

Instructions to churches for handling gifts from your congregation

Please follow these instructions carefully to ensure that we can reclaim the tax from the government, making the gifts of eligible members of your congregation worth almost 30 per cent more, at no extra cost to them.

Following your collection:

- open each envelope and check that the amount written on the outside is equal to or less than the amount of money in the envelope
- if you find the amount written on the envelope is greater than the value of the donation inside, amend the recorded value downward to match the actual value of the donation
- once the money has been counted, pay all cash in to your church/group account and write a cheque for that amount to 'The Union of Welsh Independents – Christian Aid Appeal'.

Photocopy and complete this donation form and send it with your cheque, any individual cheques from members of your congregation that were already made payable to the Union of Welsh Independents, and any completed Gift Aid envelopes to us at Tŷ John Penri (details below). HM Customs and Revenue requires that the cheques and the envelopes are sent together.

Thank you – we very much appreciate your help. If you have any questions, please contact us at Tŷ John Penri, 5 Axis Court, Riverside Business Park, Swansea Vale, Swansea SA7 0AJ (e-mail: undeb@annibynwyr.org and telephone: 01792 795888)

Donation form

Please photocopy and return this form with a cheque (payable to 'The Union of Welsh Independents') for the total amount of cash received, any cheques already made payable to the 'The Union of Welsh Independents – Christian Aid Appeal' from individuals and completed Gift Aid envelopes.

I enclose our donation to the South Africa Appeal.

Amount raised £

Name (and town) of church/group
.....

Your name

Your address

Your phone number

Feedback

We would very much appreciate your comments on this appeal. Please write them on the back of your photocopied donation form. It would be particularly helpful to have your views on:

- publicity (when and how you first heard about the appeal – was it early enough? What did you think of the printed materials?)

- we plan to have another appeal in the future – what would you keep the same, and what would you change?
- administration (eg, sending out the appeal materials, handling gifts, sending receipts)



We believe in life before death



Union of
Welsh
Independents