



## Mission Area Gift Aid Secretary

The main duties of this role are to:

- Register the Mission Area with HMRC once Charity Commission registration is complete (this is a once only requirement).
- Set up a Government Gateway for the Mission Area (this is a once only requirement).
- Collaborate with Church Gift Aid Secretaries to:
  - Agree an anticipated schedule of claims for each individual church.
  - Agree a password for data transmission.
- Receive completed schedules from Church Gift Aid Secretaries and collates these into a claim.
- Submit the collated claim via the Government Gateway.
- Alert the Mission Area Treasurer to the amounts claimed for each church on submission.
- Alert the Mission Area Treasurer /Finance sub-committee to any church not making a claim at least annually.