



Gift Aid

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What is Gift Aid?



- Tax relief scheme to support charities and CASC's
- Reclaim 25p for every £1 donation received
- Required to be registered with HMRC
- Also provides tax relief for higher rate tax payers



Setting up your account

Two stage process

- Registration with HMRC for recognition as a charity
- Register with charity online services through Government Gateway



What you need

- Bank Account Details/financial accounts
- Officials details – name address, DOB, national insurance number
- Charity Registration number & HMRC Registration Number
- Your charitable objects/purposes
- Governing Document
- Government Gateway user ID (12 digit code) and password





Making a Claim

- By post (ChR1 form)
- Online
- Can claim on all donations made over the past 4 years
- Complete a Gift Aid Schedule



Gift Aid Claim Schedule

Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DD/MM/YY)	Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									



Gift Aid Declarations

- **Template Declarations** <https://www.gov.uk/government/publications/charities-gift-aid-declaration-form-for-a-single-donation>
- **Template Sponsorship Forms** <https://www.gov.uk/government/publications/charities-sponsorship-and-gift-aid-declaration-form>

Declaration must contain the following:

- First Name & Surname of Donor
- House Number/Name and Postcode
- Name of Charity
- Donation amount
- Date



Gift Aid Declarations

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



What Gift Aid **cannot** be claimed on?

- Loans
- Payroll giving
- An arrangement to acquire property/land
- Donations from companies
- Donations where the benefit exceeds the donation
- School Fees
- Payment to purchase items – books, clothing
- Admission to event – ticket price
- Payment for raffle or lottery including 100 clubs



Common Mistakes

- Often confusion between registered charity no and HMRC registration no.
- If new trustees are appointed information needs updating with HMRC
- Confusion with aggregated donations
- Separate claims need to be made for GASDS



Gift Aid Small Donations Scheme (GASDS)

- Donations £30 and under
- Donations can be made in hard cash or by card payment
- Can claim on donations up to £8,000
- No declaration/donor details required
- Must have claimed 'normal' Gift Aid in tax year.
- Must have claimed at least 2 of last 4 years without a 2 year gap.
- GASDS cannot be more than 10x 'normal' Gift Aid claim.
- Can claim GASDS on donations made over previous 2 years.



Administration

- **GDPR**
- **Gift Aid payments usually paid into Charity bank within 4-5 weeks of claim**
- **Can make as many claims as you want (less than £100 likely to be rolled forward and aggregated)**
- **All donation details, declarations and sponsorship forms need to be kept for 6 years**



Comfort Break



Scenario 1

A volunteer tells you to put their travel expenses in your charity pot and does not make a claim.



No – the only way you can claim Gift Aid on volunteer expenses is if the volunteer claims it and then donates it back to the charity

Scenario 2

Your charity charges a fee of £10 per year to be a member of the charity



Yes – as long as the member is not receiving exclusive use of the charity facilities. Does not apply to CASC membership



Scenario 3

You are a trustee of a charity that opens their grounds for people to view the gardens. You charge an entrance fee.



No – general entry fees are not eligible for Gift Aid but if the donor wishes to upgrade their entrance fee to an annual pass then this is eligible, as long as more than 10% original entrance fee and provides entrance for 12 months.



Scenario 4

You are holding a charity auction and have had some fantastic items to auction including a spa day at Swinton Spa and a signed T-shirt from Ed Sheeran.



Yes/No – You can claim Gift Aid on auction items where there is a clear market value and this is made clear at the auction. So could be claimed on Spa Day but not on T-shirt.



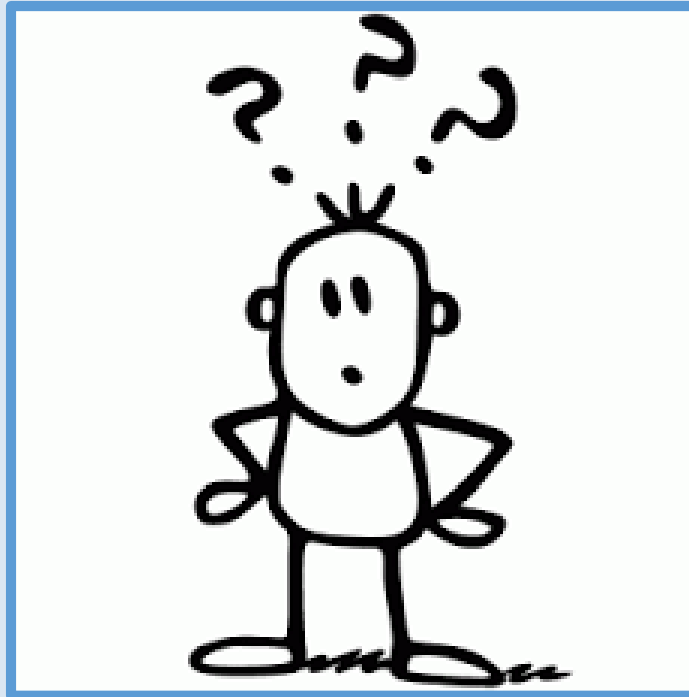
Scenario 5

You have a collection box in the local pub that stands on the bar and usually raises around £100 per year.



Yes – can be claimed under Gift Aid Small Donations Scheme

Q&A's



Useful Contacts

HMRC Charities Helpline – 0300 1231073

Bookmark this – www.gov.uk/claim-gift-aid/how-to-claim

Community First Yorkshire

Email: communitysupport@communityfirstyorkshire.org.uk

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