

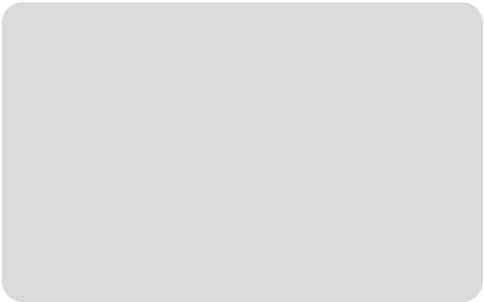
# HAMPSHIRE AND THE ISLANDS HISTORIC CHURCHES TRUST

## CHURCH REPRESENTATIVE'S RETURN FORM

PLEASE ARRANGE FOR A FURTHER TWO COPIES OF THIS COMPLETED FORM

This can be downloaded from the Trust website [www.hihct.org.uk](http://www.hihct.org.uk)

### FOR DETAILS ON COMPLETION OF THIS FORM - PLEASE SEE OVER

1. Name of church/chapel/meeting house:	2. Church Area ( <i>see Note 2 on the next page</i> )
3. Name & Address of person (Church Representative or Treasurer) to whom the 50% return cheque is to be sent:  <b>Tel. No:</b> <b>e-mail:</b> <b>Cheque made payable to</b> eg PCC of Exbridge	4. Please send all cash and cheques to your Area Coordinator, who is:  

5. Name of Account Holder as printed on cheque or CAF voucher	6. Cheque or CAF voucher Amount		7. Tick here if one or more Sponsors have agreed for us to reclaim Tax through GIFT AID
	£	p	
<b>TOTAL AMOUNT</b>			

	£	p	Date paid in
Cheques paid in			
Cash paid in			

# CHURCH REPRESENTATIVE'S SUMMARY FORM

## EXPLANATORY NOTES

Hants I - rev. May 2018

### 1. The church / chapel / meeting house

### 2. Church Area

There are 16 areas in Hampshire, as given in the list of participating churches (Hants C). These are: Alresford; Alton; Andover; Basingstoke; Bishops Waltham; Eastleigh & Southampton; Fareham & Gosport; Havant; Isle of Wight; New Forest; Odiham; Petersfield; Portsmouth; Romsey; Whitchurch; Winchester.

### 3. Receiver of return cheque

The cheque will be made out to the church identified to receive the 50% return. You choose whether it is to be sent to the Church Treasurer or you. The Trust Treasurer aims to return 50% of the total raised to the nominated church, as soon as possible after banking.

### 4. Area Co-ordinator

This is the person with whom you liaise directly and to whom you send two copies of this form. Keep one copy for your records.

### 5. Account Holder

### 6. Money raised

This is the property of the Trust and must be distributed in accordance with the Trust's constitution. Only money that has gone through the Trust Treasurer's books and into the Trust bank account can be audited and count towards County and National totals.

Make cheques payable to '**HIHCT R&S**'.

*It would be helpful if you could handle individual contributions in notes and coins in either of two ways as follows;*

#### a) For sums less than £20, or not Gift Aided by the donor;

If you are able to do so, pay any cash receipts directly (**not** via a cheque) into the Trust's bank account as below. This will enable the Trust to claim under the Gift Aid Small Donations Scheme (GASDS). This is worth about £1,250 from HM Revenue & Customs, over and above the ordinary Gift Aid reimbursement we receive.

#### b) Cash which is Gift Aided by the donor, or individual cash sums of £20 or more;

can be either converted to a cheque, payable to '**HIHCT R&S**' and sent with other cheques to the Area Coordinator OR they can be paid in like the GASDS donations above to the Trust bank account:-

#### **Hampshire & the Islands Historic Churches Trust**

Bank: National Westminster  
Sort Code: 51 - 61 - 09  
Account No. 70090041

***Please send an email to the treasurer@hihct.org.uk  
informing the amount and the church name.***

*Please ensure that you identify clearly on Form E2 (sponsorship form) anyone who has contributed £20 or more in cash and that they have completed the Gift Aid column if they wish to do so.*

### 7. Gift Aid

Gift Aid can be claimed providing the details on the Sponsorship List (Hants E2) are complete, i.e. surname, initials, address, and postal code, and evidence of agreement by tick (✓) or initials.

#### WHAT TO DO AFTER THE RIDE & STRIDE

- TWO copies of this form
  - Sponsorship Lists (E2)
  - Cheque/s + CAF vouchers + cash not paid in
- } Send to your Area Co-ordinator as soon as possible

**THANK YOU ON BEHALF OF THE TRUST FOR ALL YOUR HARD WORK**