



SHERIFFS'
&
RECORDER'S
FUND

Annual Report
2006–2007

This fund was brought into existence by the Sheriffs of the City of London in the year 1808

The Sheriffs' and Recorder's Fund

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Sheriffs' and Recorder's Fund
Central Criminal Court
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N.B. Kindly note that cheques should be made payable to The Sheriffs' and Recorder's Fund

Charity Commission Reference 221927

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* Past President

THE SHERIFFS' AND RECORDER'S FUND COMMITTEE REPORT

FOR THE YEAR ENDED 31st MARCH, 2007

PRESIDENTS' REPORT 2006–7

During the year to March 31st 2007 the Sheriff's and Recorder's Fund gave 618 grants to individuals, a significant increase of 34%, or 157 awards, over the year before. The upward trend in the number of grants had started in the previous year and in 2006/7 we decided to concentrate above all on individual grants, so the rise was greater and also in line with the increase of 20% in applications that we received. Even then, we were only able to respond positively to 80% of suitable applications.

Expenditure on individual grants amounted to £110,103. Of that, just about half went to enable ex-offenders to purchase clothing on their release from prison: many offenders leave jail with only the clothes they stand up in, and certainly without anything suitable to wear for a job or training interview. The second largest amount went on equipment for those setting up home independently – mainly beds or white goods, followed by training grants and lastly grants for tools of trade. The Fund's grant making is driven by the applications made by London Probation Officers and clearly reflects the needs which they see as priorities.

In this year we continued to support two projects which we thought were particularly in line with the Fund's mission. We gave £5,000 to help take serving offenders' families on days out and weeks away at Pontins: an invaluable and rare break from the very difficult lives most of them experience, and – in particular – a way of making offenders' children feel 'normal'. We also supported a project to train peer advisors in prisons, an innovative and successful scheme which provides a first step to work on the outside for a growing number of offenders.

During the year we took a number of new profile and fundraising initiatives:

- In memory of Jonathan Charkham, who so sadly died last year and who had been a most inspiring member of the Advisory Council for eleven years, we inaugurated an Annual Lecture and Concert at St. Lawrence Jewry; thanks to the generosity of our Hon. Chaplain, the Rev. Prebendary Canon David Burgess, Jonathan Aitken spoke on 'Old Lags, New Lives', and, according to many who were there, made a considerable impact on them. We raised more than £4,000 and attracted an audience of over 200.
- In 2006/7 we obtained a grant to carry out an independent Evaluation of our work. This showed that the Fund is highly appreciated by its beneficiaries and Probation Officers. Indeed, one gratifying headline statistic shows that two-thirds of Probation Officers say that S & R Fund's grants have helped offenders to turn their lives around, improved their self-confidence and helped them gain skills and qualifications. It is immensely important to have solid grounds for believing we are being useful. The Executive Summary is printed on page 9.
- With the London Probation Service, we have been working on a project to update

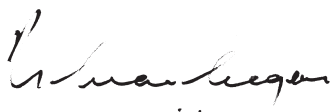
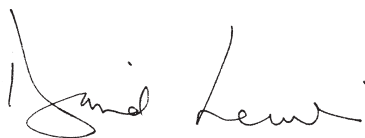
and enrich our work. In partnership with them, we hope next year to raise the money to launch a pathfinder project to provide practical advice to ex-offenders on reintegrating and living in the community.

- We have been in touch with City Churches in an attempt to reach more people who might help us and St. Botolph Without Bishopsgate devoted one of its collections to us in 2006/7. We were most grateful for this and hope to encourage others to do so also.
- An anonymous donation enabled us to produce a leaflet to put in churches and to use in other ways to inform people about what the Fund does.
- We continued and increased the number of individual Christmas grants to offenders leaving prison over the Christmas and New Year holiday.

It is a great pleasure to report that our former Chairman, Mrs Alison Saunders, the success of whose work for the Fund over fifteen years is vividly reflected in the Evaluation, was awarded an MBE in last year's Honours List for her contribution to charity.

On behalf of our beneficiaries, we would like to extend our warmest thanks to our supporters and those who have donated funds in the last year; to the Corporation of London, the Livery Companies, individuals and groups. A particular thank you must go to The Secondary, whose generosity in taking evening tours around the Old Bailey for our benefit is very much appreciated. These groups gave a donation to the Sheriffs' and Recorder's Fund which last year amounted to £3,826.

Despite the support of our donors, who funded over £70,000 of our expenditure and the excellent performance of our endowment fund, which gave us just under £31,000, we increasingly struggle to find the monies needed to keep up our grantmaking. Next year is the Fund's Bicentenary and we hope to raise a significant amount of money in that year through an enhanced Appeal. We wish both to be able to double our grantmaking next year as a suitable celebration of the Fund's work over two centuries, and to increase the size of our endowment to help us sustain our ability to help ex-offenders, at a time when the need is greater than ever before.



PRESIDENTS

Summary of the main findings of the External Evaluation of the Sheriffs' and Recorder's Fund carried out by M and E Consulting in April/May 2007

'The evaluation clearly found that the Sheriffs' and Recorder's Fund is providing an extremely valuable and effective service.

The evaluation looked at the difference that the Fund's grants make:

- Over 80% of the probation officers and offenders surveyed felt the grants made a difference by making it possible for offenders to purchase necessities that they could not otherwise afford. For example, one probation officer said,

They assist my clients in turning their lives around and in helping to alleviate their hardship.

- Over 80% of probation officers felt the grants improved offenders' wellbeing by increasing their self-esteem and self-confidence and over three-quarters of offenders felt the grants had helped them feel better about themselves.
- Almost two-thirds of probation officers felt the grants helped offenders to gain skills and qualifications.
- Almost two-thirds of probation officers felt grants allowed offenders to improve their standard of living and over half the offenders felt that the grants had made their daily life easier.

The grants were also felt to make a difference in the longer term:

- Almost three-quarters of probation officers felt the grants assisted offenders with finding employment or voluntary work and almost half felt that they helped them to obtain or maintain stable accommodation.
- Over three-quarters felt that the grants reduced the risk of re-offending.
- 70% of probation officers and over half of the offenders felt that the grants enabled clients to build more stable lifestyles.
- Over 80% of probation officers felt the grants helped offenders reintegrate into the community. As one person said,

They provide offenders with a positive model of how the 'community' will support their integration into society and not judge them for past offending behaviour.

The evaluation also gathered feedback on the process by which the Fund administers its grants and found that:

- Probation officers were extremely satisfied with their experience of applying to the Fund.
- Awareness of the Fund amongst probation officers appears to be generally high. However, probation officers would welcome more general information on the Fund.
- Although offenders had no direct experience of dealing with the Fund, they felt that the time taken by the Fund to consider and award their grants was good.

Key conclusions and recommendations

This evaluation has confirmed that the aims and objectives of the Sheriffs' and Recorder's Fund are being met in an effective and compassionate way. The Fund appears to provide offenders with the means to address their immediate needs which often makes a difference to their lives in the longer-term. The conclusions of this evaluation are that:

- The Sheriffs' and Recorder's Fund provides an extremely valuable service which meets the most urgent needs of offenders seeking to rebuild their lives.
- It provides its service in an efficient, sensitive and timely manner.
- It is highly valued by offenders and probation officers.
- It clearly makes a real difference.

This external evaluation has confirmed and reinforced the work done by the Sheriffs' and Recorder's Fund. Recommendations for improvement from professionals and offenders centre around:

- Making more general information on its work available to relevant professionals.
- Reviewing its monitoring systems to ensure greater capture and recording of information.
- Reviewing some of its criteria for how grants are awarded and spent.
- Introducing priority groups for whom a proportion of grants are protected.'

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Gold and Silver Wyre Drawers	
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RULES OF THE SHERIFFS' & RECORDER'S FUND

Whereas a Fund known as the Sheriffs' Fund was established in 1808 by the Sheriffs of the City of London to provide relief for the families of persons held in prison and for such persons on their discharge;

And whereas a Fund known as the Recorder's Fund was established over a century later for the assistance of the work of the probation officers at the Central Criminal Court;

And whereas the Sheriffs' Fund and the Recorder's Fund were amalgamated in 1931 to form the Sheriffs' and Recorder's Fund under the joint Presidency of the Sheriffs and the Vice-Presidency of the Recorder of London;

And whereas the Charity Commission made an Order on 17th February, 1981, establishing a Scheme which directs that the Fund shall be administered in accordance with the then subsisting Rules, defines its objects and provides for the variation of the Rules and for the determination of questions under the Scheme;

And whereas the members of the Fund, at a special general meeting held in 1998 made amendments of the Rules consequent upon the provisions of the Scheme;

Now, therefore, the Rules of the Fund are henceforth as follows:

1. The objects of the Fund, as set out in paragraph 2 of the Scheme made by the Charity Commission on 17th February 1981, are:
 - (a) to give, at the discretion of the Committee of the Charity, assistance to persons on their discharge from prison, and during their imprisonment temporary relief to their families if in distress, provided that such families are resident in the City of London or in the Metropolitan Police District;
 - (b) to make such contributions as the Committee shall from time to time decide upon for the assistance of the work of the Probation Officers having responsibility for persons residing in the City of London or in the Metropolitan Police District and for the work of the Chaplains of the Metropolitan Prisons;
 - (c) to give assistance to organisations or persons within the City of London or within the Metropolitan Police District concerned with the rehabilitation of offenders residing in these areas.
2. The members of the Fund shall consist of Life Presidents, two Presidents, Vice-Presidents, a Chairman, Deputy-Chairmen, Life Governors, Honorary Treasurer, Honorary Solicitor, and Honorary Auditor.
3. The Sheriffs for the year, if qualified as Life Governors, shall be joint Presidents for their year in office.
4. The Vice-Presidents, Chairman and Deputy Chairmen shall be elected at the Annual General Meeting, from amongst the Life Governors to serve for one year.
5. The Life Governors shall be those who make a donation of one hundred and fifty pounds (£150) or more in one sum.
6. The Honorary Officers, viz: Treasurer, Solicitor and Auditor, shall be elected to serve for one year, at the Annual General Meeting, but the Committee shall have power to fill any casual vacancy until the next Annual General Meeting.
7. (a) The Fund shall be managed by a Committee consisting of the Chairman, Deputy-Chairman and Honorary Treasurer (all three ex officio) and one further person (being a Member), to be nominated by any Member of the Fund, and elected at the Annual General Meeting.
(b) the Committee shall be assisted by an Advisory Council which shall consist of not less than 10 nor more than 20 persons to be nominated by any Member of the Fund and elected at the Annual General Meeting.

8. The Committee and the Advisory Council (three forming a quorum in each case) shall meet no fewer than three times a year at the Central Criminal Court, Old Bailey, or at such other place and on such day and time as the Committee or the Chairman may appoint.
9. An Annual General Meeting (five forming a quorum) shall be held in each year when the Honorary Auditor shall present a Balance Sheet and a Financial Statement, the Committee shall present a Report and the Officers and the Committee and the Advisory Council shall be elected.
10. The Chairman shall, on a resolution of the Committee – or on the requisition of six members of the Fund – summon a Special Meeting, the object of which shall be specified in the Summons, at which Meeting five shall be a quorum.
11. General and Special Meetings shall be summoned with not less than seven clear days' notice to every member of the Fund, and Committee and Advisory Council Meetings with no fewer than three clear days' notice to every member of the Committee or Advisory Council.
12. The investments belonging to the Fund shall be held in the name of a nominee company decided upon by the Committee provided that such nominee company
 - (a) is controlled by a manager duly appointed by a resolution of the Committee, and
 - (b) enters in a legal and binding investment management agreement with such manager of a kind that it is proper for charity trustees to enter into it under which the manager acknowledges that it is acting as the agent of the Fund, holding the investments to the order of the Committee and that it will produce evidence of the investments when required for audit purposes.
13. In the professed execution of the trusts and powers contained in the Rules no Committee member shall be liable either (a) for any loss to the Fund arising by reason of any improper investment made in good faith (so long as he shall have complied with the provisions of Rule 15) or (b) for the negligence or fraud of any agent employed by him or by any other Committee member in good faith even though the employment of such agent was not strictly necessary or expedient (provided reasonable supervision shall have been exercised) or (c) by reason of any mistake or omission made in good faith by any Committee member or (d) by reason of any other matter or thing except wilful and individual fraud or wrongdoing or wrongful omission or gross negligence on the part of the Committee member who is sought to be made liable.
14. Each Committee member shall be indemnified out of the assets of the Fund against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Fund and the benefit of this indemnity shall accrue to an individual in respect of his period as a Committee member notwithstanding his having failed to be re-elected for the purposes of Rules 4, 6 or 7(a) as applicable.
15. Money held within the Fund may be applied or invested in the purchase of or at interest upon the security of such shares, stocks, fund and securities or other investments as the Committee shall in its absolute discretion think fit provided always that the Committee will at all times ensure that they have sought professional and impartial investment advice before-hand and provided always that they have carefully and objectively assessed the appropriateness of the professional advice given to them.

**EXTRACT FROM THE WILL OF MRS HELEN CHARLOTTE NORRIS
DECEASED 10TH JANUARY 1950**

5. I give all the rest of my property of every kind to the Public Trustee upon trust for sale to perpetuate the memory of my husband John Edward Norris, who did so much for others. I wish to create a trust fund to be called The John and Nelly Norris Fund to help rehabilitate and to restore the self respect of those coming under the notice of the probation officers at the Central Criminal Court, London E.C., to help such to an honest and better life, to restore their self respect, to help them place their trust in God and to follow the teachings of Christ for no good can come otherwise. I would like those handling these my wishes to give a chance to those who have strayed to think on these things. I wish therefore everything to which I am possessed at my death to be sold by public auction to the highest bidder to create this Trust and the net proceeds of such sale to be invested to constitute a fund to be called the John and Nelly Norris Fund and to pay the resulting income therefrom in perpetuity to The Recorder's Fund at the Central Criminal Court London for the furtherance of the object of that Fund. It is my wish that paragraph 5 be read at each annual meeting of the Recorder's Fund, a prayer for my husband and self, I beseech you.

The Reverend Meredith Davies, MBE, TD, DSc.

A Fund has been created by Nan and Eric Taylor to commemorate The Reverend Meredith Davies, MBE, TD, DSc, whose tireless work for thirty years as Chaplain in Her Majesty's prisons gave encouragement and hope to men serving prison sentences; solace and practical help to their dependants, and support to the men and women after they had regained their civil liberty.

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

These summarised accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the Fund. For further information, the full annual accounts, together with the auditor's report on those accounts, should be referred to; copies of these accounts can be obtained from The Sheriffs' and Recorder's Fund, Central Criminal Court, Old Bailey, London EC4M 7BS. The full annual accounts for the year ended 31 March 2007 have been submitted to the Charity Commission.

FINANCIAL MANAGEMENT OF THE FUND

The Trustees are responsible for safeguarding the assets of the Fund and for keeping proper accounting records in order to determine the financial position of the Fund at any given time. The Finance Committee, which has responsibility delegated to it by the Trustees, meets quarterly to consider, *inter alia*, the financial position of the Fund.

REPORT OF THE HONORARY AUDITORS

Howard Watson Smith, Chartered Accountants and Registered Auditors have audited the financial statements for the year ended 31 March 2007 and have issued an unqualified audit report on those accounts. The audit report is not reproduced in full in these summarised accounts, but the opinion contained with the full report of the auditors stated that:

“In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice of the charity’s affairs as at 31 March 2007 and of its incoming resources and application of resources in the year then ended;
 - the financial statements have been properly prepared in accordance with the Charities Act 1993; and
 - the information given in the Trustees report is consistent with the financial statements.”
-

REPORT OF THE HONORARY TREASURER

In the year ended 31 March 2007 expenditure exceeded income by £42,075 compared to a deficit in the same period last year of £34,497. This deficit was funded by a combination of investment gains of £33,948 and utilisation of reserves of £8,127.

Grants amounting to £122,303 (2006 – £127,763) were made during the year. Whilst that represents a decline of around 4 per cent in aggregate, this disguises the increased demands being placed on the Fund’s core activities. In fact, the Fund increased the number of case work grants by 34 per cent compared to last year to 618 (2006 – 461) and the value of these grants increased by 23 per cent to £110,103 (2006 – £89,463). As a result of this significant increase in funding of case work applications, the Fund has reduced its support of special projects to £12,200 (2006 – £38,300). This trend is, at the moment, expected to continue.

Total income for the year was 5 per cent lower than last year at £113,244 (2006 – £119,295). Income from donations and gifts fell by 10 per cent to £78,415 (2006 – £87,214), this decline being principally due to the absence of grant from Bridge House Estates (2006 – £10,000). Income includes £4,065 (2006 – £nil) from the inaugural Jonathan Charkham lecture that was held in March 2007. Administrative costs of the Fund increased to £33,016 (2006 – £26,029) mainly reflecting the full year effect of the salary cost of the Administrator appointed during 2006.

Investment income of £30,764 (2006 – £29,351) represented an income yield of 4.1 per cent on the average value of the Fund’s investment portfolio. After taking account of capital appreciation of approximately 5 per cent and utilisation of reserves to fund the net income shortfall, the value of the Fund’s investment portfolio amounted to £741,816 at the year end (2006 – £758,330).

While the Fund has adequate financial resources for the time being, it is likely to become more dependent on special fund raising appeals and events to periodically replenish reserves to sustain its charitable activities in the medium and longer term.



C.C.A. Thomas
Honorary Treasurer

INDEPENDENT AUDITORS' STATEMENT TO THE TRUSTEES OF THE SHERIFFS' & RECORDER'S FUND

We have examined the summarised financial statements of The Sheriffs' & Recorder's Fund.

Respective responsibilities of trustees and auditors

The trustees are responsible for preparing the summarised financial statements in accordance with the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and Trustees' Annual Report. We also read other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the full financial statements.

Basis of opinion

We conducted our work in accordance with Bulletin 1999/6 "The auditors' statement on the summary financial statement" issued by the Auditing Practices Board for use in the United Kingdom.

Opinion

In our opinion the summarised financial statements are consistent with the full financial statements and the Trustees' Annual Report of The Sheriffs' & Recorder's Fund for the year ended 31 March 2007.



Howard Watson Smith
Chartered Accountants and Registered Auditors
Milton Keynes

13 June 2007

REPORT OF THE TRUSTEES

The summarised accounts set out below are extracted from the audited accounts of the Sheriffs' & Recorder's Fund for the year ended 31 March 2007, which were approved by the Trustees on 13 June 2007.

Signed on behalf of the Trustees



Lady Davies
Chairman

Statement of financial activities for the year ended 31 March 2007

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2007 £	Total 2006 £
Incoming resources						
Incoming resources from generated funds:						
Voluntary income	(1)	72,215	6,200	–	78,415	87,214
Activities for generating funds		4,065	–	–	4,065	2,730
Investment income		30,764	–	–	30,764	29,351
Total incoming resources		107,044	6,200	–	113,244	119,295
Resources expended						
Costs of generating funds:						
Investment management fees		3,626	–	–	3,626	3,508
Charitable activities	(2)	148,461	–	–	148,461	147,966
Governance costs	(3)	3,232	–	–	3,232	2,318
Total resources expended		155,319	–	–	155,319	153,792
Net (outgoing)/incoming resources for the year		(48,275)	6,200	–	(42,075)	(34,497)
Other recognised gains and losses						
Gains/(losses) on investment assets:						
Realised		(6,235)	–	–	(6,235)	7,107
Unrealised		40,183	–	–	40,183	102,184
Net movement in funds		(14,327)	6,200	–	(8,127)	74,794
Reconciliation of Funds						
Total funds brought forward		752,149	–	8,470	760,619	685,825
Total funds carried forward		737,822	6,200	8,470	752,492	760,619

All activities derive from continuing operations.

There are no recognised gains or losses other than the results for the two financial years disclosed above.

Balance Sheet as at 31 March 2007

	Notes	2007 £	2006 £
Fixed assets			
Tangible assets		1,767	969
Investments		705,468	717,563
		<hr/>	<hr/>
		707,235	718,532
		<hr/>	<hr/>
Current assets			
Debtors		65	–
Cash deposits with stockbrokers		36,348	40,767
Cash at bank and in hand		11,243	3,454
		<hr/>	<hr/>
		47,656	44,221
Creditors: amounts falling due in less than one year		2,399	2,134
		<hr/>	<hr/>
Net current assets		45,257	42,087
		<hr/>	<hr/>
Net assets		752,492	760,619
		<hr/>	<hr/>
Income funds			
Unrestricted funds		737,822	752,149
Restricted funds		6,200	–
Endowment funds		8,470	8,470
		<hr/>	<hr/>
Total funds		752,492	760,619
		<hr/>	<hr/>

Notes to the summarised accounts

1. Voluntary income

	2007	2006
	£	£
Donations	78,415	77,214
Bridge House Estates Grant	–	10,000
	<u>£78,415</u>	<u>£87,214</u>

Voluntary income of £6,200 appearing under Restricted Funds represents monies received from Mercers Company during the year ended 31 March 2007 in respect of a specific project undertaken during the year ending 31 March 2008.

2. Charitable activities

Resources expended on charitable activities comprised:

	2007	2006
	£	£
Grants payable	122,303	127,763
Support costs	26,158	20,203
	<u>£148,461</u>	<u>£147,966</u>

Grants Payable

During the year the Fund made a total of 622 grants (2006: 469) amounting to £122,303 (2006: £127,763):

	2007		2006	
	No.	£	No.	£
Individuals	618	110,103	461	89,463
Special projects	4	12,200	8	38,300
	<u>622</u>	<u>£122,303</u>	<u>469</u>	<u>£127,763</u>
Household equipment	129	26,909	93	22,223
Education & Training	94	25,006	71	22,772
Clothing	375	54,677	271	40,568
Others	24	15,711	34	42,200
	<u>622</u>	<u>£122,303</u>	<u>469</u>	<u>£127,763</u>

Support Costs

	2007	2006
	£	£
Staff costs	22,333	16,644
Depreciation	442	243
Other support costs	3,383	3,316
	<u>£26,158</u>	<u>£20,203</u>

3. Governance costs

	2007	2006
	£	£
AGM and annual report	2,232	1,818
Auditor's honorarium	1,000	500
	<u>£3,232</u>	<u>£2,318</u>

4. Staff Costs

	2007	2006
	£	£
Salaries	20,942	15,914
Social security costs	1,391	730
	<u>£22,333</u>	<u>£16,644</u>

The fund had two part-time employees during the year (2006 : 2).
No Trustee received any remuneration or expenses in the year (2006 : £Nil).



BANKER'S ORDER

To The Manager.....Bank,

At.....

.....(Branch address)

Please pay The Sheriffs' & Recorder's Fund the sum of £.....

annually until further notice, starting on

to their account at Barclays Bank PLC (Sort Code 20-10-53),
Bloomsbury & Tottenham Court Road Branch, PO Box 113345,
London W12 8GG.

(Account No. 10842508)

Subscriber Details:

NAME
(Block capitals please)

ADDRESS

.....

.....Postcode.....

BANK ACCOUNT NO:

BANK SORT CODE:

SIGNATURE.....

N.B. Please indicate whether you are a UK tax payer. YES / NO

If YES, please complete Gift Aid Declaration on page C

Charity Commission Reference 221927





The Sheriffs' and Recorder's Fund

* I wish to make a donation to the SHERIFFS' AND RECORDER'S FUND.

I enclose my cheque to the value of £..... for which I
do / do not require a receipt.

OR

* I wish to become a Life Governor of the SHERIFFS' AND RECORDER'S FUND.

I enclose my cheque for £150.

Please indicate whether you are a U.K. tax payer YES / NO
If YES, please complete Gift Aid Declaration on **PAGE C**

Name
(Block capitals please)

Address

.....

.....Postcode.....

* PLEASE DELETE WHICHEVER IS NOT APPLICABLE

Kindly make cheque payable to "The Sheriffs' and Recorder's Fund"
and forward it with this form to:

THE CHAIRMAN
SHERIFFS' AND RECORDER'S FUND
CENTRAL CRIMINAL COURT
OLD BAILEY
LONDON EC4M 7BS

Charity Commission Reference 221927





GIFT AID DECLARATION

Name of Charity

DETAILS OF DONOR:

Title..... Forename(s)..... Surname

Address

.....

.....Postcode

I would like the charity to treat

* the enclosed donation of £.....

* the donation(s) of £..... which I made on..... / /

* all donations I make from the date of this declaration until I notify you otherwise

* all donations I have made since 6th April 2000 and all donations I make from the date of this declaration until I notify you otherwise

as Gift donations.

** Delete as Appropriate*

Signature..... Date

See overleaf for notes



NOTES

1. If your declaration covers donations you may make in the future:
 - * Please notify the charity if you change your name or address while the declaration is still in force.
 - * You can cancel the declaration at any time by notifying the charity – it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 28p for each £1 you give).
3. If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or you can ask your local tax office for leaflet IR 113 *Gift Aid*.