

Guidance Notes

- **The Excel version of the complete Treasurers account book is the recommended version.**
- **The Treasurers Returns, Account Book & Gift Aid Claim Form & 'How to Guide' is also available to download from the SVP Website.**
- **Below is a list of the guidance notes.**
 - [What's Changed](#)
 - [Being A Treasurer](#)
 - [SVP Guidelines](#)
 - [How to use this Treasurers book](#)
 - [FAQs](#)
 - [Gift Aid Instructions](#)
 - [Gift Aid Claim Form Instructions](#)
 - [Gift Aid Declaration Form](#)
 - [Gift Aid Declaration for Sponsored Events](#)
 - [Correct Use of Funds Guidance](#)
 - [Restricted Income Guidance](#)
 - [Finance Policy - Gift Aid](#)
 - [Finance Policy - Banking Procedure](#)
 - [Finance Policy - Use Of Funds](#)

What's changed with the new workbook?

Implementing Gift Aid claims quarterly

Gift Aid claims will become part of the quarterly financial submissions, which will make it easier for you to make a claim and see the refund in your account in a timely manner. Gift Aid is a really easy way for every Conference to boost their funds by 25%. We are keen to get our Gift Aid claims as high as possible because this is effectively free money. Most of our donors will be able to Gift Aid their donations so this is a substantial amount of money available to you.

For each quarter, there will be a Gift Aid claim form and checklist to enable you to submit your claims along with your completed quarterly financial returns. The workbook will be submitted in the normal way to quarterlyreturn@svp.org.uk with your gift aid claim and all required supporting documents.

When you receive the workbook, please ensure you read the Gift Aid instructions carefully. The requirements for claiming Gift Aid, banking Gift Aided donations and submitting the claim are clearly outlined to meet the HMRC, Charities Commission and SVP requirements.

Workbook layout

The individual tabs 'Return', 'Book', 'Restricted Income' and 'Gift Aid Claim' for each quarter have been grouped together.

Income category added

We have added a National Raffle Distribution code in the income category, this is below National Raffle Income.

Extra tabs added

There will be links in 'Guidance Notes' to useful information available for the following areas in the workbook:

Start – this will cover how to use the electronic summary.

Being a Treasurer

SVP Guidelines

How to & FAQ

What's changed

Gift Aid Instructions

Gift Aid Claim Form Instructions

Gift Aid Declaration Form

GAD Sponsored Event Form

Finance Policy for Use of Funds

Correct use of funds guidance

Restricted Income Guidance

Claiming upto maximum of 4 years

All Gift Aid claims up to a maximum of 4 years, where applicable, should be included on your usual claim for the period up to 31 March 2025.

Thereafter, any subsequent claims, from 1 April 2025, should be claimed on a quarterly basis, using the new **2025-2026 Conference**

Treasurers Returns, Account Book and Gift Aid claims.

If you have backdated claims to make, please submit your forms for the following periods, prior to Wednesday 30 April:

- 1 April 2021 to 31 March 2022
- 1 April 2022 to 31 March 2023
- 1 April 2023 to 31 March 2024

- 1 April 2023 to 31 March 2025

For Conferences who already submit quarterly Gift Aid claims, please ensure that your final claim for the period up to 31 March 2025 is submitted by Wednesday 30 April.

Please note that the following will need to be submitted with your claim form(s):

- Bank statements clearly showing when the Gift Aided income was banked into the Conference account. We can only access bank statements for the previous 15 months, therefore you will need to email older bank statements through with your claim.
- Gift Aid Declaration forms or gift aid envelopes to support the donor's donation.

Being a Treasurer for Conferences and Councils

The Society is privileged to receive funds to help the poor and needy. The Treasurer has an important role to play in this and is responsible for their Conference/Council funds and for keeping accurate and appropriate records. They should act with the highest level of probity at all times, conscious that they help represent the Society to the wider public.

Your role will involve working behind the scenes to ensure your Conference's/Council's records are maintained but also keeping your fellow members up to date with the Conference's/Council's finances.

The Treasurer should give a verbal report on the Conference/Council's finances at each meeting and present a written report (the quarterly return) to the Conference/Council at least once a quarter.

Why are the Finance Returns important?

As treasurer, you are undertaking a vitally important part of the record keeping for the Society. We are a member led society and the majority of work happens through our members. We need to ensure that the records we keep are complete and accurate.

- **Legal Obligation:** As a Society registered with both the Charities Commission and Companies House we have a legal obligation to report on our income, expenditure, assets and liabilities. The Trustees have the legal responsibility for ensuring that our Society's accounts are complete and accurate. By completing these Finance Returns in a proper and timely manner you have thus enabled us to meet our legal obligations.

- **Management information:** To help us run the Society properly we need to have a picture of the activity undertaken and the health of our finances.

- **Responsibility for resources:** We need to be able to show funders and the public how we have put their money to use. We have a moral responsibility to put our resources to their best possible use.

- **Sharing the SVP with others:** Our accounts can be a starting point for people to learn about the types of work we do. This is particularly relevant to potential funders.

Becoming a Treasurer

The following things should have happened when you became a Treasurer:

1. You should have received some training to help you understand the role. This could have been from the outgoing Treasurer, other local officers, your District or Central
2. You should have been given the historic records kept by previous Treasurers. We have to keep records going back 6 years. If there is something that is still relevant (i.e. an unspent legacy) then we will need to keep records on it until it is no longer relevant. If you haven't received them please chase up the old treasurer to obtain the records. Make sure to get any computerised records they may have kept as well as the paper records.

How to keep your records

There is no 'right way' to organise your files as a Treasurer and so feel free to devise whatever method you find the easiest and most beneficial.

As long as the end result is that you have a record of each piece of income and expenditure, and can find this documentation upon request, then it does not matter how

You will need to keep:

1. Records for all income and expenditure.

- Keep copies of all expenditure invoices, members expense claims and other funds spent. Not all expenditure will come with documentation and so it will be useful to print off relevant emails or letters, make summary notes and generally ensure that someone else would be able to review your file and understand how the money had been spent.
- Any information on income and money raised. A summary of the amounts collected at each meeting/event. Copies of the letters relating to donations. Again, ensure that someone else can look over your file and understand where income has come from. Keep in mind Gift Aid when recording your income - is it possible to claim Gift Aid on this donation, do we need any additional information in order to be able to make the claim?

2. Bank statements

Obviously keep the bank statements for your account(s).

3. Petty cash book

Not all money raised or spent will be banked separately. There will be cash transactions and we need to ensure that we are keeping a good record of all of these. We recommend

you keep a small notebook or spreadsheet with your petty cash movements to enable each cash transaction to be written down while it is fresh in your mind.

It's important that all these cash transactions are recorded on your Finance Returns as well. By law we cannot net off income and expenditure. For instance, if you run a fundraising event and make £200 on ticket sales but pay the band £150 from the takings then you should record both the £200 fundraising income and the £150 fundraising

4. A workbook (such as this electronic workbook)

This is to enable you to organise your income and expenditure into the format required to complete the Finance Return. It is much better to keep a record of the individual transactions and how they are allocated than to simply add up the invoices you have and input them straight into the Finance Return.

5. Printed copy of the Finance Return submitted

It is advisable to keep a signed copy with your own records.

6. Gift Aid claims

As with other income and expenditure we have to keep information on Gift Aid claims for 6 years. These Gift Aid records could require a file or two of their own.

We require conferences to claim Gift Aid every quarter alongside their financial return.

Briefly though your Gift Aid files will need to include:

- a. A summary of all donations included in each claim with the relevant backing documentation. Keep a separate record for each claim made. Depending on the method of donation this will vary. This backing documentation could include:
 - Stack of blue envelopes that you keep tied together with an elastic band and note to say when and where the collection was made.
 - Summary of the collections made at each conference meeting this quarter.
 - Letter from individual donor with Gift Aid Declaration.
- b. Gift Aid Declarations for eligible conference members and other regular donors.
- c. Gift Aid 'Address Book' - this will be computerised and will speed up completing the claims.
- d. Summary of claims sent to National Office and amounts received back.

7. Legacy information

If your conference has been left a legacy then it is a good idea to keep records of this with your conference files. Some legacies were made towards conferences years ago and appear to have been 'forgotten' about. By keeping a record with your files then it acts as a

reminder that there is money available. This is particularly helpful if you pass on your files to a new treasurer who may not necessarily be aware of an old legacy.

Tips:

- Keep a folder for each financial year with records segmented into each of the 4 quarters.
- A4 plastic wallets are useful to keep lots of pieces of paper organised such as invoices and receipts. Depending on the level of activity you might want a wallet for each month or each quarter. To go paperless you may want to scan and file these on the computer or a

How to use this Treasurer's Book

We have tried to make these spreadsheets do as much of the work for you as possible. This however means that there are a lot of linking cells and formulas. For people not familiar with accounts or excel this can sometimes be a bit daunting.

These guidelines are to try to make the spreadsheets as easy to use as possible. When nothing goes wrong it should be fairly straightforward - once you have got the hang of it. If something does go wrong and you just can't fix it then please get in touch with the Membership Finance Team and we will help you out.

1. Setting up this Treasurer's Book for the first time

Step 1: [Enter information about your conference](#)

Filling out your information in the yellow boxes in 'Info about Conf' automatically fills out the main conference details on your returns. Entering your Central Council's rate for the Support Charge will enable this to be calculated automatically.

Enter the opening balances of your bank account and petty cash even if you're starting to use this mid-year.

We have split out your bank account from your petty cash, this is to help you ensure that all transactions (including cash transactions are recorded) and make the reconciliation

The opening balance entered on 'Info about Conf' should be the same as your 'cleared' cash balance.

FAQ: What if there is an error in your opening balance?

Maybe you have accidentally failed to record some income or expenditure in previous Returns? Correct this by including them in the current return so that your Closing balance is correct.

2. Inputting income and expenses

In the book tab input income and expenditure each week. Both can be entered as positive numbers.

Each amount is entered under the weekly column against the relevant category down the left hand side.

The figures will automatically drop into the income and expenditure category on the return

3. Restricted Income

Restricted income should be recorded on the main return and all required sections of the restricted income form should be completed, even if there is no new Restricted income and just a carried forward balance.

The supporting documents for each new restricted income should be submitted with the return.

4. Reconciling the bank accounts

Once you have input all the income and expenditure for the quarter it's time to reconcile the bank accounts.

There is a section at the bottom which will automatically drop in the figures into the bank reconciliation on the Return.

We recommend reconciling more frequently than quarterly.

First enter the total per the bank statement at the end of the quarter.

Next add the petty cash figure at the end of the Quarter per your count.

If there are reconciling items then you will have differences.

Enter the total cost of cheques written and/or SVP uncleared credit card included as an expense on your return but that have not yet appeared on the bank statement. This figure should be entered as a negative.

Enter the total amount of funds banked and included as income on your return that have not yet appeared on the bank statement. This figure should be entered as a positive.

Bank reconciliation		
Closing balance as per box (F) below	1,569.00	

LESS Cash in hand at quarter end (counted)	-224	(negative)
Bank funds at end of quarter (G)	1,345.00	
This reconciles with the bank statement as follows:		
Bank balance at end of quarter per NAIWES1 account	1,295.00	
LESS cheques/credit card expense, not on bank statements	-50	(enter negative)
ADD funds banked, not on bank statements	100	
Balance - (should equal (G) above) (H)	1,345.00	-
		Check (G)=(H)

What does this really mean?

In the NatWest account there was £1295 per my bank statement, but I had banked a £100 donation just before the quarter end which wasn't on the statement. I also issued a £50 Twinning cheque to National Office which they didn't take from my account until after the quarter end. I also had £224 held as cash.

5. Review the Finance Return

After checking that the Treasurer's Book is complete and all yellow check boxes are zero go to the relevant Finance Return.

Review it and confirm that everything looks like you expected. Things to check:

- The opening balance agrees to the last Return's closing balance.
- Check a few income and expenditure boxes agree to the total per the Treasurer's Book.
- Check the SVP Support Charge has been calculated.
- By submitting your return you are giving National Office to take the SVP Support Charge direct from your centralised NatWest account.
- Check the bank reconciliation is working (G=H?)
- If you have entered an income or expense in a box that has a 'specify' request then please ensure you have provided some brief details. This is especially important for legacies and inter-society transfers.

6. Gift Aid Claim

Complete the claim form for any gift aided donations received within in the relevant quarter, ensuring the donation is banked separately and easily traceable. Any claims for a maximum of 4 years, where applicable should be included on your usual claim form, bank statements and declaration forms or envelopes should be submitted for the period. Use the colour coded checklist to ensure the claim is completed correctly and the relevant documentation is submitted with the claim the first time. Submit your claim form along with your Treasurers workbook.

7. Submit your Finance Return

When you are happy the Return is complete, please keep a signed copy for your records. Once the Return has been agreed email the whole workbook to (quarterlyreturn@svp.org.uk). Include the Conference President and District Treasurer in the email. By sending a copy of this workbook to your Conference President on submission we will accept this as confirmation of a signed return.

Tips

1. Highlight the income and expenditure that relates to restricted income. Better yet complete the yearly restricted income summary as you go along. Both of these will make it easier at the year end.
2. If you're not sure where the information in a cell with formula is coming from, click in the cell and follow the formula.
3. There is no password on the workbook, sheets have been protected to prevent inadvertent changes to the formula.

1) What are the options of documents to submit a quarterly return?

Response: There are three different kinds of quarterly returns depending on how comfortable a person is using a computer.

- Electronic workbook/return. This allows a treasurer to maintain the financial records in one document and will also populate the return for you. (recommended version)
- Electronic return. The financial records are maintained separately and then the data is input to the return. Please see question 5 below.
- Paper version. Please see question 6 below.

2) How often are conference financial returns due?

Response: Returns are due quarterly.

3) What are the quarters for conference financial returns?

Response: Quarters are:

- Q1 - 30th June
- Q2 - 30th September
- Q3 - 31st December
- Q4 - 31st March

4) When are quarterly returns due?

Response: Quarterly returns are due by the last calendar day of the month following the end of the quarter. For example, a June quarterly return is considered late if not received by 31st July.

Due by:

- Q1 – 31st July
- Q2 – 31st October
- Q3 - 31st January
- Q4 – 30th April

5) How do I submit a conference quarterly electronic workbook or electronic return?

Response: Please attach the conference workbook/return to an e-mail and send to quarterlyreturn@svp.org.uk. Please remember to copy in the Conference President and the District Council Treasurer.

6) How do I submit a conference quarterly paper return?

Response: Please scan (or take a photo on your mobile) and email as an attachment to quarterlyreturn@svp.org. Alternatively post a copy of the quarterly return to the Membership Finance Team, Allenby House, Rees Way, Bradford BD3 0DZ.

Please remember to keep a signed copy for your records and send a copy to the District Council Treasurer.

7) Where can I get a quarterly electronic return?

Response: Returns can be downloaded on the Members' Website, Financial Returns. All versions are available for both Conference and Councils.

Alternatively email quarterlyreturn@svp.org. to request the quarterly return.

8) My conference needs to set up a bank account. How do we do that?

Response: All conferences must have a centralised bank account with NatWest as their one and only bank account. Once we have been informed by National of a new Conference, we will request the NatWest to open an account. Once the account has been opened a new mandate form will be sent to the Conference Treasurer to add the required signatories and request access to Bankline.

New Mandate Form can be downloaded from Members' Website, Financial Forms.

Alternatively email banking@svp.org.uk.

9) We need to change signatures on the Conference bank account. What do we need to do?

Response: All Forms can be downloaded from Members' Website, Financial Forms.

Alternatively e-mail banking@svp.org.uk. We will return the necessary forms via e-mail. If you do not use e-mail, then please phone the Membership Finance Team on 01274 513045, Option 1. We will post the necessary forms to you.

Forms received by the 15th of the Month will be sent to the NatWest bank on the 20th of that Month. It will take approximately 4 weeks for the account to be ready for use.

10) Who can be a bank signature:

Response: All requested signatures must be a member of the SVP and therefore, must be included on the database. Family members are not permitted to be signatures on the same account. Persons living at the same address are not permitted to be signatures on the same account. Honorary members are not permitted to be signatures. Ordained persons are not permitted to be signatures.

11) What is Bankline/Mobile Banking:

Response: Bankline is the online banking platform we have with the NatWest. It is a safe and secure way of banking and requires dual authorisation. A minimum 2 users are required and must be signatories. We highly recommended all Conference signatories have access to Bankline. This is a quick and efficient way of banking, has a better audit trail and cheaper to the Society and can be accessed at any time. Mobile banking mirrors bankline on your smartphone, the advantage is you have access on the go and do not require the smartcard and reader to authorise.

12) How do we get access to Bankline/Mobile banking?

Response: All Forms can be downloaded from Members' Website, Financial Forms.

Alternatively e-mail banking@svp.org.uk.

13) Who do I contact if I have locked my PIN/Password and Smartcard?

Response: The Membership Finance Team are the Bankline profile administrators. We manage your Bankline profile, user access and settings. We can also help if you're locked out of Bankline or need a new smartcard or card reader.

14) Why is my bank account overdrawn?

Response: Treasurers should be aware of the Conference financial circumstances and what their outgoing commitments are for example support charges, uncleared cheques and should avoid spending funds which are not available in the accounts. If you are expecting funds to the account such as a grant, legacy payment, or a donation then these should be credited to the account before any expense is paid out. An overdrawn account affects the credit score of the SVP bank accounts, an overdrawn account requires immediate attention to bring the account into a credit balance.

15) Why do I have bank charges?

Response: You should only receive a 'notification of charges' statement, currently the charges are being covered by National and these charges will not be debited from your bank account. Occasionally there may be a charge for an account which has gone overdrawn debited directly from your account. Any charge debited from a new account will be due to the charges not being allocated correctly at the NatWest, in this case we will return any charges and inform NatWest to update their records.

16) We would like to change the address to receive bank statements. What do we need to do?

Response: All Forms can be downloaded from Members' Website, Financial Forms.

Alternatively e-mail banking@svp.org.uk. We will return the necessary forms via e-mail. If you do not use e-mail, then please phone the Membership Finance Team on 01274 513045, Option 1. We will post the necessary forms to you. Forms received by the 15th of the Month will be sent to the NatWest bank on the 20th of that Month. It will take approximately 4 weeks to update, statements are monthly which are generated the 30th of the month, so you may not receive a statement until the following month.

17) Our conference would like some assistance/training in preparing the quarterly return. Who can we contact?

Response: The Membership Finance Team is more than happy to provide telephone support. We can be reached on 01274 513045, Option 1, we can also arrange teams/zoom training should this be required. There is training material available on the knowledge hub and the members website. Should you wish to have more practical, hands-on support, then please contact your District Treasurer.

18) What are support payments?

Response: There are three types of support payments.

- Fixed fee of £12.50 per quarter which is owed from the date of inception to the date the conference goes into abeyance.
- A 10% charge on all unrestricted income.
- A %, varying between 0%-14% on all unrestricted income set by your Central Council.

The fixed fee and 10% charge are contributions towards the cost of supporting conferences centrally. It includes the cost of providing advice and support to conferences on recruitment, H&S, safeguarding and more. It also includes the costs of processing financial and secretarial returns, processing fundraising for Conferences (CAF cheques, gift aid, Cash4Coins, etc), and producing Vincentian Concern account. Should the amount differ from what you are expected to pay or not appear in the following quarter please contact the Membership Finance Team on 01274 513045, Option 1. This maybe we have not received the return or there is an outstanding query holding up the return being processed.

19) What is unrestricted income?

Response: Unrestricted income includes things such as members donations, non-member donations, fundraising, Gift Aid refunds, church collections, legacies received directly by the conference, and other income but not Restricted Income.

20) What is restricted income?

Response: Restricted income is money given to your Conference for a specific purpose, as specified by the donor, this is a written instruction demonstrating how the funds should be spent and cannot be so broad they cover the general work of the SVP. It is the specific intention of the donor that makes the income restricted. The funds must be spent in line with the restrictions placed on it. Separate records must be maintained. A restricted quarterly return will be required. Please contact the Membership Finance Team on 01274 513045, Option 1 for any queries. We will always ask for a copy of the restriction document be submitted with the quarterly restricted return.

21) When should I contact the Membership Finance Team?

Response: The Membership Finance Team can assist with providing support to conference/DC/CC treasurers. We can answer queries relating to the preparation of the quarterly return, NatWest Banking and other financial matter. All other queries, such as updating the database with a change of officers or addresses should be addressed by contacting Giulia Fabbrocotti, Database Admin Officer – Email giuliaf@svp.org.uk)

Instructions

You will have the donation records or envelopes from your recent collection.

If the donations are from predominantly single donations organise them into donations above £20 and below £20.

If there are multiple donations from the same people it may be better to organise donations by person because it is possible to combine donations received from the same individual rather than listing them out separately.

	When entering information for donations either above £20 or all received from the same individual you will need to fill out the individual's details:	When entering information for donations under £20 it is possible to aggregate the donations and just enter the total received. In order to do this each individual donation will need to be under £20. Gift Aid declaration forms/envelopes are still required. The maximum amount that can be included in one line as aggregated donations is £1,000. If you have more donations than this simply include over two or more lines.
First name/initial	Only the First name, or first initial if not known, no spaces before or after.	LEAVE BLANK
Last name	Only the Last name, no spaces before or after.	
House name or number	Only the house name or number, no spaces before or after.	
Postcode	Must be in a standard format ie 'GL52 5LN' accepted but 'GL525LN' (no space) and 'gl525ln' (lowercase) will be rejected.	
Aggregated donations	LEAVE BLANK. Aggregated donations are different. Even if you have combined donations from the same individual you do not need to list these as aggregated donations.	Please give your aggregated donations a relevant name (under 35 characters) ie 'Church Collection 12/3/14', 'Bucket Collection 6/6/14'.
Sponsored event (Yes/blank)	Leave Blank unless the donation was for a sponsored event. If this was a sponsored event then the individual's details filled out will be for the <u>participant</u> . All donations can be combined unless there is a particular donation for over £500. If someone sponsored over £500 then this donation should be listed separately.	LEAVE BLANK
Donation date (DD/MM/YY)	This will be the date collected. If more than one donation is included then this will be the date of the last donation included in the total. Again this must be in a standard format ie '15/01/14' accepted but '15.01.14' (full stops) and '15-01-14' (hyphens) rejected.	
Amount	Number only, DON'T USE £ SIGN. This is the total amount of the donation(s). Remember it is possible to combine donations received from the same individual and claims can go back as far as 4 years providing you have a Gift Aid Declaration Form and sufficient evidence of the donation.	

You will also need to know the **date of the earliest donation** included in this claim. There is a box near the top of the form for this information to be provided.

Gift Aid Instructions

In brief:

- Gift Aid is a really easy way for every conference to boost their funds by 25%. We are really keen to get our Gift Aid claims as high as possible because this is effectively free money. Most of our donors will be able to Gift Aid their donations so this is a substantial amount of money available to us.
- If you need any help or advice on Gift Aid, please do not hesitate to contact us at giftaid@svp.org.uk This guide has been provided as an aid, but it may not answer all your queries. Don't be put off from claiming Gift Aid because you think it's complicated! We will walk you through what to do step by step. If your Central Council has a Gift Aid Officer, then you can also contact them for additional help.
- Gift Aid is basically HMRC refunding the income tax paid by the donor to the recipient charity.
- To claim Gift Aid the donor must be a taxpayer and have filled out a Gift Aid Declaration Form.

[Gift Aid Declaration Form](#)

- The Gift Aid Declaration Form can either be completed as a Gift Aid envelope (see line 18 below on how to order envelopes) or a [Gift Aid Declaration Form](#) can be downloaded from our website.
- Gift Aid claimed on Restricted Income should also be treated as Restricted Income.
- It isn't just current donations that Gift Aid can be claimed on. It is possible to go back as far as **four years** and claim Gift Aid on historic donations – provided you have a Gift Aid Declaration Form and sufficient records of the donation. It is worth looking back through your records and confirming if you have donations applicable where Gift Aid has not already been claimed.

Information required to claim Gift Aid:

- First name or initial
- Last name
- House number/name
- Post code
- Date of donation/last in series of donations
- Amount of donation(s) – for gift aid envelopes this will be noted when counting takes place.

How to claim Gift Aid

1. Before undertaking a collection, contact Fundraising to request **Gift Aid Envelopes**. To order envelopes, email Fundraising@svp.org.uk Make sure you have enough available to offer people during the collection and consider making an announcement to encourage people to use them. To ensure the envelopes are posted correctly and on time for your event, please supply the following information:

- Postal Address
- Number of envelopes required
- Date envelopes required by

If the donation is regular or as an alternative to envelopes, you can ask the donor to complete the following [Gift Aid Declaration Form](#) which can be downloaded from our website.

2. Counting the collection: It is important to **note the amount donated on each envelope**. These envelopes will need to be kept as evidence of the donation for six years following a claim.

3. Recording the Gift Aided donations: Please enter the gift aid donations on the relevant quarter Gift Aid Claim Form, as shown on the Guidance on completing the Gift Aid Claim Form

- [Click here for June 25 GA Claim Form](#)
- [Click here for Sept 25 GA Claim Form](#)
- [Click here for Dec 25 GA Claim Form](#)
- [Click here for Mar 26 GA Claim Form](#)

Gift aid donations should be banked separately and should only be claimed for once banked and cleared on the statement.

If your central council has a Gift Aid Officer, then feel free to send to them instead. They can check your claim and forward it on to the gift aid team at the National Office in Bradford for you. **Gift Aid claims should be made quarterly and be sent in at the same time as your quarterly Treasurer's Return.** The dates for the quarterly returns are shown below, as a reminder:

- 1 April to 30 June
- 1 July to 30 September
- 1 October to 31 December
- 1 January to 31 March

4. Once you have completed your Gift Aid Claim, please scan and email all documents along with your quarterly financial return to quarterlyreturn@svp.org.uk or post your claim to the Bradford office - Finance Department, Allenby House, Rees Way, Bradford, BD3 0DZ - who will make the claim on your behalf. Please ensure that you have included the following information/documents before sending to us. You can use the checklist at the side of your claim form, to ensure that all necessary documentation is enclosed, prior to sending.

Information / Documents Required

Conference number

Completed Gift Aid Claim Form – Please ensure that all relevant information is completed

Fully completed Gift Aid Declaration form(s) for all new donors during the quarter

Gift Aid envelopes relating to a fund-raising event (The total on the claim must agree to the balances on the envelopes)

Copies of bank statements, clearly showing the gift aid receipts that have been paid into the account

5. Once we have received the Gift Aid payment from HMRC we will forward this direct to your Conference/DC/CC bank account.

6. Gift Aid receipts should be recorded on your Conference's Quarterly Return in the appropriate category.

7. Remember to keep evidence of the Gift Aided donations for **six years** following the claim.

8. Gift Aid refunds received from HMRC should be recorded in 1004 – Gift Aid Refund.

Resources Available [Financial Forms | St Vincent de Paul Society \(svp.org.uk\)](#)

- Gift Aid Claim Form – record of Gift Aid donations to be forwarded to Bradford Finance Office
- Gift Aid Instructions - Guidance for completing the Gift Aid Claim Form
- Gift Aid Declaration Form
- Sponsorship and Gift Aid Declaration Form

Queries

If you have any questions or need additional advice, please contact us at Bradford Finance Office:

Email: giftaid@svp.org.uk

Telephone: **01274 513045**



St Vincent
de Paul Society

England and Wales

Turning Concern into Action

Gift Aid Declaration Form

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by the SVP from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

Gift Aid declaration (Please tick below to indicate your agreement)

I want to Gift Aid my donation of £500.00 made on / / and any donations I make in the future to the St Vincent de Paul Society England and Wales (SVP). I understand that the SVP will reclaim 25p for every £1.00 I donate. I am a UK taxpayer and if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in any tax year it is my responsibility to pay the difference.

Please tick this box if you are a UK taxpayer and agree to this declaration.

Your details

Title	First Name	Surname
Home address		
Address line 2		
Address line 3		
Town		
Post code		

If your donation is for an SVP Conference, please give details below

Conference name	
Town	
SVP reference no (If known)	

We will process your data in accordance with the Data Protection Act 2018. Full details of our data processing are available from our website at www.svp.org.uk/privacy-policy and a copy of our policy will be posted to you on request.

Registered Office: Allenby House, Rees Way, Bradford,
BD3 0DZ
London 020 7703 3030
Bradford 01274 513 045
www.svp.org.uk
info@svp.org.uk

CORRECT USE OF CONFERENCE OR COUNCIL FUNDS

Whilst it is the Conference decision as to how and where money is spent, there are Society and Charity Commission rules which must be followed. Funds held by the society (including those held at Conference and Council level) are held for the benefit and use of the society of the whole and those we serve.

Money given to the Society must be spent by the Society on Society matters. This is the view of the Charity Commissioners and they put the onus on the Trustees to ensure that monies are spent in accordance with the legal Objects of the Charity.

Councils/Conferences may not give monetary donations to other Charities, whether National or Local (see SVP National Statutes 4.28). Other charities will be providing excellent services but donors have chosen the SVP to spend their donation. SVP funds are used for person-to-person contact.

Decisions on spending Conference or Council funds are made jointly by members and officers at their regular meetings.

Where funds spent outside of the SVP policy, Conference or Council will need to confirm in writing they have been made aware of the policy and the oversight will not be repeated, as they may be held personally responsible for Conference funds which are not spent correctly in the future.

Spending location	Yes or no	Guidance
Foodbanks	Correct use of funds	There must be direct involvement of the Conference or collaboration with another Charity or foodbank. The beneficiaries must be aware the SVP have assisted: this could involve Conference information handed out with the food packs to let them know how else we can help.
	Check before releasing payment	SVP monies or food cannot be given directly to another foodbank to use or distribute.
Schools	Correct use of funds	Payments to parents and children in need, introduced by the school and met by a member at least once. Payments directly to a school towards a direct cost for a child with a set time frame e.g., lunch, school trip. Use of SVP School Outreach Scheme and be sure to let any families know how else we can help too.
	Check before releasing payment	Payments via schools where we do not know who has been helped.
	Correct use of funds	Contributing towards a special works and/or another Charity will depend on; <ul style="list-style-type: none"> •the amount •appropriate approval •in all cases a member of the Society must be actively involved •the other project or Special Activity has proper accounts in place to justify making the payment. e.g., regularly visiting

Special Activity/Works or Other Charities		- the other project or Special Activity has proper accounts in place to justify making the payment. e.g., regularly visiting and/or helping beneficiaries of that body and the activities of that body complement those of the Conference or Council Full details available in the Members guidance manual, 'use of funds' section.
	Check before releasing payment	Ordinarily, Councils/Conferences may not give monetary donations to other Charities, whether National or Local (See Nat. Statutes 4.28). Other charities will be providing excellent services, but donors have chosen the SVP to spend their donation.
Other Parts of The Society	Correct use of funds	Monies paid to another Conference / Council, CSP's such as SVP Camps, support centres and retail shops, overseas twinning payments, or payments to National general funds or special funds such as Cost of living, young family or offender fund.
	Check before releasing payment	Cheque payments would generally be made payable to 'SVP', bank transfers would have a sort code of '606004'. Remember to reference the project/fund.

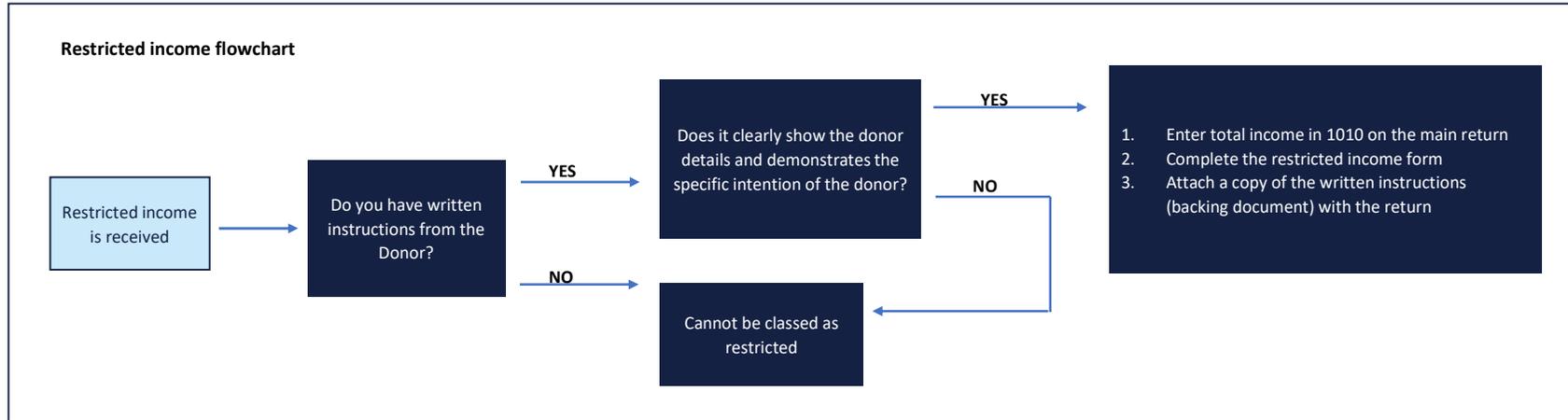
RESTRICTED INCOME

Restricted income is money given to your Conference/ Council for a specific purpose. It is the specific intention of the donor that makes the income restricted.

The donor makes this restriction through a letter accompanying the gift, or you fundraise for something specific and inform donors in your fundraising materials exactly how you will spend their money. The restriction must be specific and not so It might not be possible to spend funds in line with the restrictions. In these cases, we should go back to the donor and ask for permission for a change of use.

A separate record of a Quarterly Restricted Income Return should be completed for all restricted income and expenditure.

If possible, it is better to avoid restricted donations. We are part of an International Society and as such can and do give support to many aspects of need. It is preferable to ask the donor to allow the Conference or Council to have the ability and



Income source	Yes or no	Guidance
From Other Parts of The Society	Unrestricted	Normally unrestricted and would show in category 2002 on financial return, non-tithable.
	Restricted	If a restriction was placed at donor level, e.g., a donation from the DC which a donor requested be spent for a specific purpose in a specific area.
Church Collections	Unrestricted	Pulpit announcement, Verbal communication, written but not specific e.g., 'We are holding a church collection next Sunday for the SVP Twinning work'.
	Restricted	Announcement in newsletter, notice board, website etc, informing donors of the specifics e.g., 'We are holding a church collection next Sunday for the baby feeding appeal and all money raised will go towards our work in the next quarter'.
Individual Donations/ Fundraising/ Grants	Unrestricted	Envelope with money handed with a verbal communication. General application for funding Fundraiser for extra income.
	Restricted	Written letter e.g., 'Please find attached cheque to only be spent on helping young people within the parish' Donor's details stated in case we need to contact them.
Special Activity/Works or Other Charity	Unrestricted	Conf / Council sole purpose should not be to fundraise for a special activity but should also include the general visiting and ensure financial assistance is given outside of the special works.
	Restricted	Councils/Conferences may not give monetary donations to other Charities whether National or Local (See Nat. Statutes 4.28). Other charities will be providing excellent services, but donors have chosen the SVP to spend their donation.



SVP Gift aid Policy and Procedure

Ownership:	Finance
Governance Forum Responsible:	Trustees
Author:	Finance Committee
Date Issued:	June 2023
Version:	3
Distribution:	SVP Website
Review Date of policy:	2026
Review frequency:	Every Three Years - unless a change in legislation

INTRODUCTION

Policy Statement

As a registered charity the Society is able to receive donations from individuals under the Gift Aid scheme. This means that the Society can reclaim tax at the basic rate on any donations made by individuals, whether large or small, regular or single amounts, provided the other conditions for tax relief are satisfied.

Members who do not require full re-imburement of their expenses are urged to claim all their expenses and make a Gift Aid donation of the amount that they do not require.

Gift Aid refunds are a valuable source of income that can subsidise and significantly increase the good work of the Society. The Society processes claims on behalf of Councils and Conferences which limits the administration processes involved.

The Society expects all Conferences to be involved in claiming Gift Aid refunds and to have at least one member or auxiliary members suitably trained and informed on Gift Aid.

Scope

Conferences and Councils

Cross References

None

RESPONSIBILITIES

Board of Trustees

To ensure the review of this procedure at least every three years and sooner if required, ensuring its on-going effectiveness.

Central Council

To communicate the policy to District Councils and Conferences

Members

To follow the policy when making donations to the Society

POLICY

1.0 Definitions

There are no technical terms used in the policy or procedure

2.0 General Principles

- 2.1 Members should complete a Gift Aid Declaration Form or Sponsorship and Gift Aid Declaration Form if they are seeking sponsors under Gift Aid for a specific event. These forms are available from the SVP website. Members may also use the Gift Aid envelopes provided for special collections within the parish.
- 2.2 Donations can be made by cash, cheque, direct debit, credit card, debit card, postal order or standing order. Donations include member donations (those via the secret bag can be included if the member's name is recorded with the date and amount given), church collections and single donations.
- 2.3 Conference and Council treasurers should keep Gift Aid records throughout the tax year of all Members who have made donations under the Gift Aid scheme. At the end of the year all records of receipts should be entered into a Gift Aid Claim Form which is then sent with new Gift Aid Declaration Forms and Gift Aid envelopes to the Finance Team in Bradford.

3.0 Twinning gift aid

- 3.1 There is a separate gift aid procedure for twinning which should be followed for any donations made for twinning, including student sponsorship, projects and twinning appeals. Please contact your Central Council Twinning Officer for information and the relevant forms.

SUPPORTING DOCUMENTS

- Gift Aid Instructions
- Gift Aid Declaration Form
- Sponsorship and Gift Aid Declaration Form

Gift Aid Claim Form

These can be found on the SVP website: <http://svp.org.uk/Members-ResourcesandForms>

SVP Banking Procedures

Ownership:	Trustees
Governance Forum Responsible:	Finance committee
Author:	Finance committee
Date Issued:	June 2023
Version:	3
Distribution:	SVP Website
Review Date of policy:	2026
Review frequency:	Every 3 Years - unless a change in legislation

BANKING PROCEDURES

Centralised Banking

All funds must be deposited within the approved centralised banking system for which charges are met nationally. This is to facilitate the discharge of governance responsibilities and charity law under which the Trustees have to account for all income and expenditure, wherever held or disbursed. The increasing use of computerised systems should also enable the more efficient and economical transfer of funds within the Society.

Banking Arrangements

Conferences and Councils are permitted to hold only one bank account each and they should have no other bank account inside or outside of the Society's centralised banking. Exceptions are made for Gift Aid and Special Work bank accounts which may be held by a Central Council. Any other bank/building society accounts belonging to a Central or District Council or Conference need to be closed and the balances transferred to the Conference/Council's bank account. Surplus money can be invested via National Office.

Conferences may not hold a bank account if there is only one active member in the Conference or there is a danger of moving to a position where there is only one signatory to the account. In such a case, the bank account must be closed via National Office and any balance transferred to the District Council or Central Council.

Opening and closing of bank accounts

The Trustees of the Society have to approve the setting up of new bank accounts for all parts of the Society and the closure of all Society bank accounts and any transfers of balances subsequent to such closure. They also have to approve all changes in bank mandates and changes in signatories. Trustees can delegate this approval to signatories in Group C (see Delegated Authority Policy) acting together.

Where a Conference goes into abeyance, any balance remaining on its bank account must be transferred to the District Council or Central Council. National Office needs to be informed straight away so that they can arrange for the bank account to be closed.

Bank Signatories

Bank signatories for all SVP bank accounts need to be set up via National Office. Any changes of signatories to these accounts also need to be arranged via National Office. All bank accounts need at least three signatories with any two signing at any time. If this causes problems, then you may ask SVP members of neighbouring Conferences, or from your District or Central Council to become signatories on your account for emergency purposes.

Only one SVP member per family/household can be a signatory to an individual Conference or Council bank account at any one time.

A cheque signatory should never sign a cheque or online payments made payable to themselves – for instance for reimbursement of expenses.

Certain Trustees and senior staff are global bank signatories, with access to conference and council funds. Conferences and Councils need one Trustee to sign cheques or online bank payments over £5,000. This is in addition to the two local signatures. You can arrange for the Trustee signature via National Office.

Access to conference / council funds

In exceptional circumstances, Trustees may withdraw funds from individual conference or council accounts for example:

- A conference has insufficient local signatories
- A conference is going into abeyance



- National Office need to access funds for extraordinary short term needs e.g. uncertainty re: the stability of the central bank, unforeseen litigation costs, emergency expenses arising from fire damage to SVP buildings or property.

If such a need arises, every effort will be made to contact the Conference / Council in advance or as soon as possible after the withdrawal of funds. Records will be kept centrally and the funds repaid to the account when possible, generally once the exceptional circumstances have eased.

Payments taken centrally

SVP Support payments will be taken centrally by National Office on a quarterly basis. It may be agreed that some other payments will be taken centrally, for example payment towards a Membership Support Officer. Collection will be agreed in advance with the CC President and balances to be taken will be notified in advance.

Banking of Income

Conferences and Councils should keep no more than £100 in cash at any time and all other cash should be banked as soon as possible in your SVP bank account. Conferences/Councils should never use personal bank accounts of members or anyone else or Parish bank accounts to hold funds belonging to the Conference/Council.

Where you intend to claim a Gift Aid refund on any total amount of money over £50 at any one time, please bank that amount in order to provide an audit trail for HMRC.

Bank Reconciliations

The Treasurer is to carry out regular bank reconciliations, at least once a quarter, but preferably once a month. Unfortunately banks do make mistakes. Resolve any discrepancy without delay. Show your quarterly bank reconciliation in the space provided on the quarterly Finance Returns.

Internet Banking Facilities

Any Conference/Council wishing to use internet banking facilities have to arrange this through National Office.

Credit or Debit Cards



The Society cannot allow members to have debit cards issued against their SVP bank accounts. Credit cards are available to conferences in some instances. Please see Conference/Council Credit Card Policy for details.

Borrowing or Overdraft Facilities

The Trustees of the Society have to approve any borrowing or overdraft facilities.



SVP Use of Funds Policy and Procedure

Ownership:	Finance
Governance Forum Responsible:	Trustees
Author:	Finance Committee
Date Issued:	June 2023
Version:	3
Distribution:	SVP Website
Review Date of policy:	November 2026
Review frequency:	Every 3 Years - unless a change in legislation

INTRODUCTION

Policy Statement

As the SVP, we aim to seek, find and help those who are suffering. Loving our neighbour is at the heart of this aim, which we fulfil by person-to-person visiting, helping and be-friending individuals and families, all of whom are our brothers and sisters. On occasions, in the course of this work, monetary help and expenses become necessary. It is to these ends Conferences collect money. Rarely is cash given to families but the Conference pays bills or arranges to 'go shopping' with them.

Expenses will be reimbursed against receipts. Whilst it is the Conference decision as to how and where money is spent, there are Society and Charity Commission rules which must be followed. Funds held by the society (including those held at Conference and Council level) are held for the benefit and use of the society of the whole and those we serve. Generous sharing of resources and the sharing of surplus resources is a founding principle of the Society.

Scope

Conferences and Councils

Cross References

None

RESPONSIBILITIES

Board of Trustees

To ensure the review of this procedure at least every 3 years and sooner if required, ensuring its on-going effectiveness.

Central Council

To communicate the policy to District Councils and Conferences

Members

To follow the policy when spending Society funds

POLICY

1.0 Definitions

Objects of the Charity: these are set out in the articles of association, available on the SVP website. In summary our objects are for the relief of poverty.

2.0 General Principles

2.1 Money given to the Society must be spent by the Society on Society matters. This is the view of the Charity Commissioners and they put the onus on the Trustees to ensure that monies are spent in accordance with the legal Objects of the Charity.

2.2 Councils/Conferences may not give monetary donations to other Charities whether National or Local (See Nat. Statutes 4.28). Other charities will be providing excellent services but donors have chosen the SVP to spend their donation.

2.3 SVP funds are used for person to person contact. **Councils/Conferences may not give monetary donations to other organisations** for them to distribute such as schools, prisons or foodbanks though there are special schemes to help Conferences supporting school families and prisoners. Special Activities are dealt with in 2.4 below.

2.4 Depending on the amount, the appropriate governing body must give approval for payments made to another body which is termed a **Special Activity** - a Special Activity would be a body in which **Society members are actively involved** and that the other project or Special Activity has proper accounts in place to justify making the payment e.g. regularly visiting and/or helping beneficiaries of that body and the activities of that body complement those of the Conference or Council.

If the Conference meets this criterion then amounts up £250 (per quarter) are acceptable and should be signed off by DC; amount(s) over this should be referred to the CC to approve; any amount(s) over £1,000 should be referred to the Director of Membership and Chair of the Membership Committee.

Amounts exceeding £2,500 should be referred to the Board of Trustees for final decision. Before giving approval, the Trustees would need to review and accept the Memorandum and Articles and the latest accounts of the relevant body.

2.5 Funds may not be spent for the sole benefit of its members (examples are a gift to a retiring member or a celebratory occasion). The only exception is via one specific fund: if there is a member who needs help as a beneficiary, the David Young Charity is a Special Fund that a Conference can apply to for financial assistance.

2.6 Decisions on spending Conference or Council funds are made jointly by members and officers at their regular meetings.

PROCEDURE

3.0 Bank and Cash Balances

3.1 The bank and cash balances held by any Conference or Council at any time must be regularly checked to ensure they do not become excessive in comparison to the expected regular expenditure of the Conference/Council.

3.2 It is against the Society's traditions for Conferences or Councils to have excessive balances which could be used to alleviate immediate suffering in the many other parts of the Society. Funds should be spent with all due consideration and guidance on this can be provided through the District or Central Council.

3.3 No Conference, District Council or Central Council should hold a balance which represents more than 12 months of expenditure unless supported by budget showing how expenditure will be dispensed in that period. Those Conferences or Councils with balances exceeding £10,000 at 31 December will be expected to provide a budget showing how the funds are being managed for the forthcoming year (1Apr-30Mar).

4.0 Gifts to the Society

4.1 Where a significant gift in excess of £5,000 is received by the Conference or Council directly then National Office should be informed and consulted on how the gift should be spent or invested.

4.2 When the money is invested by the National Office, the Conference or Council would be permitted to withdraw the whole or part of the money from National Office, provided they are able to satisfy the Trustees the money is to be used appropriately.

5.0 Restricted Funds

5.1 Restricted income is money given to a Conference or Council for a specific intention defined by the donor. It is the specific intention that makes the gift restricted. Income received which has no specific intention (examples being a general donation from an individual or a church collection) is not restricted and does not become restricted even if the Conference decided to spend some or all of it on a specific purpose and is liable for SVP support.

5.2 Donations provided for a specific intention can only be used for the purpose specified by the donor.

5.3 If it becomes impossible to meet, in full or part, the intention of the restricted donation then the donor must be approached and an agreement reached on how to spend the funds. If it is no longer possible to contact the donor or no agreement is reached then National Office must be consulted.

5.4 Conferences and Councils must provide details each quarter on any income and expenditure of restricted funds using the special return provided. SVP Support is not paid on Restricted Income. Written confirmation from the donor is required to classify a donation as restricted on the quarterly return.

5.5 If possible, it is better to avoid restricted donations. We are part of an International Society and as such can and do give support to many aspects of need. As with all registered Charities we need to have proper administration, in accordance with the Charity Commission regulations, which involve expenses. Many of these expenses have to be met from the Society's general income as restricted gifts cannot be used. It is preferable to ask the donor to allow the Conference or Council to have the ability and discretion of using their generosity in accordance with the Society's rules and aims which are, in general, for the benefit of all those in need.

6.0 Twinning

6.1 In the spirit of the International aspect of the Society all Conferences are encouraged to support at least one twinned Conference in an SVP nominated country. The amount to be paid in support of each is reviewed periodically. Payments are ideally made in advance quarterly or annually to allow timely payment to the overseas twin.

7.0 Overseas Payments

7.1 Conferences and Councils are not permitted to use Society funds to make any direct overseas payments. All overseas payments must follow the banking procedures in place through Twinning or the Disaster Fund.

8.0 Use of Council Funds

8.1 District and Central Council funds are to be used to cover the administration costs and financial Conference support in that area. Should a Conference go into abeyance then the District Council (or Central Council if a District Council is not in place) will assume responsibility for any outstanding twinning payments up to a maximum five year commitment.

SUPPORTING DOCUMENTS

There are no other documents associated with this policy.

