

# HAMPSHIRE AND THE ISLANDS HISTORIC CHURCHES TRUST

## CHURCH REPRESENTATIVE'S RETURN FORM

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

<b>FOR DETAILS ON COMPLETION OF THIS FORM - PLEASE SEE OVER</b>	
Name of church/chapel/meeting house:	Church Area (see Note on the next page)
Name & Address of person (Church Representative or Treasurer) to whom the 50% return cheque is to be sent:  <b>Tel. No:</b> <b>Email:</b> <b>Cheque made payable to:</b>	Please send all cash and cheques to your Area Coordinator <b>OR</b> pay directly into the Trust R&S account – see guidance notes over

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

Is any sponsorship being collected with GoodHub ?			Yes/No/Unknown
	<b>£</b>	<b>p</b>	Date paid in
Cheques paid in			
Cash paid in			

## CHURCH REPRESENTATIVE'S SUMMARY FORM GUIDANCE NOTES

### Church Areas

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

**Please complete the required information and return this form to your Area Co-ordinator (AC).** This is the person with whom you liaise directly and to whom you send this form. If you do not know your AC please return the form to:

The Treasurer: John Steel, Rose Cottage, Woodman Lane, Sparsholt, Winchester SO21 2NS email: [12john.steel@gmail.com](mailto:12john.steel@gmail.com).

Without this information, HIHCT will be unable to send you a cheque for 50% of the sum raised. This form must be returned whether funds are raised by cheques, cash, CAF vouchers or online.

### Receiver of return cheque.

The cheque will be made out to the church identified to receive the 50% return.

### Name of church to benefit from funds raised

**Name and address, telephone number and email of the person to whom cheque to be sent**

**Name of payee for cheque.**

**Sponsorship forms (E2)** should be sent with this form. If sponsors have indicated that Gift Aid can be claimed on donations, this will only be possible if the **name of the sponsor, house name or number and postcode** of the sponsor is included on the form and the relevant column has been ticked. Otherwise, it will not be possible for HIHCT to claim Gift Aid. Gift Aid is retained by HIHCT.

**Cash donations of £30 or less** can only be claimed under the Gift Aid Small Donations Scheme if the donation is in cash and paid direct into HIHCT's account as cash. If it is paid into another account and replaced by a cheque, GASDS will not apply and Gift Aid will be lost. If there is any difficulty paying cash in, please contact the treasurer for a paying in slip ([12john.steel@gmail.com](mailto:12john.steel@gmail.com)).

**Cash donations of more than £30** which is Gift Aided by the donor, or individual cash sums; can be either converted to a cheque, payable to 'HIHCT R&S' and sent with other cheques OR they can be paid in like the GASDS donations above to the Trust bank account.

### HIHCT's bank account

Bank: National Westminster

Sort Code: 51 - 61 - 09

Account No. 70090041

If paying funds direct into the bank, please email the treasurer at [12john.steel@gmail.com](mailto:12john.steel@gmail.com) stating the date of the deposit, the amount and the name of the church making the deposit.

**Charity Aid Foundation (CAF) vouchers** should not be paid into the bank but sent with this form and other items to your AC

**GoodHub** If the sponsored participant setting up for online account for donations using the HIHCT site at Goodhub, please make sure that the details of the church to benefit from the donations are included on the site so that funds donated can be allocated correctly.

Any matters that you are unable to resolve with the AC can be referred to the Treasurer John Steel (details above)

### WHAT TO DO AFTER THE RIDE & STRIDE

- This form – Church Representative's return Form
- Sponsorship Form & Gift Aid
- Cheques + CAF vouchers + cash not paid in

Send to AC if known or John Steel (details above)

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