



...EVERYDAY ADVENTURE

Claiming Gift Aid For Scout Groups

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With acknowledgement to
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Gift Aid

This is the **second** of three presentations

The presentations guide you through the general process of the Gift Aid application

Presentation 1 – Register with HMRC for Gift Aid

Presentation 2 – The parents Gift Aid form and Register for an online account with HMRC

Presentation 3 – Submitting your Gift Aid Claim



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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.

+

Every Scout Group is a Charity.

+

All subs are treated as donations.

=

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



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Help with Gift Aid

- Here is the link to the Scout UK website where there is more explanation
[Scouting UK Gift Aid help](#)
- 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).

ROCK CLIMBING BANDS BOULDERING BRASS BANDS BUNGEE RUNNING DRAMA FENCING JUDO KARATE KARTING
STACKING CYCLING DINGHY SAILING DRAGON BOATING ICE CLIMBING JETSKIING JUDOKARATE KARTING
ROPE SHIKING HORSE RIDING HOVERCRAFTING MOTORSPORTS MOUNTAIN BIKING MOTORCRUISING MUSIC NARROWBOATING OFFROAD



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~ Ask all parents
to sign the Gift
Aid Form



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Step 2 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 sign the form and how much it is worth to the group.

- If you don't have a website or social media page how about sending an email to parents' email addresses telling them about the value of claiming Gift Aid?

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.

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



Step 2 Ask all parents to sign the Gift Aid Form

- Congratulations you have initiated Step 2

Step 2

Ask all parents to sign the Gift Aid Form

- Don't wait to fully complete Step 2 to start Step 3 as there is a wait of up to 10 days to receive your Activation Code for the online account

Step 3

Register for an online account with HMRC





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Step 3

Register for an online account with HMRC



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Step 3 Register for an online account with HMRC Summary

Go to the HM Revenue & Customer Online System

- Visit
- <https://online.hmrc.gov.uk/registration/organisation>

What you will need?

- You will need your:
 - **HMRC Charities Reference** (this was the result of Step 1)
 - **Postcode** (for your group as stated on form CHA1)
 - **The last 4 digits of your organisation's bank account number**





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Step 3 Register for an online account with HMRC Summary

Brief Overview of information to enter





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Step 3 Register for an online account with HMRC

Screen by screen online application

Visit

<https://online.hmrc.gov.uk/registration/organisation>



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Step 3 Register for an online account with HMRC

Screen by screen online application



New user

Please select the services you wish to use.

Organisation ?

- Charities
- Construction Industry Scheme (CIS)
- Corporation Tax (CT)
- Duty Deferment Electronic Statements (DDES)
- electronic Binding Tariff Information (eBTI)
- Notification of Vehicle Arrivals
- PAYE for Employers
- VAT Mini One Stop Shop (Union)
- VAT Mini One Stop Shop (non-L)
- Qualifying Recognised Overseas (QROPS)
- Rebated Oils Enquiry Service
- Self Assessment (SA)
- Self Assessment (SA) for Partn
- Self Assessment (SA) for Trusts

Check the 'Charities' box and then click the 'Next' box (you will have to scroll down the page to find the 'Next' box)



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Step 3 Register for an online account with HMRC

Screen by screen online application

What you will need to enrol

You can only register and enrol for an online service **once** with this information.

Please note: If you have previously received an Activation Code from the Government Gateway for any service listed below then you are already enrolled for it.

If you haven't activated the service yet please log in with your User ID and password and activate it now.

If you have lost your Activation Code or it has expired you can request a new one once you have logged in.

To add or delete services, please click the 'Back' button.

Organisation

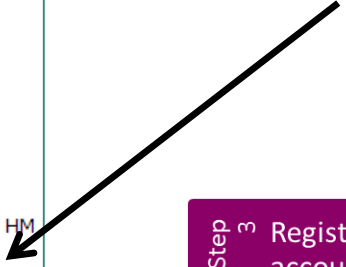
Charities

You will need your:

- **HMRC Charities Reference** ⓘ
 - **Postcode**
- plus either:
- **The last 4 digits of your organisation's bank account number** ⓘ
- or
- **Your customer account number** ⓘ

If you have entered the details and are experiencing difficulties, please contact the HM Revenue & Customs [Online Services Helpdesk](#).

Make sure you have the information required then Click 'Next'



Step 3 Register for an online account with HMRC



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Step 3 Register for an online account with HMRC

Screen by screen online application

Registration and Enrolment

Below are the 6 steps you will need to follow to register and enrol. They will only take a few minutes.

- 1 Terms & Conditions → 2 About you → 3 Create password → 4 Note User ID → 5 Enter details → 6 Receive Activation Code

When you reach step 4 HM Revenue and Customs (HMRC) will display your User ID. **You must make a note of this** and keep it safe, as you will need it every time you log in to use HMRC Online Services. **It will not be displayed again.**

- One Activation Code per service, if applicable, will be sent to you by post. Your Activation Code can take up to a week to arrive and if you are overseas it may take a little longer. The envelope will be marked 'Government Gateway'.
- You'll need the Activation Code to use some - but not all - HMRC Online Services. The QROPS, change VAT registration details, submit a VAT return, Reverse Charge Sales List, VAT Mini One Stop Shop and Employment Intermediaries online services are automatically activated.

You must activate your service(s) within 28 days of the date shown on the letter or the code will expire and you'll have to request a new one.

Back Next

Follow the 6 steps by clicking 'Next' and entering the required information.

Step 3 Register for an online account with HMRC



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Step 3 Register for an online account with HMRC

Screen by screen online application

- 1 Terms & Conditions
- 2 About you
- 3 Create password
- 4 Note User ID
- 5 Enter details
- 6 Receive Activation Code

Step 1 - Terms & Conditions

Registration for Organisation

Please view the terms and conditions by following the link below. You must then tick the checkbox to confirm you have read them before clicking the 'Next' button to continue. If you do not confirm that you have read the terms and conditions, you will be unable to use HM Revenue & Customs (HMRC) online services.

- Charities
- [View Terms & Conditions \(opens new window\)](#)
- Please confirm that you have read the terms and conditions

Back Next

- View the Terms & Conditions
- Check the box
- Click 'Next'



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Step 3 Register for an online account with HMRC

Screen by screen online application

HM Revenue & Customs Home Contact HMRC Help

- 1 Terms & Conditions
- 2 About you
- 3 Create password
- 4 Note User ID
- 5 Enter details
- 6 Receive Activation Code

Step 2 - About you

Registration for Organisation

* indicates required information

Please note: Fields are not case sensitive.

Full name: * ?

Email address: ?

Confirm email address:

- Complete your details
- Click 'Next'



Step 3 Register for an online account with HMRC



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Step 3 Register for an online account with HMRC

Screen by screen online application

- 1 Terms & Conditions
- 2 About you
- 3 Create password
- 4 Note User ID
- 5 Enter details
- 6 Receive Activation Code

Step 3 - Create password

Registration for Organisation

* indicates required information

Please choose a password you can **remember** as you will need it every time you log in to online services.

Your password must:

- be between 8 and 12 characters (letters and numbers)
- contain at least 1 number (0-9)
- contain at least 1 letter (a-z)
- not contain the word 'password'.

Please note: Fields are not case sensitive.

Password: *

Confirm password: *

Back Next

- Create Password and repeat
- Keep a note of your password 😊
- Click 'Next'

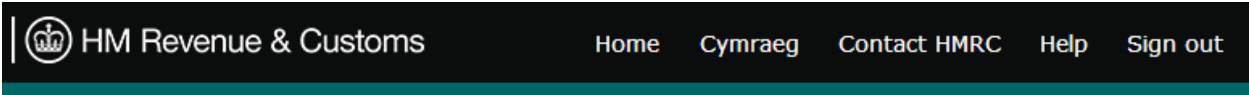
Step 3 Register for an online account with HMRC



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Step 3 Register for an online account with HMRC

Screen by screen online application



- 1 Terms & Conditions →
- 2 About you →
- 3 Create password →
- 4 Note User ID** →
- 5 Enter details →
- 6 Receive Activation Code

Step 4 - Note User ID

Registration for Organisation

Your Online Government Account has been created.

Your User ID is: XXXX XXXX XXXX

- you must make a note of this User ID - it will not be displayed again and you will not receive written confirmation of the ID.
- please keep it safe as you will need it every time you log in to use HM Revenue & Customs (HMRC) online services, along with your password.
- if the service you are enrolling for needs to be activated an Activation Code will be sent to you by the Government Gateway - to use the Activation Code, log in at HMRC Online services with the above User ID and your password, then follow the instructions to activate the service
- HMRC recommend you print a copy of this page using the print facility on your browser.

Click 'Next' to enrol for the service.



Next

- Make a note of your User ID
- Click 'Next'

Step 3 Register for an online account with HMRC



Step 3 Register for an online account with HMRC

Screen by screen online application

- 1 Terms & Conditions
- 2 About you
- 3 Create password
- 4 Note User ID
- 5 Enter details
- 6 Receive Activation PIN

Step 5 - Enter details

Enrol for the charities service

To enrol for Charities, please enter the details below.

* indicates required information

Please note: Fields are not case sensitive.

HMRC charities reference: * ?

Please enter a postcode or indicate if your address is not in the UK.*

Postcode: *
eg AB12 3YZ

Please select if your address is not in the UK

And

Last four digits of your organisation's bank account number: ?

Or

Your customer account number: ?

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Next

- Enter the required information from the letter sent to you by the HMRC
- Click 'Next'

Step 5 Register for an online account with HMRC



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Step 3 Register for an online account with HMRC

Screen by screen online application

- 1 Terms & Conditions → 2 About you → 3 Create password → 4 Note User ID → 5 Enter details → 6 Receive Activation PIN

Registration and Enrolment summary

Receive Activation Code

Enrolments

You have successfully enrolled for:

- ✓ Charities

Please read this information before you click the 'Next' button:

- the Government Gateway will issue an Activation Code for each service that requires one
- the Activation Code letter will be posted **within 7 days** to the address you have given for that specific service
- it may take up to 10 days for you to receive this letter or up to 21 days if you live abroad
- when you receive your letter you must activate the service **within 28 days of the date shown on the letter** or the code will expire and you will have to request a new one

Please note: You don't need an Activation Code to submit VAT Returns, Notification of Vehicle Arrivals, Reverse Charge Sales List declarations, Employment Intermediaries or Mini One Stop Shop. These services are automatically activated

Reminder

You must activate your service(s) within 28 days of the date shown on the letter or the code will expire and you'll have to request a new one.

Next

• Nearly there – read the on screen notes – you should receive a letter within about 7 days.

• Click 'Next'

• and then 'Sign Out' on the next page

Step 3 Register for an online account with HMRC



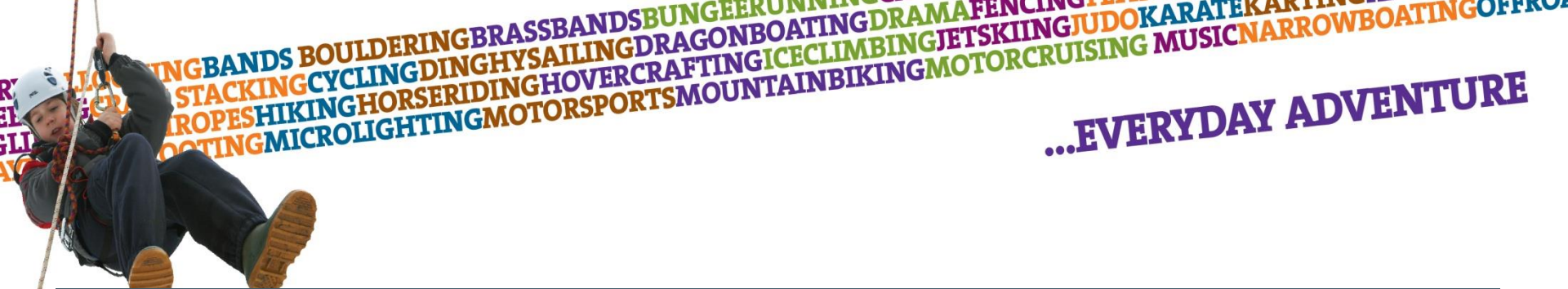
Step 3 Register for an online account with HMRC

✔ When you receive the Activation code you **MUST** activate your account within 28 days

• Congratulations you have completed
Step 3

Step 3 Register for an online account with HMRC





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Remember Step 2?

Ask all parents to sign the Gift Aid Form

- At this point you will need to have received all the signed Gift Aid Declaration forms back from parents who are tax-payers.
- Summarise details of the parents names and addresses into an Excel Spreadsheet (or use the one you set up to upload the COMPASS data). Here is a sample spreadsheet to use



HMRC Spreadsheet



scouts.org.uk

Congratulations you have completed

Step 2

Step 2 Ask all parents to sign the Gift Aid Form



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Setting up your Group to Claim Gift Aid





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Gift Aid

This is the end of the second presentation
The parents Gift Aid form and Register for an
online account with HMRC

The following presentation will help in your
application

Presentation 3 – Submitting your Gift Aid Claim



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