

Nottingham Roman Catholic Diocesan Trustees

Edward S. Poyser, Financial Secretary

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Company number 7151646 Charity number 1134449

April 2016

Dear Monsignor, Canon or Father,

ANNUAL PARISH RETURN – 2015/6

I enclose the Parish Return form for the year ended 31st March, 2016. The Finance Office would be most grateful for the prompt completion of the form and return by **Thursday 30th June 2016**. If you feel that you will be unable to meet the deadline of 30th June 2016, please let Jonathan Gamble or me know well before then as we may be able to arrange some assistance for you.

RECEIPT OF THE RETURN BEFORE 30TH JUNE 2016 WILL BE PARTICULARLY APPRECIATED. As a limited company we are now required to produce and file full Audited Accounts much sooner than before. In particular please do not delay submitting your Annual Return, for example because the annual health and safety risk assessment is not ready or, indeed, for any other reason.

I also enclose a copy of the “Guidance Notes”. There are two matters to which I would like to draw your attention. One is the section on the Gift Aid Small Donations Scheme. Another is over the treatment of additional (not the main) set off accounts. If there are any questions, queries, etc. please do not hesitate to email, write or telephone either Jonathan Gamble (jonathan.gamble@nrcdt.org.uk), Kim Williamson (kimberleywilliamson.nrcdt.org.uk) or me.

An electronic version of the return can be downloaded from the Diocesan website. If emailed back as an attached file to the Finance Office (to jonathan.gamble@nrcdt.org.uk) then please ensure that the parish name is in the title. Please then also send to us the signed Front Sheet by post, fax or emailed as a scanned document.

With this letter is a print-out of your set-off account(s) (and if it applies your loan account). Interest on these has been calculated at 0.5% and 3% respectively.

I would like to take this opportunity to thank you very much indeed for your kind cooperation and support to the Finance Office during this last twelve months.

Yours sincerely,

Edward S. Poyser
Financial Secretary