thankQ

finance

Purpose:

- processing and receipt of donations and event income
- fulfilment of pledges and committed giving
- claiming Gift Aid from the Inland Revenue
- financial reporting

income processing

thankQ's **Finance** module enables you to enter income information in whichever way you wish to work. For rapid entry, you can define default information for a batch which will be applied as each payment is entered. As a contact is selected, the system automatically checks to see if they have a pledge for regular giving and guides the user to pick the appropriate entry.

Regular payments such as Direct Debits and Standing Orders can be loaded and linked to the appropriate bank software. Microsoft Excel can also be used for input of income, allowing previous batches to be copied into the system.

All income can be allocated against a destination code (the fund or project to which the money is assigned) and a source code (the campaign or event which prompted the payment).

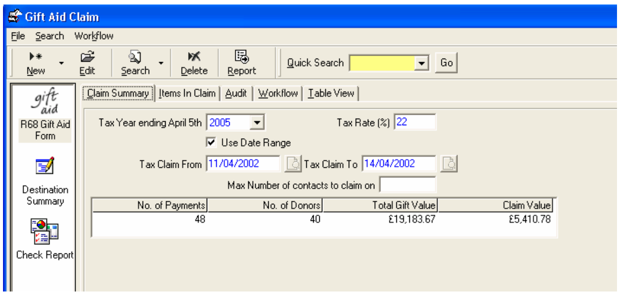
receipting

As donations or other payments are entered, the user can mark that a receipt should be sent. For regular payments or pledges where a periodic thank you letter is required, thankQ will check to see when that next letter is due. The receipts can then be created using each contact's Mailing Preferences through the **Mail** module.

Gift Aid claim

The tax status of the donor and the actual donation are managed separately by thankQ. This means that as donations are entered they are identified as being from a 'tax claimable' source or not, regardless of whether the donor holds a Gift Aid declaration. This means that if a backdated declaration is received, all previous donations from the donor will automatically be included in the next claim without the user having to do any extra work.

Tax Claims can be produced as often as required at the touch of a button, and generated in the format of the R68 form for the Inland Revenue.



thankQ's Gift Aid claim form

pledges and committed giving

Within thankQ pledges or committed giving can be set up and easily viewed against the contact profile, along with all bank and payment information. This allows 'due' payments to be loaded automatically and a BACS file generated for claiming of direct debits. Unfulfilled pledges are easily identified and escalation letters generated to remind the donor of their commitment.

multi currency

Batches can be entered in foreign currencies, and either converted 'en masse' to the standard system currency or remain within the system in that currency. This also ensures that the system and data will not become outdated should UK currency change.

donor statistics and analysis

As each batch is approved the donation statistics held against each contact in the batch are updated allowing searching and reporting on average amounts, recency, frequency and more.

A large number of standard financial reports are available alongside user-defined queries to summarise donation information by a variety of methods, including by destination, type, source or by a selection of contacts.

For further information contact ESIT
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