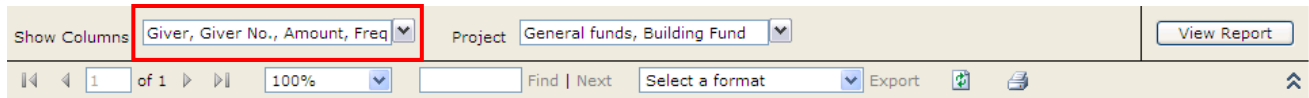


regular gift allocations

What the report shows: Details of regular gift allocations

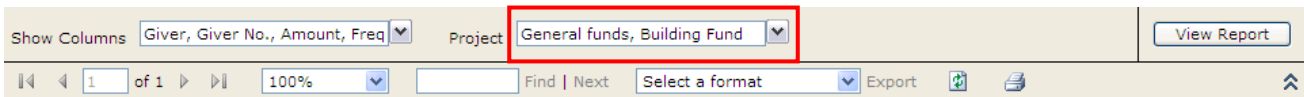


Show columns: The report will automatically show the following:

- Giver, Giver No., Amount, Freq
- (Select All)
- Giver
- Giver No.
- Amount
- Frequency
- Next date
- End date
- Short Reference
- Details
- Tax reclaim

Giver, Giver No. (the Giver’s unique reference), **Amount, Frequency** (this could be monthly, quarterly, six monthly, or annually), **Next date** (this is the date that the gift will be allocated to your recipient account, this is not the date that it is received into your bank account. Please be aware that the gift allocation can be cancelled or changed before the next date, therefore this list can only be used as a guide of future allocations), **End date** (this date will only show if the gift allocation is for a limited period), **Short Reference** (this is the first part of the allocated gift reference), **Details** (additional information, such as a reference. If you have set up a project this column will also show which project the allocated gift was intended for), **Tax reclaim** (if the regular gift allocation has reclaimed tax to follow, a further gift will be allocated 6-8 weeks after the original gift allocation).

If you do not wish to see or export all the above information, simply un-tick the boxes you do not wish to see.



Project: To obtain details relating to specific projects you can select from the ‘Project’ dropdown menu.

Report example:

regular gift allocations



Project(s) General funds; Building Fund

Giver	Giver No.	Amount	Frequency	Next date	End date	Short reference	Details	Tax reclaim
Anonymous	Anonymous	£30.00	Monthly	03/01/2010	-	00485717		No
Anonymous	Anonymous	£75.00	Monthly	09/01/2010	-	00485702		Yes
Joan Brown	20110807	£45.00	Annually	14/04/2010	-	00485719	Building Fund	No
Theresa Green	20110805	£50.00	Monthly	09/01/2010	-	00485704		No
Theresa Green	20110805	£100.00	Monthly	05/01/2010	-	00485714	Building Fund	No
Theresa Green	20110805	£60.00	Monthly	03/01/2010	-	00485724		No
Peter Jones	20110808	£60.00	Monthly	09/01/2010	-	00485703	Building Fund	Yes
Peter Jones	20110808	£75.00	Monthly	21/01/2010	-	00485720		No
Ronald McDonald	20110809	£25.00	Monthly	09/01/2010	-	00485705		Yes
Ronald McDonald	20110809	£20.00	Monthly	15/02/2010	-	00485721		No
Jane Smith	20110806	£50.00	Quarterly	07/01/2010	-	00485715		No