

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)	<div>G</div>	
Date of Report: 28 July 2022			Phase:	Detailed Design
Highlights		Next Steps		
<ul style="list-style-type: none">Pilot Project Approved 1st June 2022Initial 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.		
			Metrics	Status
			Budget	<div>G</div>
			Schedule	<div>G</div>
			Risk	<div>G</div>
Risks and Issues		Reasons for RAG Status		
Key Risks		1. Project is within planned timescales and budget.		
1. Schedule - Work sequence & delays (Lloyd’s / Charity Commission / HMRC)		2. Plans are in place to mitigate the current risks, including time allowances for schedule delays.		