



8 Balcarres Street
Edinburgh
EH10 5JB

0131 447 0876

info@pfcounselling.org.uk

www.pfcounselling.org.uk

Giving to the PF Counselling Service

How you can help us improve access to counselling in Edinburgh

Counselling at the PF is always offered on a 'regardless of ability to pay' basis. Our aim is to provide quality counselling, which is available to all members of the community and which is accessible to everyone.

We rely on donations to enable us to offer this valuable service, and to continue to improve it. Please read this guide to find out the various ways in which you can help.

Consider Donating to the PF Counselling Service

Our counsellors, receptionists and Board members provide their services on a voluntary basis, but we need donations every year to help cover the running costs of premises, counselling supervision, administrative support and training.

We ask every client to make a donation if they can for each session they attend, based on affordability. The average we receive is around £13 per session. A typical fee for counselling elsewhere is £45 per session, but at the PF we offer counselling irrespective of ability to pay such a fee. This is why your donations are needed.

Your donation will help us to continue to provide counselling to people who cannot afford it elsewhere. It also supports our counsellors, who have usually trained at their own expense, to provide their services voluntarily and to practise and develop the profession.

- We need:
- £9** a day for the little things that matter to clients – water, tissues, etc.
 - £11** a week for tea and biscuits to sustain our volunteers
 - £15** a day to pay the electricity and gas bills etc.
 - £110** a month to keep in touch – phone, stamps, internet, etc.
 - £262** a day to pay a small but efficient staff team
 - £400** a year for staff training and development
 - £750** a month to maintain and improve our premises for clients
 - £1,200** to produce print materials each year
 - £2,400** a year to provide ongoing CPD training for our volunteers
 - £3,200** a month to provide professional supervision to our counsellors

Making a Donation

Any donation you can offer, large or small, will help us sustain and develop our service. You can donate –

- By sending a cheque payable to *The Pastoral Foundation* to the address above
- By arranging a BACS transfer via your bank to ours. Please telephone for details.
- Online – bit.ly/givetopf – using your credit or debit card

Making Regular Donations

Sometimes it is easier to make a small donation on a regular basis, rather than a one-off gift. This might be linked to a monthly salary payment, or can be an annual occurrence on an appropriate anniversary. Such donations can be very helpful to us as they provide predictable income to our funds.

Some clients choose to set up a regular donation for a while after they have finished their counselling. If they were only able to make a small weekly donation while they were seeing

their counsellor, this enables them to contribute further towards the costs over a more extended period.

Regular donations can be organised –

- By setting up a Standing Order via your bank, to ours. Please telephone for details.
- Online at www.virginmoneygiving.com/charities/pfcounsellingservice

Gift Aid

Gift Aid is a Government-run scheme that adds 25p to our income for every £1 you donate, as a refund of Income Tax. **If you pay income tax at all, please sign our Gift Aid form!**

e.g. If you donate £50, **Gift Aid will add £12.50** to your total donation, at no cost to you.

If you can help in this way, please print out and fill in the Gift Aid Declaration Form included at the end of this document, and return it to the PF with your donation. This will enable us to reclaim the tax that you have already paid to the Inland Revenue.

Please be reassured that the form is kept securely by us for the sole purpose of providing a record of your declaration, so that we can claim Gift Aid. The information given on the form will not be used for any other purpose.

If you would like any further clarification of the Gift Aid Scheme or have any questions, please speak to our staff or visit the HMRC website - www.gov.uk/donating-to-charity/gift-aid.

Leaving Us Something in Your Will

Leaving a gift to the PF Counselling Service in your will is a straightforward, easy and cost effective way to support our work. You should speak to a solicitor about your Will, but you may find it useful to consider the following.

A legacy to a registered charity is exempt from Inheritance Tax, and so can reduce the potential tax liability of your estate. There are three kinds of legacy you can leave a charity;

Pecuniary legacy

This directs that a specific sum of money be paid to the charity out of your estate. Typical wording would be:

I direct my Executors/Trustees to pay to the PF Counselling Service (The Pastoral Foundation), 8 Balcarres Street, Edinburgh, EH10 5JB (registered charity number SC008875) the sum of £_____ and I direct that the receipt of the duly authorised officer of the PF Counselling Service shall be a sufficient discharge for my executor/trustees.

Residuary legacy

This directs your Executors to pay a specified proportion of your estate to the charity, rather than a specific amount, and so ensures that the amount varies in line with any increase or decrease in the value of your estate. Typical wording would be:

I direct my Executors/Trustees to pay and make over a ____ share of the residue of my estate to the PF Counselling Service (The Pastoral Foundation), 8 Balcarres Street, Edinburgh, EH10 5JB (registered charity number SC008875) and I direct that the receipt of the duly authorised officer of PF Counselling Service shall be a sufficient discharge for my executor/trustees.

Specific legacy of an item (or items) of value

This is used where you want to give a specific item to the charity, such as a painting, a valuable item, a piece of furniture or some other asset such as land or a building. Typical wording would be:

I direct my Executors/Trustees to pay and make over my [short description of the property given] to the PF Counselling Service (The Pastoral Foundation), 8 Balcarres Street, Edinburgh, EH10 5JB (registered charity number SC008875) and I direct that the receipt of the duly authorised officer of PF Counselling Service shall be a sufficient discharge for my executor/trustees.

Thank you for considering making a donation to the PF.

Please don't put this to one side for another time – begin helping us today!

GIFT AID DECLARATION

If you are paying, or have paid, UK tax in this tax year, we would be most grateful if you would complete and return this form to us as soon as possible. We can then claim up to 25p for every £1 you donate!

giftaid it

In order to Gift Aid your donations you must tick the box below:

I want to Gift Aid any donations I make now and in the future, or have made in the past 4 years, to the Pastoral Foundation (PF Counselling Service).

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please notify the PF Counselling Service if you: want to cancel this declaration, change your name or home address, no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Signed _____

Name _____ [BLOCK CAPITALS, please]

Address _____

Date _____

Please return this form with your donation. We can make it go further!