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| GIFT AID - Budget, Timelines & Milestones | Outcome | Lead | Overall status |
| | Increasing value of donations with option of Gift Aid across HH, Highgate Wood and Queen's Park | Katie Lawman (NE) |  |

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| Date of Report: 28 July 2022 | Phase: Detailed Design |
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| Highlights | Next Steps | <table border="1"> <thead> <tr> <th>Metrics</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td></td> </tr> <tr> <td>Schedule</td> <td></td> </tr> <tr> <td>Risk</td> <td></td> </tr> </tbody> </table> | Metrics | Status | Budget |  | Schedule |  | Risk |  |
|---|---|---|---------|--------|--------|---|----------|---|------|---|
| Metrics | Status | | | | | | | | | |
| Budget |  | | | | | | | | | |
| Schedule |  | | | | | | | | | |
| Risk |  | | | | | | | | | |
| <ul style="list-style-type: none"> Pilot Project Approved 1st June 2022 Initial Project Board Meeting 13th July 2022 – Chamberlains, Charity Accountants <p>Looking ahead:</p> <ul style="list-style-type: none"> Bank accounts – the 2 identified accounts are being “emptied” of there current balances and credited to income at HW and QP. Needing additional input from Lloyds bank. Registering with the Charity Commission and HMRC. Creation of IT prototype for the CoL donation webpage. Reviewing possibility of using 3rd party to reduce administrative workload on CoL employees. E.g. Just Giving, CAF. Confirmed VAT would be taken on fees, rather than the donation amount. | Approval / Implementation in line with incoming tax year. | | | | | | | | | |

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| Risks and Issues | Reasons for RAG Status |
| <p>Key Risks</p> <ol style="list-style-type: none"> Schedule - Work sequence & delays (Lloyd's / Charity Commission / HMRC) | <ol style="list-style-type: none"> Project is within planned timescales and budget. Plans are in place to mitigate the current risks, including time allowances for schedule delays. |