

What is Gift Aid?

Gift Aid is a UK Government scheme enabling charities to reclaim tax paid on donations. Personal taxes such as income tax paid on earnings and savings or capital gains tax all qualify for Gift Aid. Other types of taxes such as VAT and council tax do not. Gift Aid allows UK charities to claim back the basic rate tax already paid on donations by the donor.

This means we can claim back from the government on your behalf 25p for every £1 donated, boosting the value of the donation by a quarter.

How does Gift Aid work?

When a UK taxpayer gives a gift of money to a charity, tax has already been paid on that money. Because the School is exempt from tax, we can claim this money back from HM Revenue & Customs (HMRC).

How is Gift Aid calculated?

Under HMRC's Gift Aid scheme, charities can reclaim an amount equal to basic rate tax (20%) on the amount of the donation, plus basic rate tax already paid by that taxpayer on that donation. To do this, you need to use a 'grossing up' fraction.

Taking a £100 donation as an example:

The fraction applied to calculate Gift Aid is $100 \times 20/80$. This is 25% of £100 which equals £25

What can be Gift Aided ?

- monetary donations, any size
- 'donation only' events
- charity auctions
- volunteer expenses
- sale of goods on behalf of an individual

Donors

Gift Aid donors must:

- Be individual UK taxpayers.
Donations from companies, for example, do not qualify.
- Pay enough tax to cover all their donations to charities in a tax year.
- **Have made a Gift Aid declaration**
see appendix for declaration forms.

Why are some donations not eligible for Gift Aid?

Donations from non-UK taxpayers are not eligible for Gift Aid.

HMRC regulations also mean that we can't reclaim Gift Aid on a donation if the donor told us that:

- the donation was on behalf of someone else or a group of people
- the donation was on behalf of a company
- the donation was to a family member or friend doing an event where the charity is contributing to their costs
- the donation was made in return for goods, rights or services.

How to Make a Gift Aid Donation to the Cambridge Steiner School

1. **Complete either the single or multiple donation declaration form in the appendix.** (multiple donation declaration means that you only have to complete the form once to allow the School to for any future donations or those made 4 years previously)
2. **Email the declaration form to:**
finance@waldorfcambridge.uk
3. **Make the donation to:**
Cambridge Steiner School
Account No 60844764
Sort Code: 20-17-19

Someone made a mistake when making their donation and Gift Aid hasn't been claimed – what can I do?

We ask everyone making a donation a set of questions to find out if their donation is eligible for Gift Aid, but sometimes mistakes happen.

Once a donation has been made it isn't possible to adjust the Gift Aid on it.

Instead, we can refund the donation so the person can donate again

Appendix: A

Charity Gift Aid Declaration – single donation

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

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is required to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ to:

Name of Charity: Cambridge Steiner School

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.

My Details

Title _____ **First name or initial(s)** _____

Surname _____

Full Home address _____

Postcode _____ **Date** _____

Please notify the Cambridge Steiner School 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 the 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 HM Revenue and Customs to adjust your tax code.

Appendix: B

Charity Gift Aid Declaration – multiple donation

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

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is required to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ and any donations I make in the **future or Have made in the past 4 years to:**

Name of Charity: Cambridge Steiner School

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.

My Details

Title _____ **First name or initial(s)** _____

Surname _____

Full Home address _____

Postcode _____ **Date** _____

Please notify the Cambridge Steiner School 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 the 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 HM Revenue and Customs to adjust your tax code.