

Registered Charity No. 249942

Mothers' Union Office
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December 2023

Dear Treasurers

It is that time of year again when we prepare to close the 2023 accounts and ask for subscriptions for next year. This year has been a bit of a learning curve with the move to individual membership and subscriptions being paid directly to Lichfield Diocese Mothers' Union (LDMU). Generally, things went well with most membership forms and cheques coming in as a batch via branches. One thing we ask this year is that members hold off sending in their membership forms and paying by BACS until January. This year a number were paid in December 2022 and this creates further work when the accounts are finalised. We have amended the membership form to reflect this and also included a return address for those members who choose to send their form back directly to LDMU – several were forwarded to us from Mary Sumner House (MSH) and also Lichfield Diocese Finance Board. So, we would ask that if you could assist us again this year and encourage your members to submit their membership forms and cheques via their branch and for you to collate these and send them in as a batch.

We are pleased to report that both the local and MSH databases are as up to date as they can be. Work took place over the summer to cleanse the MSH database and somewhere in the region of 500 lapsed members were removed from it. This means that only current members will receive Connected from MSH. We know that there were issues with the Autumn Connected mailing and that some members did not receive it, we expect these issues to be resolved for the Spring one. We will wait until after the Spring Connected has been sent out before removing any members who have not subscribed for 2024, new members will added immediately.

If you still have 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 2023. The return of these forms by the **29th February 2024** is essential as late return delays consolidation 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 Form

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 2023

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 and brought in just over £2,500 in 2023. 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 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.

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 31/12/2023
- Bank / Building Society Statement dated 31/12/2023
- Cheque for Donations
- Finance Remittance Form (details of donations)