Scouts

Scouts

Claiming Gift Aid

Parents' Gift Aid Declaration and Annual Gift Aid Claim

Gift Aid Facts

Gift Aid Maths

Charities have special status in tax law. Charities can claim back the tax paid by a taxpayer on all donations.

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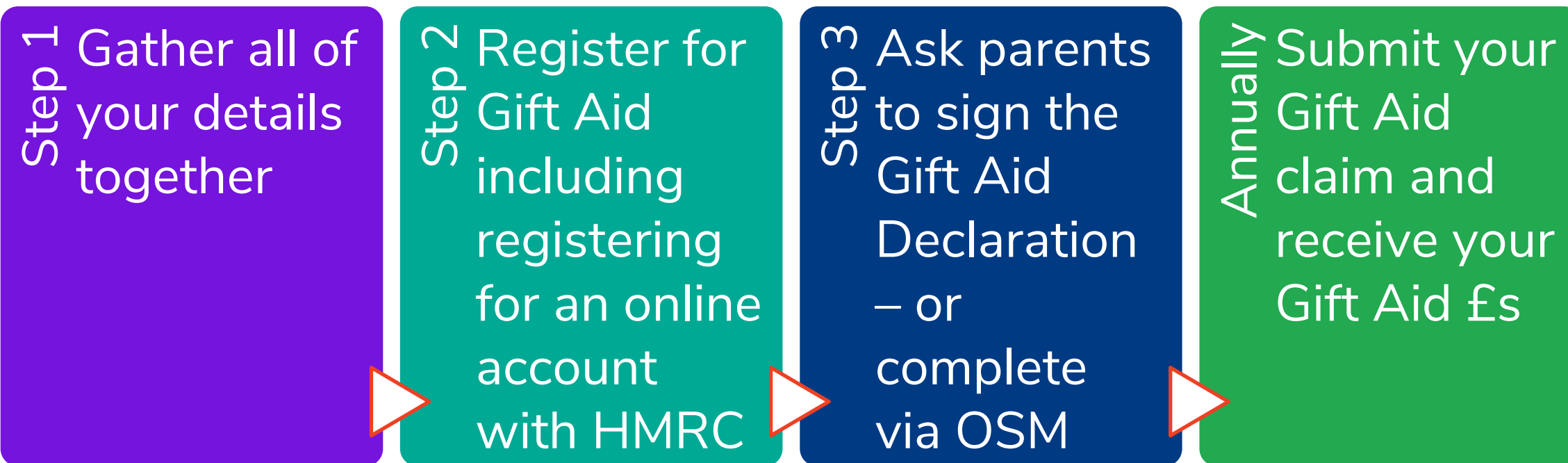Every Scout Group, District and County is a Charity.

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All subs are treated as donations.

All Scout Groups can claim 25% (tax paid by parents) on all Subs paid for their members.

There are 3 initial steps to register for Gift Aid

Once registered you may submit your claim annually (or monthly)

Step 1 Gather all of your details together

Step 2 Register for Gift Aid including registering for an online account with HMRC

Step 3 Ask parents to sign the Gift Aid Declaration – or complete via OSM

Annually Submit your Gift Aid claim and receive your Gift Aid £s

Claiming Gift Aid Pack 2

Parents' Gift Aid Declaration and Annual Gift Aid Claim

The packs guide you through the Gift Aid process.

- Pack 1 – Gather all of your details together and Register with HMRC for Gift Aid

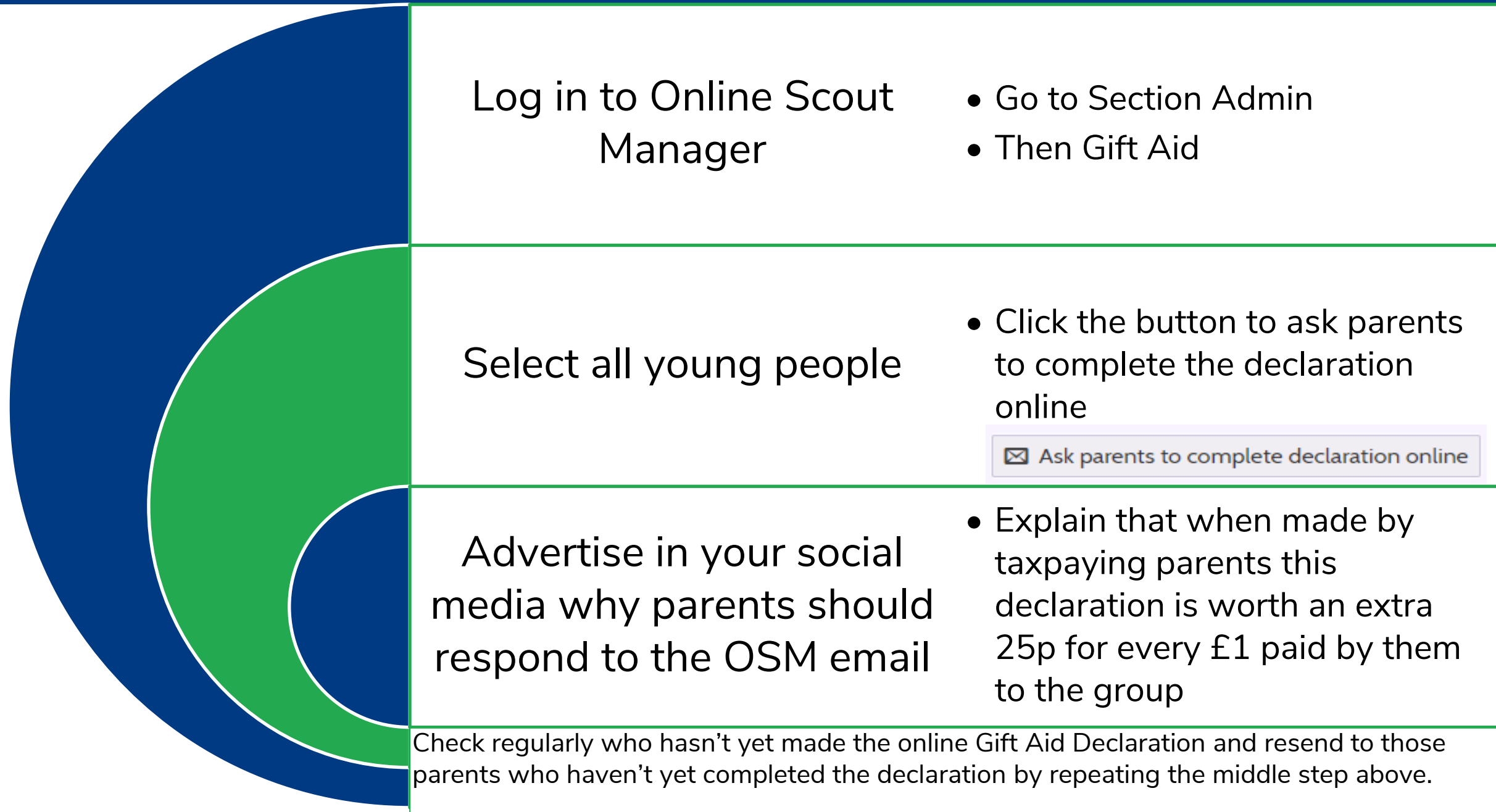- **Pack 2** – The parents Gift Aid form and submitting your Gift Aid Claim **(this pack)**

Step 3 – Parents' Gift Aid Declaration and Annual Gift Aid Claim
Help

Here is the link to the Scout UK website to access the FAQ on Gift Aid
https://www.scouts.org.uk/about-us/fundraise/support-scouts/gift-aid/

For further support or information about Gift Aid, please contact the HMRC Charities Helpline on 0300 123 1073 (open from 8.30am to 5pm, Monday to Friday).

Step 2

Register with HMRC
for Gift Aid

Step 3

Ask all parents to sign the Gift Aid Form

Step 3 If your group uses Online Scout Manager
Ask all parents to make the Gift Aid Declaration online

Log in to Online Scout Manager	• Go to Section Admin • Then Gift Aid
Select all young people	• Click the button to ask parents to complete the declaration online ✉ Ask parents to complete declaration online
Advertise in your social media why parents should respond to the OSM email	• Explain that when made by taxpaying parents this declaration is worth an extra 25p for every £1 paid by them to the group

Check regularly who hasn't yet made the online Gift Aid Declaration and resend to those parents who haven't yet completed the declaration by repeating the middle step above.

Gift Aid Declaration Form

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Step 3 Ask all parents to sign the Gift Aid Form

Step 3 Ask all parents to sign the Gift Aid Form

Enter your Scout Group details onto the Gift Aid Declaration Form	• Open this form (Gift Aid Declaration Form on the right) in Microsoft Word (or a programme that can open Word documents)
Type in your Scout Group name where it says "Your Scout Group name"	• Don't forget to save the form onto your computer hard disk so that you can access it when you need more copies
Print out the form – sufficient copies to have all the parents complete it	• Explain that when signed by taxpaying parents this form is worth an extra 25p for every £1 paid by them to the group • Ask your parents to sign and return the form to you

Gift Aid Declaration Form

Here is the link to the Scout UK website Gift Aid Declaration Form Download
https://www.scouts.org.uk/about-us/fundraise/support-scouts/gift-aid/

Step 3 Ask all parents to sign the Gift Aid Form

Step 3 Ask all parents to sign the Gift Aid Form

Advertise on your website or Social media page that you are going to ask parents to make the declaration and how much it is worth to the group.	• If you don't have a social media page how about sending an email or text or WhatsApp message to parents telling them about the value of claiming Gift Aid? • It is easy to send emails via OSM
If you are using forms, consider what the best way is to obtain a completed form.	• Visit Section meetings and speak directly to the parents before the meeting, explain you need a form completing and the purpose of the form. Give it to them to bring back at the end of the meeting or ask them to complete it before they leave.
If you are using forms, ensure that section leaders have a supply of forms to give to the parents of new members	• If you use the Young Person Information Form then the Gift Aid declaration is contained within that form

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Parent Gift Aid Declaration

HAVE YOU COMPLETED YOUR GIFT AID DECLARATION?

It should take you less than 1 minute to respond to the email just issued from OSM and make the Gift Aid Declaration.

The Scout Group would then be able to claim Gift Aid on Subs payments from you - for a maximum of the last 4 years. This would cover the group's overheads until we resume face to face meetings

The Scout Group's financial future will take you 60 seconds to secure. The amount we COULD claim in back-dated Gift Aid is around £4000.

Step 3

Ask all parents to sign the Gift Aid Form

Congratulations you have completed Step 3

Step 3

Ask all parents to sign the Gift Aid Form

Step 4

Submit your Gift Aid claim and receive your Gift Aid £s

Step 4
Submit your Gift Aid claim

Gather all the information you'll need to claim Gift Aid on paid subs and donations.

You can backdate your claim for up to 4 years when you first claim

- You'll need:
- Gift Aid Declarations for all parents who pay subs
- Amount of subs paid by each parent
- Gift Aid Declarations for any donations you've received from individuals (not businesses) and donation amount
- Sponsorship forms with a Gift Aid Declaration for all sponsors (see GASDS scheme below)

Donations received through the Small Donations Scheme (GASDS)

- If you've had any collection boxes, donations of £30 or less (with no Gift Aid Declaration) or bag-packs, check out the Small Donations Scheme. See HMRC website.
- The GASDS claim uses a separate spreadsheet and can be submitted at the same time as your Gift Aid Claim for Subs and donations over £30

Annual TSA Membership Fee paid separately to subs

- If your parents pay a sum separately to specifically cover the TSA annual Membership fee/district/county levies you **CAN'T** claim gift aid on that payment

Step 4 | Submit your Gift Aid Claim

Step 4
Submitting your Gift Aid claim if you use Online Scout Manager (OSM)

1. If your Scout Group uses OSM you can download a completed spreadsheet to submit to HMRC from

After logging into OSM with the correct permissions, to to:
Section Admin/Gift Aid.

If you collect subs payment via bank standing order or cash you can easily update the payments made by ticking the young person's name and clicking on the Record payment button
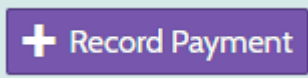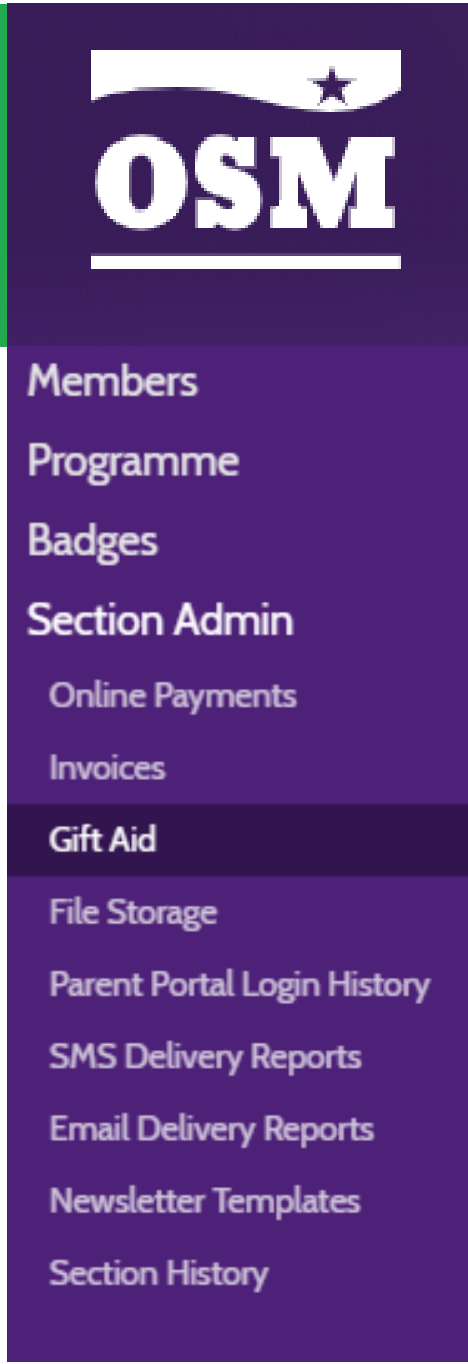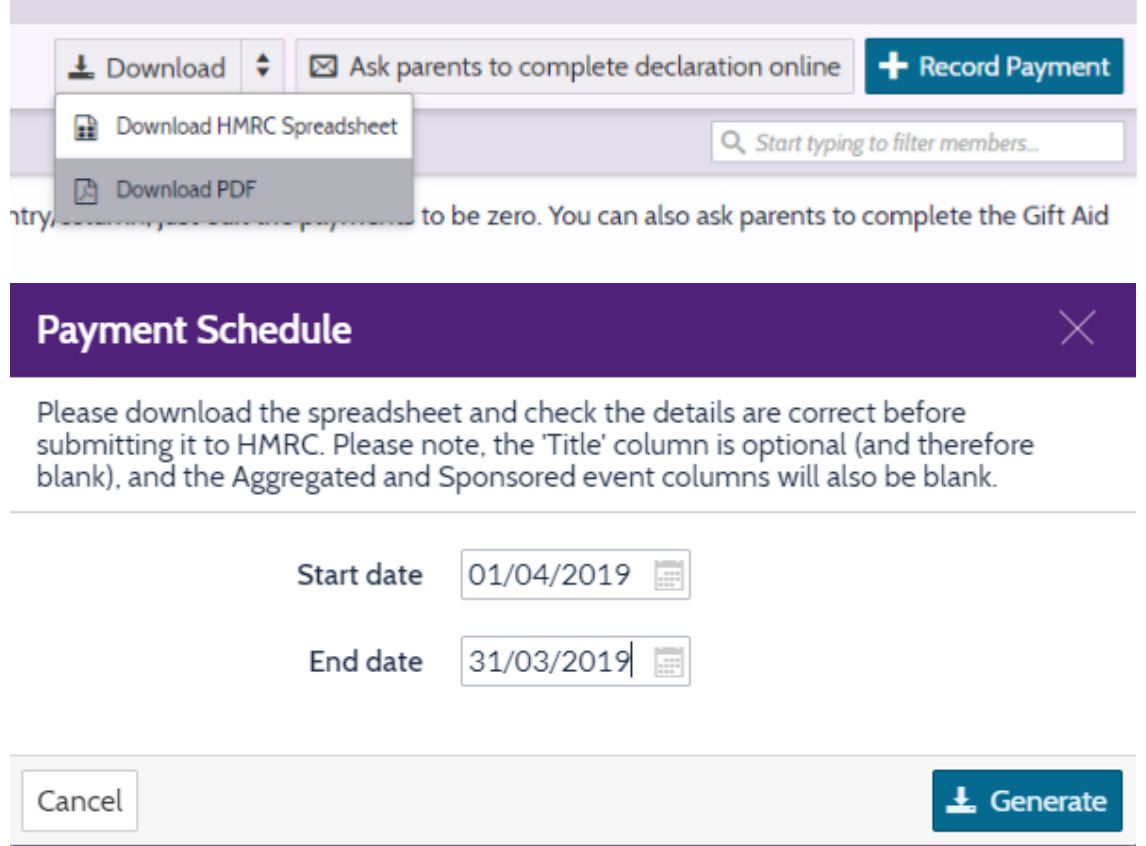

Record Donation ✕

Date	13/05/2020
Required	
Amount	
Required	
Notes	

These notes are only visible when downloading the PDF.

Cancel | 💾 Save

OSM

Members
Programme
Badges
Section Admin
  Online Payments
  Invoices
  Gift Aid
  File Storage
  Parent Portal Login History
  SMS Delivery Reports
  Email Delivery Reports
  Newsletter Templates
  Section History

2. Once all of the subs payments are recorded – plus any other donations received from parents you are ready to download the spreadsheet to send to HMRC:

⬇ Download ⬍ | ✉ Ask parents to complete declaration online | ➕ Record Payment
  📄 Download HMRC Spreadsheet
  📄 Download PDF

ntry/...... just ...... the pay...... to be zero. You can also ask parents to complete the Gift Aid

Payment Schedule ✕

Please download the spreadsheet and check the details are correct before submitting it to HMRC. Please note, the 'Title' column is optional (and therefore blank), and the Aggregated and Sponsored event columns will also be blank.

| Start date | 01/04/2019 |
| End date | 31/03/2019 |

Cancel | ⬇ Generate

Step 4
Submit your Gift Aid claim

- For a working draft to record data to go into the HMRC spreadsheet, create your own spreadsheet with the following columns:

Title	First name or initial	Last name	House name or number	Postcode	Aggregated donations	Sponsored event	Donation date	Amount

- Here are example entries to help you understand what you put into the spreadsheet

Title	First name or initial	Last name	House name or number	Postcode	Aggregated donations a simple description DON'T enter Yes or Not Applicable.	Sponsored event	Donation date	Amount DON'T use a £ sign	Sample entry
Mr	J	Parent_surname	23	SC1 0UT	Subs 19/20 FY		31/03/2020	120.00	Enter the amount of subs and other donations paid by parent. One line per person
Mr	P	Parent_surname	10	SC2 0UT		YES	30/11/2019	40.00	for sponsor money - single donation over £30 - enter the donor details. You should record Gift Aid declration on sponsor form.
Miss	A	Cub_surname	11	SC3 0UT	Sponsored Swim aggregated donations	YES		423.88	for sponsorship funds earned by one person where each amount was less than £30. Enter Young person's name and address. You should record Gift Aid declarations on sponsor form.

- On the right is the HMRC spreadsheet in Excel format to complete once you have information summarised in your working draft

OpenDocument Spreadsheet

The HMRC website is updated with any changes for the start of a new tax year.
- 2019/20 Guidance and any updated claim from is at this link: HMRC

Step 4   Annual Gift Aid Claim

Step 4
Submit your Gift Aid claim online

Login to your Government Gateway account at:

https://www.access.service.gov.uk/login/signin/creds

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

Create sign in details

Step 4
Submit your Gift Aid claim online

Click on the

Claim tax back on donations option

Business tax summary

View and access your business taxes in one place

Add a tax to your account to get online access to a tax, duty or scheme.

Payments will take up to 7 working days to show, depending on how you pay. After you complete your return your tax calculation will take up to 2 days.

Charities

Claim tax back on things like Gift Aid donations.

Claim tax back on donations

Other services

Anti-money laundering supervision

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Step   Claim

Step 4
Submit your Gift Aid claim online

Click on the

Make a charity repayment claim option

Step 4
Submit your Gift Aid claim online

Indicate whether you are:

- Claiming Gift Aid
- Claiming UK tax deducted from other income
- Top up payments for small cash donations under GADS. These are NOT your Gift Aid donations
- Enter your claims reference number
  This is a free-format field for your own reference number.

- There is help by clicking on the ? Icon at the right hand side of the drop-box

- Click 'Next'

HMRC charities reference: EW90754

Repayment claim details
Questions about this claim

You can use this service to claim tax repayments on Gift Aid donations, claim UK tax deducted from other income and claim top-up payments under the Gift Aid Small Donations Scheme (GASDS). Please answer the questions below indicating which of the three areas you want to claim under then, click the 'Next' button to continue.

* indicates required information

Are you claiming Gift Aid?* Yes

Are you claiming UK tax deducted from other income?* No

Are you claiming a top up payment for small cash donations* Please select
under GASDS? These are not your Gift Aid donations.
Please select
Yes
No

Your claim reference number:

Back   Next

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Step 4
Submit your Gift Aid claim online

- Enter details about your Scout Group/district
  - Note if you are NOT registered as a charity with the Charities Commission then select 'None'.
- Enter the other details following the guidance at the ? on the right hand side.

- Click 'Next'

Step 4
Submit your Gift Aid claim online

- Attach the Gift Aid Schedule you have prepared earlier (or the one downloaded from OSM).

  If the file fails to load then check the formatting in the spreadsheet.
  Check that:
- there are no £ signs against your numbers,
- numbers are formatted nnn.nn,
- dates are in the format dd/mm/yyyy and
- the file name is as per the downloaded spreadsheet

- Click 'Next'

- You'll receive an acknowledgement for your submission and if there are no queries, your Gift Aid money will be deposited in your bank account within 6 weeks

Attach Gift Aid schedule

Gift Aid schedule

Download a Gift Aid schedule

You have indicated that you want to claim a repayment of tax on Gift Aid donations. Your claim must include full details of the donors and their donations on which you are claiming a repayment of tax.

You must have already completed and saved an HM Revenue & Customs (HMRC) Gift Aid schedule on your computer with details of your Gift Aid donations to support this claim.

Please note: If you haven't already done so please follow the link below to download the HMRC Gift Aid schedule.

To complete the schedule now you will need to log out of this service. Any information you have already entered will be saved.

Once you have completed the schedule you will be able to log back into this service and attach it to your claim.

Download a Gift Aid schedule ▶

Further information about Gift Aid schedules can be found in the online guidance. HMRC recommend you read this guidance before you complete and save your schedule.

Attach your Gift Aid schedule

When you are ready to attach your Gift Aid schedule to this claim, click on the 'Browse' button below to find and select the completed schedule on your computer.

Gift Aid schedule: Choose file No file chosen

If you do not want to attach a Gift Aid schedule now please tick the checkbox below then, click the 'Next' button to continue.
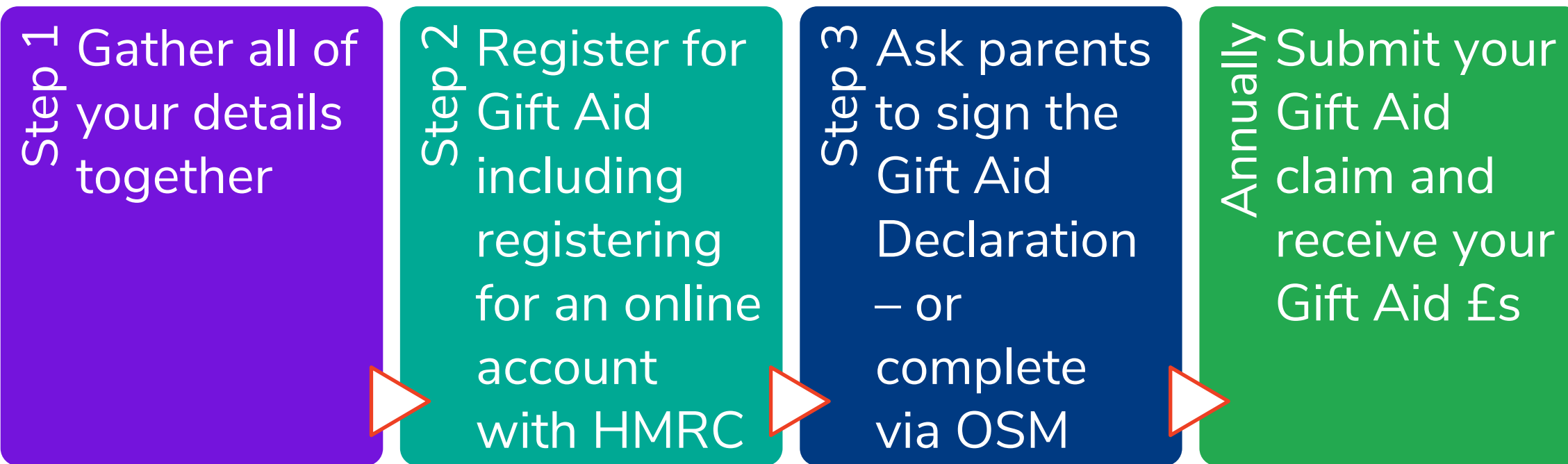
Please note: You must attach a Gift Aid schedule before you can submit your charity repayment claim.

☐ I do not want to attach a Gift Aid schedule at this time.

Repayment claim summary   Next

Charity repayment claim
- At a glance
- Repayment claim summary
- About the organisation
- Attach Gift Aid schedule
- FAQs

Step 4   Annual Gift Aid Claim

Well Done. You've completed the 3 initial steps AND you've submitted your annual Gift Aid claim
(don't forget to claim again next year).

Step 1 Gather all of your details together

Step 2 Register for Gift Aid including registering for an online account with HMRC

Step 3 Ask parents to sign the Gift Aid Declaration – or complete via OSM

Annually Submit your Gift Aid claim and receive your Gift Aid £s

Scouts

Well done!