facebook announcement

This text, as well as a short talk for the end of Mass, is available to download at missio.org.uk/LS

Red Box 2022: Thank You!

In 2022, <PARISH> raised £_____ through our Red Boxes and donations to Missio and the Mill Hill Missionaries. Thank you! Our missionary community here at <PARISH> is part of a worldwide network of people supporting missionaries through prayer and financial assistance. Your support of projects such as the Fundong Mission station in Cameroon has enabled Fr Leon, a Mill Hill Missionary, to help children learn in a safe environment and instil values that empower them to turn away from conflict and towards faith in God. Visit missio.org.uk to find out more about how your support changes lives for the better.

Total 2022

The amount that your parish raised in 2022 includes any amount you were able to bank from people's Red Boxes, along with any money your parishioners gave directly (e.g. online, by cheques sent to our office, or through Direct Debits). If you have a query about the total, please get in touch with us. If you email redbox@missio.org.uk we can look into it and get back to you. Or call Theresa on 07593 544625. Please leave a brief message if there is no reply.

You can find information on how much each diocese and each parish raised by going to missio.org.uk/LS and downloading the file named **Missio and Red Box Annual Results per Diocese 2022**. If you would like a printed copy of your diocese's parish totals for 2022 sent to you, please contact us.

Thank You Poster

This year we are enclosing a double-sided Thank You poster to help you raise awareness of our work. One side has a space where you can write/print your parish total, or put your contact details. The other side is a more generic poster. Please place this in a prominent place in your church. If you would like us to print your parish total on a poster, please email redbox@missio.org.uk, or call us on **020 7821 9755**, stating what church/parish name you want on the poster(s). If you are a combined parish, please say which total you would like printed and how many posters and we will send them to you.

Local Secretary Online Training

We are hosting online training sessions for Local Secretaries throughout the year. The sessions are particularly relevant for new Local Secretaries but are open to all. They are an opportunity to meet other Local Secretaries, discuss Mission, share your thoughts, and pick up new ideas. Email redbox@missio.org.uk to register and receive the Zoom link.

Tuesdays at 10:30 a.m. and Wednesdays at 6:30 p.m.
25 or 26 April; 20 or 21 June; 19 or 20 Sept; 14 or 15 Nov.



IMPORTANT UPDATE: Banking, Contact Information and Resources

With the closure of the Mill Hill office in Freshfield, Liverpool, we have had to make adjustments to various processes and systems. Also, unrelated to the Freshfield office closure, there have been changes introduced by Barclays Bank that it is important to be aware of. Please read on...

Resources – General

To place an order for resources e.g. Red Boxes, stickers for the Red Boxes, Local Secretary Account Books, and condolence cards, please e-mail redbox@missio.org.uk or phone **020 7821 9755** with the items you wish to order, including quantities required.

Resources – Barclays Paying-in Books and Post Office Deposit Cards

Please e-mail redbox@missio.org.uk or phone Theresa on **07593 544625**.

Book of Remembrance

If you have names to be added to the Book of Remembrance then either e-mail the names to redbox@missio.org.uk or send the 'NAMES FOR THE BOOK OF REMEMBRANCE' forms to:
Missio, 23 Eccleston Square, London SW1V 1NU.

You can also order **condolence cards** (to pass on to bereaved relatives to inform them that their loved one's name will be added to the Book of Remembrance) by telephone: **020 7821 9755** or e-mail redbox@missio.org.uk.

Gift Aid forms

Any Gift Aid forms (**not** the Gift Aid Contributions form you received with the Annual Return, which is to be returned to the Missio office in Eccleston Square) that you would previously have sent to Freshfield, please now send to:

Trish Glenn - Mill Hill Missionaries' Assistant Bursar, High Thorn, Pittington Road, Rainton Gate, Houghton-le-Spring DH5 9RG.

Barclays Bank Cheques

Changes introduced by Barclays Bank now require that cheques that are to be paid into the Barclays account ending 5529 (the account you pay your parish Red Box money into) must be made payable to:
APF MILL HILL MISSIONARIES.

Please pass this information on to any Red Box holders who write out a cheque for their donation. We cannot guarantee that any other payee name will be accepted by the bank and may be destroyed.

If you used to send cheques to the Freshfield office for processing, then please now post them to Trish Glenn at the address in Houghton-le-Spring, given above.

**If in doubt, please contact your Regional Community Fundraiser:
Theresa Codd - theresa@missio.org.uk / 07593 544 625.**