

Registered Charity No. 249942

Mothers' Union Office
The Parish Church of St Thomas and St Andrew
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December 2022

Dear Treasurers

As you know from the letter which accompanied the individual letters to members, there are a few changes being introduced to the way the administration, including the finance, of the Diocesan Mothers' Union is being carried out. We are sure you may feel daunted at this prospect, and we admit that for this first year we may encounter a few snags, but the intention is to make the process easier for both you in the branches and groups and in the Diocesan office. We know that there have been many errors in both the diocesan database and the central one at Mary Sumner House. This has resulted in new or recently joined members not receiving communications, while others who are no longer members continue to receive correspondence. We hope that, by asking every member to complete a new membership form, both databases can be updated and become accurate within the early part of 2023. This is why we ask that all documentation is returned to the Mothers' Union Office by the **28th February 2023**.

Members will now pay the annual subscription direct to Mothers' Union in the Diocese of Lichfield instead of through the branch bank account. This is intended to make it easier for branches who have encountered problems with or closed the branch account. The preferred option is by bank transfer using the details on the Member letter. Individual cheques, made payable to LDMU, are also accepted. As treasurer, we are asking that you, working with the branch/ group leader, collect these cheques which must be accompanied by a completed Membership Form. These should then be sent to the office, preferably in one batch. Members who pay by bank transfer must also complete a Membership Form which will indicate that they have paid in that way. If members cannot pay using either of these methods, please contact the office for advice.

If there is still a branch bank account, you may wish to keep it open for when you have fundraising events but there are other methods of paying money into the Diocesan Account. Please contact Adrian, the Diocesan Administrator, at the office for advice. He is now handling the day-to-day finances.

There are a number of forms enclosed which need to be completed for 2022. The return of these forms by the **28th February 2023** is essential as late return delays amalgamation of the accounts. This in turn holds up submission to the auditor, examination and publication. I know that you will do your best to have everything in as soon as possible. **If you have any problems with completing any of the forms or require help or advice, please do not hesitate to get in touch.**

PTO/

You should have enclosed the following forms:

Financial Statement Forms

Please keep a copy for your Deanery/Branch records and return the original to the Office with a copy of the Bank/Building Society Statement as at 31st December 2022

Finance Remittance Form

to record money from fundraising. Cheques should be made payable to LDMU. Please record to which fund the money should be allocated.

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A reminder about Gift Aid. This remains a valuable and substantial addition to the income of the diocesan Mothers' Union, bringing in around £1000 per year. If a member pays income tax (or other taxes not including VAT) the charity can claim back the tax paid by that member on subscriptions or donations. The procedure is straightforward.

The new Membership Form includes a Gift Aid Declaration. An eligible member (one who pays tax) should sign this section. The tax can then be claimed back on the annual subscription. The procedure for recording and claiming any additional donations has still to be finalised but we shall let you know as soon as possible how this will be done

Finally, may we remind you of two things:

- (1) There is no need to wait until **ALL** finance **AND** report forms are ready before making your return. Please send in documents as soon as they are complete.
- (2) All money raised through branch fundraising **MUST** be sent to the office, clearly indicating which fund it is for. Money for Mary Sumner House funds will be sent on to Mary Sumner House on a regular basis. This may seem in conflict with some appeals which ask for donations to be sent direct. These are aimed at individuals, particularly non-members.

Thank you for all the work you have done in the past year to ensure that the financial resources of the Diocese are well managed. It is so important, not just locally, that money is collected and passed on promptly. Keep up the good work and please do not hesitate to ask for help or advice!

Yours Sincerely



Helen Palfrey
Diocesan President

Adrian Palphreyman
Diocesan Administrator

Checklist (For your own use) **Tick the box when you have sent the items to the office:**

- | | |
|--|--------------------------|
| Financial Statement for year ending 31/12/2020 | <input type="checkbox"/> |
| Bank / Building Society Statement dated 31/12/2022 | <input type="checkbox"/> |
| Cheque for Donations | <input type="checkbox"/> |
| Finance Form 2022 (details of donations) | <input type="checkbox"/> |
| Gift Aid Record Form 2022 (if appropriate) | <input type="checkbox"/> |