

Important notes – Gift Aid declarations

Any Gift Aid declarations completed on or after 06/04/2016 **MUST** be in line with the new Gift Aid declaration wording recently issued by HMRC.

It states: “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 note, as it has been in the past, the relevant taxes are Income tax and/or Capital Gains Tax. Other kinds of tax such as VAT and Council Tax do not qualify. You do not have to renew/replace any permanent (enduring) Gift Aid declaration which your donors complete before 6/4/2016. However, as the new wording affects all donors, you should inform them that they must ensure that the relevant tax paid in the tax year is equal to or greater than 25% of their Gift Aid donations they make to all charities. If the tax is less, HMRC will ask them to pay the difference.

Included is a copy of the new declaration form (page 2). This can also be found online at: <http://www.methodist.org.uk/giftaid>

Gift Aid Declarations should **NOT** be sent to Methodist Church House but stored locally and be readily available if required for inspection by HMRC.

We are unable to acknowledge declarations sent to us. Filing then storing them would be too difficult a task also, considering we have over 100,000 registered donors on our database. We will be unable to provide copies of declarations if you require them.

General Principles in order to reclaim tax:

1 The Church must have a valid declaration from a taxpayer, who pays at least as much UK income tax and/or capital gains tax (for the year of the donation) as the amount that will be claimed by your charity

2 The Church receives a gift of money that is a **voluntary** donation



Important notes for aggregated donations

Aggregated donations are donations from donors who have completed gift aid declarations and have donated £20 or less during the entire period which covers your claim, mostly one year. This means that every aggregated donation must be attributed to a donor who has a valid gift aid declaration form and HMRC can ask to see this up to 6 years after the claim date. Please do not include donations from anonymous donors or loose offering on this line, these should be included under GASDS.

If you have received more than £20 from any donor, DO NOT include this under aggregated donations, please record this under the donor's name. Similarly, if the donor has asked you to divide his donations between your church and Connexional funds, for example Easter offering or Mission in Britain, and the total is more than £20, please record those donations under their names.

Small multiple donations from one individual exceeding £20 when added together will not qualify to be aggregated and putting them under aggregated donations breaches HMRC rules.

If you have added small donations under aggregated line, please provide a breakdown on an **Aggregated Donations Supplementary Form** we have emailed /sent to you by post.

When we get the supplementary forms, we will aggregate eligible donations on your behalf and you will only pay £2 per each line of up to £1,000. We are requesting for **Aggregated Donations Supplementary Form** which lists so that you don't have to incur lots of administration charges. Your future claim forms will NOT list every donor you provide on the claim form as we will aggregate these. *We are asking you to provide individual names behind those aggregated donations to ensure that we are complying with HMRC rules and we are asking for these details because our audit in 2017 revealed that some churches were including donations of more than £20 per donor under aggregated donations.*

We are unable to process your aggregated donations without the supplementary form.



Please take note of the following deadlines and key points



Deadlines to send your Gift Aid forms

Between April and July, we deal with a high volume of gift aid claim forms.

1. If you would like to get your gift aid repayment before **31/8/2018**, please send us your gift aid claim form by **30th June 2018**.
2. Claims received after 30th June 2018 will be processed and paid after 30th November 2018. This is because we get busy with annual accounts preparations between July and November every year.
3. GASDS repayment claims are processed and sent to HMRC by tax year. **GASDS for tax year ending 5 April 2017 must be sent to us by 28th February 2019** as we need time to check their validity and submit them to HMRC ahead of 5th April 2019 deadline. We are unable to process your 2016/17 tax year GASDS if this is sent to us after 28th February 2019. For more information about GASDS deadlines, please refer to GASDS Guidance Notes.



Gift aid charity number

If you claim gift aid through our Bureau Service and you have not previously registered with HMRC for gift aid claim, you don't have an HMRC gift aid reference number. If you are asked by a third party (e.g. Donation collections agents) to prove that you have been claiming gift aid, we can give you a letter to prove your gift aid claim history. If you have been given our HMRC Gift Aid reference number, please **DO NOT** pass this to any third party and **DO NOT** use this to complete any form as this number does not relate to your local church.



Gift Aid Administration Fees Review

Effective from 1st September 2018,

- We will charge £10 per each line of GASDS if your GASDS donation is more than £1,000 and 2% if your GASDS donation is less than £1,000.
- The fees for normal gift aid will increase from £2 to £2.10 for each line of donation above £12.
- The fee for donations under £12 remains at 15% for each line.



Distinction between GASDS and aggregated gift aid

	Aggregated Donations	GASDS
Gift aid declaration form	Yes	No
Max amount from each donor	£20 or less for each claim	£20 or less for each event
Cash or contactless	yes	yes
Cheque	yes	No
Direct Debit/ Standing order	yes	No
Max amount per person on each claim	£20	N/A

You can claim Gift Aid on donations from individuals. The donor must:

- have paid the same amount or more in [Income Tax](#) or [Capital Gains Tax](#) in that tax year
- make a [Gift Aid declaration](#) that gives you permission to claim it

You can't claim gift aid on donations:

- from limited companies
- made through [Payroll Giving](#)
- that are a payment for goods or services or made because your charity or CASC bought goods and services
- that started as loans, but no longer need to be repaid
- where the donor gets a ['benefit' over a certain limit](#)
- of shares
- from charity cards or of vouchers, for example Charities Aid Foundation (CAF) vouchers
- of membership fees to CASCs
- you got before you were a recognised charity or [CASC](#)

Gift Aid Declaration

Please treat as Gift Aid donations all qualifying gifts of money made (tick ALL relevant boxes)

today in the past 4 years in the future

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by The Methodist Church from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

By completing this form you confirm:

"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 complete in capitals

Date:

Church Name:

Title	Initials*	Forename(s)	Surname*
Address* (House Number and first line of address, that is Road or Street Name are mandatory)			
			Post Code*
			Signature (Optional)

*Please note that the details marked with * are mandatory.

Please notify your Gift Aid Secretary 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 a 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 HMRC to adjust your tax code.

You can either provide initial or forename or both, but you should **AT LEAST** provide one of the two.

Gift Aid Questions and Answers

Q1. A member of the congregation (who has made a long-term declaration) purchases an item for say £50 and donates it to the church.

A member pays for essential repairs himself and hands the builder's invoice and receipt to the treasurer.

A1. In the above, neither is eligible. However, the Church can purchase the item and donor can make an equivalent gift to the Church, which is eligible.

Q2. Can we claim on the gifts of flowers for the altar each week?

*A2. No. To be eligible the Church must receive a gift of money that is a **voluntary** donation from a UK taxpayer who has a Gift Aid declaration. However, the Church can pay for the flowers and the donor can make an equivalent gift to the Church, which would be eligible.*

Q3. When someone brings cakes etc to the coffee morning for sale can we claim this as a donation and claim on the money raised. I suppose similar to the Gift Aid claimed on donations to a charity shop.

A3. See response below

Q4. Is there a way of receiving tax relief on donations of up to £500 for say a coffee morning or jumble sale?

A4. Yes, if there is a donation, and it is supported by a Gift Aid declaration. More usually, at both these type of events the organiser determines the price and there is no GA declaration. Therefore it would be ineligible. It is possible to sell goods on behalf of an individual, which many Charity shops do. Because Gift Aid applies to gifts of money, a donation of goods to a charity is not a Gift Aid donation. However, it is possible for the Church to offer to sell the donated items for the donor, who may then choose to give the cash proceeds of the sale to the charity using Gift Aid. There are additional requirements that apply.

Q5. We are having a sponsored organ marathon. Members have got the names and addresses of their friends and families to donate to the event. Is it possible to claim Gift Aid when probably 90% of the names on our forms are people who have not signed a Gift Aid declaration form? We did ask people if they are tax payers and if they would like to Gift Aid their donation.

A5. *If the sponsorship form has the following information:*

Full Name (First name and surname)

Home address (Only needed if you are Gift Aiding your donation), Please don't put your work address here)

Postcode

Amount £

Date paid

Gift Aid? (Tick)

*And the box has been ticked then yes the Gift Aid can be claimed. Those that **do not** pay the equivalent of income/capital gains tax should leave this blank.*

However, the sponsor form must have the same wording as of the declaration form for the tick to be a valid declaration.

Yes, the sponsorship form (sample available) counts as a GA declaration because it contains the same information. The sponsorship form must be retained locally and the claim is made as a total in the name of the participant (the organist) and claimed on the usual form.

Q6. When a donor changes his/her address, must a new declaration be signed?

A6. *Yes a new declaration needs to be completed, a signature is not mandatory, but is recommended. You could for audit purposes attach them together.*

Q7. Can tax be claimed on benevolence funds?

A7. *Yes, if a donation is supported by a Gift Aid declaration, and is identifiable. Usually it is received as loose cash and can therefore be claimed under GASDS.*

Q8. Should address changes be sent to MCH? Or do I alter the claim form when I receive it?

A8. *No. Any changes made to the original declaration forms must be kept locally; MCH does not need the new details. Once a year, you will amend the claim form with any new information.*

It must be noted that if HMRC were to visit your church for an inspection then all declarations must be made available to them. The onus is on churches to keep accurate records which comply with HMRC guidelines.

If a change of address relates to anything other than Gift Aid declarations, then yes MCH should be informed.

Q9. How do I know if the individual donor has paid enough tax in the year?

A9. *It is the responsibility of the individual donor to know the amount of tax he/she have paid in the year and inform the Gift Aid secretary if their circumstances of paying tax have changed. However, Churches must take reasonable measures to find out if donor's Gift Aid circumstances have changed. (An announcement at a service before claims are submitted would be sufficient)*

Q10. What if the donation given is higher than the amount of tax paid in the year?

A10. *To work out if you've paid enough tax to cover your donations, divide the donation value by four. For example, if you give £100 in a particular tax year you will need to have paid £25 tax over that period, ($£100/4 = £25$). (Note that this calculation is based on the basic rate tax of 20 per cent). If the donor has paid **insufficient tax**, HMRC will require the donor to pay the shortfall. Alternatively, the Church could claim a lower amount, equal to the tax paid.*

Q11. Can the excess of the donation, not claimed through Gift Aid be claimed under GASDS? Should the Gift Aid declaration be rescinded if some of the donations are to be claimed through GASDS?

A11. *The excess can be claimed under GASDS ONLY IF these donations are not from donors who have give you valid gift aid declarations. Any donation from a donor who has given you declaration forms must be claimed under gift aid.*

Donations from donors with valid gift aid declarations are NOT VALID for GASDS.

Donors should also be informed that the onus is on them if they have not paid the equivalent in income/capital gains tax. See answer to question 10.

Q12. Could we have some envelopes?

A12. *Envelopes and other promotional resources are no longer obtained from Methodist Publishing House. You will need to contact Norwich Books & Music. Contact details; <http://www.methodistpublishing.org.uk/category/christian-books/fundraising-1589>
Tel: 08450 178 220.*

Q13. How many earlier years can be claimed?

A13. *You can claim on donations made in the previous 4 financial years for Gift Aid. This means that we are able to reclaim for donations received on or after the **1st September 2013 until the 31st August 2018. Claims received after 31st August 2018 could be claimed on donations received on or after the 1st September 2014.***

Any donations prior to 1st September 2013 cannot be claimed.

Please note the claim receipt date is the date HMRC receives the claim from us. It can take up to 6 weeks to process a claim to send to HMRC.

Q14. Against 'Record Keeping' - 'Envelope register' you say "There is no requirement to retain envelopes for non Gift Aided donations." This implies that we are required to retain envelopes for Gift Aided donations. In our church it has been the long established practice to record the donations contained within each envelope against envelope number and to separately maintain a record of the name of the Gift Aid donor versus their envelope number. However, we have not retained the envelopes. Personally, I can see no reason to do so but if this is a requirement of HMRC how long must we retain the envelopes for and is it acceptable to keep them all loosely in a box?

In addition to your current process, when the envelope is opened and the contents are counted, an official from your church should record the amount on the envelope it came in, as well as in the donor record. See also below. You may prefer to keep the envelopes in batches, for ease of identification, should you be audited by HMRC.

Where the donor is able to Gift Aid their donations, then a declaration form needs to be retained in case of an inspection.

*Non-Gift Aid declaration envelopes (those with a unique identifier relating to a Gift Aid declared donor that do not include a declaration) must be retained in their entirety for the current period. **After the period has ended you must keep at least one month's sample for 6 years (it should be the same month each year).***

Gift Aid declaration envelopes (such as Easter offering envelopes) must be kept for 6 years after the period has ended.

Q15. What records must be retained and how long for?

A15. (i) *Declaration forms must be kept for 6 years after the end of the period that the last claim was made relating to the individual.*

Please remember that Gift Aid declarations and/or envelopes, must show-

- *the amount of each donation (applicable to envelopes)*
- *the name and address including post code of the donor*
- *when the donation was made*
- *Gift Aid declaration from the donor.*

(ii)How long should you keep records?

The time limits for keeping Gift Aid declarations and Gift Aid payment records are different and depend on how your charity or CASC is treated for tax purposes. All CASCs and most charities will be treated as companies for tax purposes. You will only be treated as a trust if your charity was set up by a trust deed or a will.

Most charities and CASCs

If your charity is run as a charitable company, which most are, or your organisation is a CASC, **you must keep your tax records (including Gift Aid declarations and records) for six years after the end of the accounting period they relate to.**

For example if a charitable company or CASC prepares its accounts to 31 August 2017, it must keep the records until at least 31 August 2023.

If HMRC asks you questions about your organisation's tax return or repayment claim, you'll need to keep the records until the enquiries are finished.

A single Gift Aid declaration may apply to more than one donation, so you'll need to work out when the last gift specified on a particular declaration is received, and keep the declaration long enough to satisfy the rules set out above.

If you have any enduring Gift Aid declarations covering ongoing donations you'll need to keep them permanently.

Charitable trusts

You should keep your tax records (including Gift Aid declarations and records) for six years after the end of the tax year they relate to.

If you are asked to make a tax return there are different rules about how long you must keep records for. For more information, see link below.

If HMRC asks you questions about your tax return or repayment claim, you'll need to keep the records until the enquiries are finished.

A single Gift Aid declaration may apply to more than one donation, so you'll need to work out when the last gift specified on a particular declaration is received, and keep the declaration long enough to satisfy the rules set out above.

If you have any enduring Gift Aid declarations covering ongoing donations you'll need to keep them permanently.

Changes to time limits

If before January 2012 you followed previous guidance and destroyed records between four and six years old you will not be penalised. However, if you have kept your records from that period you must continue to keep them as you may be penalised if you destroy records which you are required to keep.

Q16. Could you please advise how direct debits for Gift Aid should be recorded?

A16. The bank statement provides the record of the donation. Please ensure declarations are also kept within the Church records.

Q17. What records do we need to keep with regards to small donations added together and claimed in the name of the chapel?

 *A17. If they are aggregated donations from Gift Aid declared members then the same as other donations. When you are completing your claim form the aggregated donation total should be recorded as “Aggregated donations” under surname field for Excel forms or Section B for paper forms. Please provide your church address and post code.*

For more information about Aggregated donations, please refer to “Important note for aggregated donations” on page 2 of these Guidance Notes.

Q18. How can our church claim Gift Aid?

A18. To use the service provided by Methodist Church House, (MCH) we require:

- *Church Name.*
- *Bank details (Account name & number, sort code)*
- *Full name, postal address, telephone number, email of the Gift Aid secretary / Treasurer.*
- *Completed Service Level Agreement (SLA)*

*We will provide you with a unique reference number that you **must** quote in any correspondence thereafter.*

In order to set up a church or change the Gift Aid secretary the above information should be sent to us by post on official church letter headed paper and signed by two church council members (preferably the Reverend Minister and the treasurer).

If you prefer, you can claim directly from HMRC. Please contact HMRC for details.

Q19. Donations from church funds to other charities have been based on specific church services or fund raising events. Where we have received gifts from individuals from whom we have Gift Aid declarations, we have claimed that Gift Aid & included it with the gifts as a donation. This practice has been approved by church council meetings - i.e. voted on. Is this practice now illegal?

A19. No, this is exactly what you should continue to do.

HMRC state, “If a church chooses to set up a fund to raise money for a charity then the money collected forms part of the local church’s income and the local church (which is a charity in its own right) must claim any Gift Aid due.

The church should then pass both the reclaimed tax and the donation to the charity, rather than the local church keeping the reclaimed tax. This is because the person donating money to the fund will expect everything collected, including reclaimed tax, to go to the charity.”

*If a church collection is collected on behalf of another charity and simply passed directly on to that charity then the money collected **does not** form part of the church’s income, as it is merely acting as a go-between for the donor and the charity. This would apply for Methodist Homes for the Aged (MHA), Action for Children (formerly NCH) and All We Can (formerly MRDF) which are **NOT** Methodist Church funds. They are independent charities despite including the word Methodist.*

Please note that Connexional Funds like the World Mission Fund, Property Fund, Training Fund, FSPD etc are not charities but funds belonging to Methodist Church even though some of them do not have the word “Methodist”. If these funds have been set up by your church council meetings, the money collected forms part of the local church’s income and the local church (which is a charity in its own right) must claim any Gift Aid due.

*Please note that, normal Gift Aid rules apply to Connexional funds donations including **banking the original donation into the church/circuit bank account.***

Q20. If we receive Gift Aided donations, whether declared or GASDS, and later make donations to another charity or an external organisation, can we still claim the Gift Aid?

***A20.** Yes, you are the only organisation that has a Gift Aid declaration from a taxpayer. When your Church makes a donation to another Charity, the other charity does not have a GA declaration signed by a taxpayer and cannot make a claim. This is because when the donation is forwarded to the charity the Gift Aid that has been claimed is also part of this donation.*

Q21. Do we have to prove we are banking the money that is Gift Aided? Can we use Gift Aid cash from envelopes to pay expenses? We pay a cleaner in cash most weeks.

***A21.** Yes you do have to prove that the money that is Gift Aided is banked. This forms part of the records that need to be kept for HMRC audit if they visit your church.*

The guidelines written by HMRC for record keeping for GASDS are in some areas, slightly more onerous than those for Gift Aid. You may deduct correctly recorded expenses from the money received from Gift Aid donations but not from GASDS.

The payment and recording of wages is covered by separate regulations which should be strictly followed.

Q22. We run a Club Fun Group on a Wednesday night for 7-11 year olds. A nominal fee of 50p is charged for entry and any monies collected are donated to the Church (less any monies spent on replacing/updating games etc). Can this money be accepted as GASDS?

We also run a Church Mice session on Thursday mornings (ages 0 - school age). Most parents donate a small sum of usually £1 (tea and toast are served) again any money collected is then donated to the church on a 50% to the Church and 50% to a local children's hospice basis. Can the 50% for the church be accepted as GASDS?

A22. Money from the 'Club Fun Group' is not eligible, because an entry fee is charged. HMRC state, "Payments which are required in order to be able to attend an event are not voluntary gifts to charity and do not qualify for Gift Aid."

However, money from the 'Church Mice' is eligible, because this is a donation. Whilst you say most give a £1, it is not a requirement. HMRC state, "If a payment does not have to be made to attend an event, any donations that are received may qualify for Gift Aid."

See separate guidance notes on GASDS for further clarification

Q23. We have raised donations from members, who use our private town centre car park during the week, in return for giving them a car park pass to identify them as legitimate 'parkers'. Do such donations by our 'long term' Gift Aid donors qualify for GA? Do they qualify in the event that a donation level is suggested?

A23. Yes these donations qualify.

*In your question, you say that a Gift Aid donor makes a donation. HMRC state, "If you ask for a '**suggested donation**' then the donation **will qualify for Gift Aid** - but it must be completely clear to the person buying the ticket (in this case 'receiving the park pass') that they can attend (in this case 'park') without making a donation and preference must not be given to those who are willing to give a donation."*

A further variation on this question would be where for a concert you set your ticket price at £10 plus a suggested (but not compulsory) donation of £2 and someone chooses to give you £12 for the ticket then £2 qualifies for Gift Aid.

*Where it is **suggested** then **Gift Aid is claimable**, as long a declaration is completed by the donor, but if there is a **stated** price then Gift Aid is **not claimable**.*

Q24. We are going to have a concert for Church funds. If we ask for a minimum suggested donation, can we include this in our Gift Aid or GASDS claim?

*A24. Your question includes two words, '**minimum**' and '**suggested**'.*

HMRC distinguish between the two words. If you say '**minimum**' they believe you are setting a price and you must make the payment to attend the event. As such it is a sale **not a voluntary** contribution and therefore **does not** qualify for Gift Aid.

If you ask for a '**suggested donation**' (ie this is **voluntary**) then the donation **will** qualify for Gift Aid.

Donation only: You can charge what you like for a ticket to attend your fundraising event. Therefore you could arrange 'a donation only' event where people can attend the event whatever they decide to give - including people who pay nothing at all. You must not give preference to those who are willing to give a donation. In this case all donations would qualify for Gift Aid and GASDS.

Q25. Where there is a man and wife and say the man is the tax payer, does it matter if the non-earning wife signs the Gift Aid form? I have always believed this did not produce a problem but could you confirm please.

A25. To make this point clear, HMRC requires the Gift Aid declaration form to state "**I am a UK tax payer....**" Therefore **the non taxpaying wife cannot** make a Gift Aided donation. See next question.

Q26. A couple of members of our church have retired over the last year and will not pay enough income tax to cover their regular donations. Their husbands however are still in full time employment and are taxpayers. Although their husbands are not church members, their wives have asked if their husbands fill in a long term declaration form could our members donations be "put under" their husband's name.

A26. No, your members donations cannot be put under their spouses' names because the declaration must be signed by the donors (whether they are church members or not) who has paid sufficient tax.

However, the Church can accept a long term declaration from a taxpayer who is not a Church member. Gift Aiding is confidential and only the Gift Aid secretary knows the name on the declaration. Therefore the spouse who is a tax payer (but not a church member) can still donate to the church provided they have completed a declaration form in their own name.

Q27. Our Church keeps a list of who has made cakes that are sold at a coffee morning. I know the rules are now more relaxed and that a charity shop does not have to write to all donors. What records must I keep and what else must I do so that the donations can be Gift Aided? Is it possible to sell goods on behalf of an individual, which many Charity shops do?

A27. Because Gift Aid applies to gifts of cash, a **donation of goods** to a charity is **not** a Gift Aid donation.

However, it is possible for the Church to offer to sell the donated items on behalf of the donor, who may then choose to give the cash proceeds of the sale to the charity using Gift Aid. You can then claim Gift Aid on cash proceeds from those goods when they are sold.

New regulations came in from 6th April 2013, and there are now three possible ways of operating the system. The easier and therefore preferred one would be 'Method A' where:

- *You do not need to send letters to the individual when the net sales proceeds from **their** goods are no more than £100 in a tax year.*
- *You have a long term declaration from the donor*
- *You have explained the Gift Aid process to the donor*
- *There is a written agency agreement between the donor and the Church.*

The Charity/Church must advise donors of the process of sale under 'Method A' at the end of the year. There is a template available on HMRC website, please see copy below:

Please note- *the text in italics is compulsory.*

Dear (name of supporter),

Thank you for bringing your goods to (name of charity shop) for sale. *You agreed that we should contact you at the end of the tax year, which runs from 6 April to 5 April the following year, and let you know how much we raised from selling your goods.*

I am pleased to tell you that we have raised a total net income of £XX.XX from selling your goods this year.

Please contact us if there is a change in your circumstances and as a result you need to cancel your Gift Aid declaration. If you have not paid sufficient income tax or Capital Gains Tax to cover your donations, you may need to pay the shortfall of tax to HM Revenue and Customs. Other taxes like VAT and Council tax do not qualify

Yours faithfully/sincerely/truly

Q28. The majority of the Circuits churches are rural and it is not convenient for treasurers (many elderly) to have to make a separate trip to the local town to bank the collections each week. Is it acceptable to bank two or more weeks collections together as long as the individual weeks record keeping of the church shows the amount of cash received and eligible?

A28. *Whilst HMRC say it is 'best practise is to bank no later than the next working day', this does not recognise the reality of life in the 4,000 plus Methodist Churches. It is a case of 'One size certainly not fitting every-one'. What is important is that the records are kept and that show how much was received and that it was banked.*

Q29. We bank with Santander, and do not have a paying-in book. At the Post Office our paying-in card is swiped and a receipt issued for the full amount of cash paid in. The receipt is reconciled to the collection record sheet. Is this an acceptable audit trail?

A29. Yes. HMRC have confirmed that this is acceptable. Whilst most banks have a detailed paying in slip, the Post Office does not.

Q30. We recently had an organ marathon at church; our Minister played the organ for 24 hours. Unfortunately we only gave out "hand-made" sponsor forms with no declarations on (we have since seen proper ones on the website) so although names and addresses were put on - nobody was asked if they would like to Gift Aid it and probably a good 50% of people are not tax payers anyway. A total amount of £4000.00 was made and although I know we could reclaim the amounts donated by members of the church who already Gift Aid, is there a way we can reclaim anything from the other amounts?

A30. This can be done by asking them to complete a declaration form

*For record purposes – you need to keep these with the sponsorship form.
Please see the approved sponsorship form below where you can see that an additional column has been added for the donor to tick if they would like their donation to be Gift Aided, bearing in mind they have to adhere to the HMRC regulations. The onus is on the donor.*

Sponsorship and Gift Aid declaration form

Please sponsor me (name) _____

To (event) _____

In aid of _____ YOUR _____ Methodist Church _____

If I have ticked the box headed 'Gift Aid? ✓',

"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 see sample sponsorship form below:

Remember: Full name +Home address + Postcode + ✓ = GIFT AID

Full Name (First name and surname)	Home address (Only needed if you are Gift Aiding your donation), Please don't put your work address here) Postcode	Amount £	Date	Date paid	Gift Aid? ✓
	<i>Total Donations Received</i>	£			
	<i>Total Gift Aid donations</i>	£			
	<i>Date donations given to Charity or CASC</i>				

Q31. When donations are received for Gift Aid at various events e.g. an auction or organ marathon, how do I record them on the claim forms from Methodist Church House at the year end? Do we have to wait until next April to reclaim the monies or can we reclaim throughout the year?

A31 Auction - There are separate Gift Aid rules for auction. Please refer to HMRC website or contact us for further clarification.

Organ Marathon (Sponsored Event – refer to HMRC further notes)

For a sponsored event, (see form above).

How do I claim for a 'sponsored event'?

For claims made through Methodist Church GA Bureau, all the donations under £500 for someone taking part in a sponsored event can be put as one entry under the name of that participant.

This means you won't need to list every individual donor who sponsored the person, which is what happens now for fewer than ten donors. Only individual donations of £500 or more shown on individual sponsor sheets will need to be separated out and listed individually on the claim form.

Q32. Can I claim gift aid on legacies made to our church?

A32.No, you cannot claim gift aid on legacies.