

Local Secretary Information, Spring 2024 - Please Retain for Future Reference

Annual Return Form 2023 & Gift Aid Contributions 2023

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 2023 – 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 18 April at 6.30pm and Friday 19 April at 11.00am. If you would like to attend one of these sessions, please email redbox@missio.org.uk to get the link. There will be a recording available afterwards 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 2023: Thank You!

In 2023, <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 overseas through prayer and financial assistance. Your support of Missionary Priests, like Fr Ignatius MHM working with a rural community in Uganda, enables people to come together to celebrate the Eucharist and to work together to improve the lives of the whole community. Visit missio.org.uk to find out more.

Total 2023

The amount that your parish raised in 2023 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 2023**. If you would like a printed copy of your diocese's parish totals for 2023 sent to you, please contact us.

Thank You Poster

We have enclosed 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.
23 or 24 April; 25 or 26 June; 24 or 25 Sept.; 12 or 13 Nov.



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Key Contacts – Banking, Resources and Support

Unsure who to contact? Please see below for key contacts. **If in doubt, please contact Theresa Codd, your Regional Community Fundraiser: theresa@missio.org.uk / 07593 544 625.**

Resources – Banking

To order Barclays Paying-in Books and Barclays Deposit Cards (a card is essential for paying in **cash** at the Post Office), please e-mail redbox@missio.org.uk or phone Theresa on **07593 544625**.

Banking

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 anyone who writes out a cheque for their donation. We cannot guarantee that any other payee name will be accepted by the bank and cheques may be destroyed.

Barclays Bank have informed us that they can no longer supply paying-in books cross-referenced with a Parish Reference Number. We are looking into the implications of this. For now, please do keep using your current paying-in books. You can also send any cheques to be paid into the APF MILL HILL MISSIONARIES account to the MHM Assistant Bursar who will be able to bank them:

Trish Glenn - Mill Hill Missionaries' Assistant Bursar, High Thorn, Pittington Road, Rainton Gate, Houghton-le-Spring DH5 9RG. *Please write your Parish Ref. No. on the back of the cheque(s).*

Resources – General

To place an order for resources e.g. Red Boxes, stickers for the Red Boxes, Local Secretary Account Books, please e-mail redbox@missio.org.uk or phone **020 7821 9755** with the items you wish to order, including quantities required. You can also complete an online order form at:

missio.org.uk/local-secretary-resources.

Book of Remembrance

If you have names to be added to the Book of Remembrance please 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 order **condolence cards** (to give 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 Contributions

To save on staff time and costs (printing and postage), please now only complete Gift Aid forms **once a year** using the Gift Aid Contributions form supplied, in spring, with the Annual Return forms. A Gift Aid claim is made at several points throughout the year and HMRC allow charities to claim back the tax on donations going back 4 years, so there is no need to send us information on Gift Aid contributions every time you empty the Red Boxes.

Data Protection

To comply with data protection regulations, please do not email Missio with lists of Red Box holders containing a lot of personal information (names, addresses, telephone numbers etc.), unless the data is sent securely e.g. in a password protected file. If you would like instructions on how to password protect a WORD document, or an EXCEL spreadsheet, please e-mail redbox@missio.org.uk.