

Gift Aid Declaration

in respect of donations to

The Coulsdon Church of England School Governors' Maintenance Fund

Details of donor:

Title Forename(s) Surname

Address

.....

..... Post Code

To the Treasurer, Coulsdon Church of England School Governors' Maintenance Fund:

Please reclaim tax on all donations I have made since 6th April 2000 and all donations I make hereafter

Notes:

- You must pay an amount of income tax and/or capital gains tax at least equal to the tax that is reclaimed on your donations in any one tax year (currently 25p for every £1 you give).
- You can cancel this declaration at any time by notifying the Treasurer. You should do so if your circumstances change and you no longer pay a sufficient amount of tax.
- Please contact me for further information or if you are unsure about any aspect of this declaration.
- Please notify me if you change your name or address.

Guidelines on completing the Gift Aid Declaration form:

1. Fill in the **Details of the Donor** (tax payer) in the box above.
2. Enter the **Date** below.
3. Give the completed declaration form to the school secretary or to me at my home address if that is easier.
4. **Alternatively, the form can be completed [online](#)**

Colin Michael Darch
Associate Governor

13 Court Avenue, Old Coulsdon, Surrey. CR5 1HG

Date:

Donations to the Governors' Maintenance Fund under Gift Aid

What is Gift Aid?

Gift Aid is a scheme under which charities (such as the School Governors' Maintenance Fund) can claim back tax from the Inland Revenue on donations received. It is a very important source of extra income for the Fund and effectively means the Fund gets some of the tax you pay instead of the Government.

The Gift Aid scheme applies to any donations made regardless of the amount and whether the payments are regular or one-off. Currently the amount that the Fund can reclaim is 25p for each £1 donated. In other words, for a £70 donation we can reclaim an additional £17.50 from the Inland Revenue.

Higher rate tax-payers who make donations under the Gift Aid scheme can also claim higher rate tax relief on their donations against either income tax or capital gains tax.

How does this work?

Only two conditions have to be satisfied in order for us to be able to claim tax under the Gift Aid scheme. Firstly, the person making the donation must pay an amount of tax at least equal to the tax that we will reclaim on the donations made in the tax year (currently 25p for each £1 given). In other words, if £70 is given in a particular tax year, at least £17.50 of tax must have been paid (regardless of what **rate** of tax is paid) in order for this amount to be reclaimed.

Secondly, the person making the donation must have made a declaration that they wish their donations to be treated as Gift Aid donations. The declaration must be dated and contain the donor's name and address, the name of the receiving charity (i.e. the Governors' Maintenance Fund) and a description of the donations to which the declaration relates (e.g. "all donations I have made since 6 April 2000 and all donations I make hereafter"). The declaration implies no commitment to future payments and may be cancelled at any time. Declarations may even be made over the telephone. Declaration forms are available from the school.

In order to be able to prove that these conditions are satisfied the Treasurer of the Governors' Maintenance Fund will keep records to allow payments to be traced to a person who has made a declaration. This means that payments must be identifiable. This could mean a payment by cheque or standing order from the bank account of someone who has made a declaration, or simply cash in an envelope clearly marked with the name of the person making the donation. Clearly a declaration should only be made if sufficient tax is to be paid in respect of the relevant tax year.

What if I don't pay tax but my spouse / partner does?

The declaration can only be made by a person paying a sufficient level of tax and care must be taken that donations are then clearly made by this person. For example, if donations are made from a joint bank account, it may be assumed that the person signing the cheque, or standing order mandate, is the one making the donation.

Conclusion

The Gift Aid scheme means that the Governors' Maintenance Fund can reclaim tax on the vast majority of the parental contributions it receives. Clearly this will help the school and help to minimise the amount of parental contribution requested in the future.

All parents who pay tax are therefore strongly encouraged to make a declaration and, of course, to subsequently make the requested donation. For ease of administration, cash-flow and planning we would appreciate donations by standing order (preferably annually or half-yearly, or alternatively monthly). However, if this is not possible, donations made through online banking, or by cheque/cash will be gratefully received.

If you are unsure about any aspect of this, please contact **Rebecca Ross** or **Colin Darch** in the strictest confidence.

Rebecca Ross

Treasurer

email: rross12.306@lgflmail.org

Colin Darch

Associate Governor

Tel: 01737 551379

email: cdarch.306@lgflmail.org