



GAL25 – Dealing with regular users of one-off Gift Aid envelopes

Many Churches have regular attendees who choose to donate using a one-off envelope each week rather than use weekly envelopes and an ongoing Gift Aid declaration. This guide is designed to help you to input their donations.

It is better to try to persuade them to complete and sign an ongoing regular Gift Aid declaration as this will negate the tasks you need to complete in this guide. Additionally, it worthwhile to note each one-off envelope will cost your Church approximately 5p each. If your donor doesn't wish to use a box of weekly envelopes, instead you could buy some small 'wage' envelopes and add a nominal envelope number to each one as they use them each week.

- 1. Entering your regular one-off donations
- Step 1

You'll need to add the donations in your preferred method for your regular envelope users, and could be one of the following:



• Step 2

Once the donation(s) have been inputted, you'll need to visit each donor's record and click on the Declaration, Defaults and Pledge tab.



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The Gift Aid envelopes need to be validated by the Gift Aid Lite team, so you'll need to send it copies via post or email. This is best done as and when you are recording your donations. The declaration dates will only be visible after the declaration process has taken place.

• Step 4

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- 2. How can I find out if my regular one-off donations haven't been included in the claim for my Church?
- Step 1

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• Step 2

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A copy of a report showing a list (if there are any) of donations which have not been included within the claim because of an issue caused by the Gift Aid declaration dates.

To rectify them you'll need to visit the relevant records in Donors, View and Edit Donors.