

# Weekly Counting Sheet

Reference \_\_\_\_\_

Parish of \_\_\_\_\_

Date \_\_\_\_\_

	Regular Giving Envelopes	One-off Gift Aid Envelopes <sup>1</sup>	Open Plate and Non-Gift Aided Donations <sup>2</sup>		Non-Donations <sup>3</sup>	TOTAL
	No of Envelopes:	No of Envelopes:	Eligible for GASDS	Not Eligible for GASDS		
Notes: £50						
£20						
£10						
£5						
Coins: £2						
£1						
50p						
20p						
10p or 5p						
2p or 1p						
TOTAL						
Cheques						
GRAND TOTAL						

**Notes**

<sup>1</sup> Also include in this column one-off donations that you know to be covered by a Gift Aid declaration. You should make a note in the top box below if a donation has been received that should be covered by an existing Gift Aid declaration.

<sup>2</sup> As well as open-plate collection, you should include in this column any donations from individuals not accompanied by a Gift Aid declaration. The Gift Aid Small Donations Scheme (GASDS) only applies to cash donations of £20 or less. £50 notes and cheques should be recorded in the right hand column, as should any donations that you know to be over £20 from an individual donor (e.g. two £20 notes in an envelope, or secured with an elastic band).

<sup>3</sup> Non-Donations includes receipts for magazines, books, tea & coffee, candles etc.

Counted by \_\_\_\_\_ and \_\_\_\_\_ (sign)