

stewardship[®]

sovereign
account



for charities

safe, efficient and effective Gift Aid
administration for your charity



Gift Aid solutions for busy treasurers

We are probably all aware of the advantages of gifts to our chosen organisations being made tax-effectively. The value is increased by 28% with no extra cost to the donor. Yet many charities are not taking advantage of this or are struggling to administer a scheme effectively.

do you identify with any of the following?

- Struggling to keep up with the paperwork, or having nagging doubts as to whether your documents and records really comply with regulatory requirements.
- Falling behind on making tax claims, or getting donors to sign Gift Aid declarations.
- Changes in personnel making it difficult to maintain the necessary expertise.
- Never enough time to get around to introducing an effective system.
- Having to operate outside your area of gifting - not only are you uncomfortable in the task, but you are hampered from concentrating on the things you are gifted and called to do.

how can we help you?

Stewardship is the leading Christian provider of tax-effective giving services. We handle in excess of £48 million a year on behalf of more than 28,000 givers. We have an excellent combination of resources to partner with your charity to improve this vital part of your financial administration.

our resources include:

- Well-developed, purpose written software.
- Broad experience of serving charities and organisations, both large and small.
- A team of skilled and experienced staff who are experts in the field of tax-effective giving.

In addition, the scale of our operation allows us to maximise efficiency and speed the flow of tax recovery.



who is it for?

The Sovereign Account for charities is designed to assist Christian charities. Whilst we are able to make gifts to secular charities, because of our own Christian charitable purposes, it would not be appropriate for us to manage all the tax effective giving to such charities.

what do we provide?

- We can accept regular gifts from as little as £10 per month and one off gifts of £30 or more.
- Fast and frequent tax recovery. We make tax claims on a weekly basis so that you receive the benefit of the reclaimed tax with minimal delay.
- The option to either receive each individual gift into your bank account as soon as the funds clear, or group gifts together into a consolidated weekly or monthly payment. This is accompanied by an emailed report, detailing each individual gift that makes up the payment.
- On request, statements and reports providing a full record of transactions within your Sovereign Account and a list of all regular gifts.
- Confirmation of every one off gift and each new regular gift – when it will start, the amount, the frequency and any special instructions.
- Freedom from the possibility of an HM Revenue and Customs audit and the fear that you may have got things wrong. As all the documentation is in our name, we are fully responsible, as the receiving charity, for making sure that all the requirements have been properly met. We take the strain while you relax.

And we can be contacted by telephone or email during normal office hours to give further help and information as you need it.

what does it cost?

We retain a contribution from your donors to go towards the cost of providing this service. This is just 3% of the gross amount given (i.e. gift plus tax) and is deducted from the tax recovered by us, not from the initial gift. A minimum amount of £5.00 applies to any one off gift (but not to regular gifts).

how do I get things started?

- First you complete the application form. Once approved, your charity is then added to our database of recipients (if you are not registered with us already).
- We will then open an account for you in which all your gifts will be placed and financial activity recorded. You decide how often the balance is transferred to your charity bank account.
- We will supply you with a master copy of a personalised form for you to copy and distribute to your donors, or post on your website. This form explains who we are, why you are using our services and how the service works. Once completed, your donors send their completed form directly to us. We deal with the donor directly to set up their giving.

a note on the legal position

The gifts from your donors are charitable gifts to Stewardship. We therefore have a responsibility to ensure that the gifts to you are a proper use of our charitable funds. This means that we make appropriate checks from time to time and particularly before you first receive any funds from us.



frequently asked questions: why trust someone else with a vital flow of income?

A fair question. The information we provide allows you to know at any point just what funds you should be receiving from us. In terms of flow of income, the frequency and efficiency of our tax claim procedures can actually improve your cash flow.

how secure and reliable are you?

Stewardship has been dealing with tax-effective giving for more than 50 years. We currently handle in excess of £48 million a year in charitable giving from over 28,000 givers. A number of large Christian charities trust us to handle their tax-effective giving.

how do you protect our relationship with our donors?

Our role is as a specialist Christian agency, partnering with you in this aspect of your work. In terms of confidentiality, we do not disclose details of any donor to any other organisation.

what happens when a donor wants to change or stop their giving?

All changes are easily handled and we confirm to you details of amended regular giving. If a donor wishes to stop giving they are under no obligation to continue. We will simply act on their instructions and confirm the cancellation to you.

what about cash gifts?

Unfortunately we cannot accept cash.

further questions?

For more information call our Sovereign Accounts Team on **020 8502 8566** or email giving@stewardship.org.uk

charity application form

Please complete in BLOCK CAPITALS, using black ink. Please use a separate sheet if more space is required.

A. Contact details	
Charity name:	
Other/former name:	
Contact name:	Mr/Mrs/Miss
Address:	
	Postcode:
Daytime Telephone:	Mobile Telephone:
Email:	Website:
Stewardship will communicate with you by email unless otherwise specified here. Please use post <input type="checkbox"/>	

B. Charity details		
Please give a brief description of your main activity:		
What is your charity's annual gross income? <input type="checkbox"/> Up to £49,999 <input type="checkbox"/> £50,000 - £99,999 <input type="checkbox"/> £100,000 - £249,999 <input type="checkbox"/> £250,000 - £499,999 <input type="checkbox"/> £500,000 - £999,999 <input type="checkbox"/> £1m - £5m <input type="checkbox"/> More than £5m	Do you accept donations via your own charity website? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many people do you employ? <input type="checkbox"/> 0 - 9 <input type="checkbox"/> 10 - 25 <input type="checkbox"/> 26 - 50 <input type="checkbox"/> 51 - 250 <input type="checkbox"/> More than 250
How much is the existing or anticipated annual amount of tax-effective giving? £ _____		
If you expect to receive more than £10,000 per annum from us, please supply a copy of your last trustees' report and accounts. <input type="checkbox"/> Document enclosed		
If you already receive gifts from Stewardship, please enter your main bank account number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Then go to section E		

C. Charitable Status (Only one answer is required. If you have a charity registration number, enter this and leave this section, if not, go to 2, etc.)	
1. Charity registration number: _____ If none, go to 2	
2. If excepted from charity registration, please provide your HM Revenue & Customs Gift Aid reclaim (FICO) reference: If none, go to 3	
3. If you have neither of the above, please provide more details about the charity. Please also enclose a copy of the charity's constituting document (e.g. Trust Deed, Company Mem & Arts, Constitution) for consideration:	
<input type="checkbox"/> Document enclosed	

Office use only			
Ref no.		BAF recvd	CS pass
Staff ref.		Ent Sys	Chkd
ML	BAF sent	Notes:	
			Category: <input type="checkbox"/> CHU <input type="checkbox"/> CHC <input type="checkbox"/> CHS
			Letters: <input type="checkbox"/> BAF(D) <input type="checkbox"/> BAF(V)
			<input type="checkbox"/> WEL <input type="checkbox"/> PUB <input type="checkbox"/> ACK

D. Bank details - NB This must be a UK account with a sort code and 7 or 8 digit number

Name of Bank:

Branch:

Account number

Sort Code

Building Society ref/roll number (if applicable):

Account Name (e.g. xyz Charity):

Please provide an original item of pre-printed bank stationery (such as a paying in slip) as confirmation of bank details. Document enclosed

How often would you like to receive the funds?

Immediately (i.e. shortly after they have cleared)*

Weekly+

Monthly+

* Each gift will be shown as an individual item on your bank statement.

+ You will receive a single payment representing the total of all the gifts. You will be sent an itemised report by email each week or month.

E. Confirmation

I confirm on behalf of the charity that these details are correct (Please tick to confirm)

Signature:

Role in charity:

Date:

How did you hear about our service?

Would you be interested in any of our other services for charities?

Accounts examination

Charity formation

Consultancy helpline

Deposit account

Insurance

Mortgages

Payroll bureau

Property consultancy

Please return to: Stewardship, FREEPOST (EDO 5086) PO Box 99, Loughton, Essex, IG10 3BR (tel: 020 8502 8566)

**“The work of Operation Mobilisation,
and our workers around the world,
receives a tremendous financial boost
through the effective giving service
offered by Stewardship”**

Mike Clark, UK Head of Corporate Services, Operation Mobilisation



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tel: 020 8502 5600
fax: 020 8502 5333
email: enquiries@stewardship.org.uk
web: www.stewardship.org.uk

Other Sovereign Accounts:

We have a range of Sovereign Accounts which have been carefully created to cater for all your giving needs.

These include:

Sovereign Account – one tax effective account for all your charitable giving

Sovereign Gold Account – give £10,000 or more with enhanced benefits

Payroll Giving – give straight from your salary through your employer's payroll

Corporate Giving – give tax effectively from company profits

Legacy Giving – leave, or receive, a legacy for sustainable charitable giving

We also provide Sovereign Accounts to allow churches and some individuals to benefit from tax effective giving:

Church Account – Gift Aid solutions for busy treasurers

Christian Workers – increase the value of personal gifts supporting your work through Gift Aid

Bible College Students – raise support for your study expenses tax effectively