











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

<b>Date of Report: 19 October 2022</b>	<b>Phase: Detailed Design</b>
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<b>Highlights</b>	<b>Next Steps</b>	<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"> <li>Individual charity accounts have been set up with Lloyds bank.</li> <li>Registration Submitted – 26<sup>th</sup> September</li> <li>Documents sent to HMRC – 14<sup>th</sup> October</li> </ul> <p><b>Looking ahead:</b></p> <ul style="list-style-type: none"> <li>Expected 6 weeks for Charities Bank accounts to be registered. We are now waiting on email confirmation.</li> <li>Confirmation from procurement regarding a 3<sup>rd</sup> party to reduce administrative workload on CoL employees.</li> <li>Reviewing 3<sup>rd</sup> party possibilities – agreed JustGiving is the preferred 3<sup>rd</sup> party – liaison to take place between Coms and IT to ensure donation page is accessible via the CoL website.</li> </ul>	Approval / Implementation in line with incoming tax year.									

<b>Risks and Issues</b>	<b>Reasons for RAG Status</b>
<p>Key Risks</p> <ol style="list-style-type: none"> <li>Schedule – Delays from HMRC.</li> </ol>	<ol style="list-style-type: none"> <li>Project is within planned timescales and budget.</li> <li>Plans are in place to mitigate the current risks, including time allowances for schedule delays.</li> </ol>