



# Gift Aid Guides

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## GIFT AID 2011: WHAT YOU NEED TO KNOW

1. **For claims on donations received during 2011**, you will need to clearly separate donations received on or before 5<sup>th</sup> April 2011, from donations received on 6<sup>th</sup> April or after. HM Revenue & Customs (HMRC) will only add Gift Aid Transitional Relief to the tax claimed on gifts received on or before 5<sup>th</sup> April. If donations are not clearly separated in this way HMRC cannot pay the additional Transitional Relief due to you. If you make your claims on the old paper form, you must complete two separate schedules, one for each period.
2. **The new R68i form** makes this simpler as it produces separate schedules for you for each period that needs to be identified separately. This “intelligent” form has to be downloaded from [www.hmrc.gov.uk/charities/r68-claim.pdf](http://www.hmrc.gov.uk/charities/r68-claim.pdf). Guidance notes on how to complete this can be found at [www.hmrc.gov.uk/charities/complete-form-r68i.htm](http://www.hmrc.gov.uk/charities/complete-form-r68i.htm). Parishes with large numbers of donors (more than 50 or so) can complete and attach a separate schedule, but the format of the schedule must follow that laid out in the guidance notes.

Over the next couple of years HMRC will encourage and then insist that all charities parishes use this new form, because it significantly reduces the numbers of errors made by parishes, it speeds up the processing and payment of claims by HMRC, and enable HMRC to maintain levels of service in the face of budget cuts. Parishes are recommended to make their claims using this new form. If a Parish does not have anyone who can access the Internet to download the new form then, HMRC will continue to accept claims made on the old claim forms for the time being. A paper version of the claim form can only be obtained by phoning HMRC's Charities & VAT helpline on 08453 02 02 03 and select option 3.

3. The guidance notes to the R68i claim form also remind parishes that **when details of a parish change** (contact, bank account etc), HMRC now need to be told a month before a repayment claim is made. This is to avoid fraud, and should be done on the ChV1 form. (downloaded from [www.hmrc.gov.uk/charities/chv1.pdf](http://www.hmrc.gov.uk/charities/chv1.pdf)) The time delay is needed to allow time for the changes to be made to HMRC records.
4. Last years Finance Act introduced the requirement for Charities to take steps to ensure that their trustees and those within the charity with significant responsibility (including those who make Gift Aid claims) are “**fit and proper persons**”. The Church of England has agreed a simple procedure to comply with this, which many parishes will be doing currently anyway. Guidance on this can be downloaded at [www.parishresources.org.uk/giftaid/GA7FitandProperPersons.pdf](http://www.parishresources.org.uk/giftaid/GA7FitandProperPersons.pdf)
5. Finally, there was good news in the Budget about a new **Small Donations Gift Aid scheme**. From April 2013 parishes that receive small donations of £10 or less will be able to apply for a Gift Aid style repayment without the need to obtain Gift Aid declarations for those donations. The amount of small donations on which the new repayment can be claimed will be capped at £5,000 per year per parish. Guidance will follow in due course.