



# GIFT AID CHECKLIST 2015

Church of England parishes claim over £80 million each year from HMRC but are under claiming by about £10 million – money you could receive without anyone having to give another penny. In some cases we’re inadvertently over claiming as some of our givers may no longer be taxpayers. Gift Aid declaration wording is also changing. There’s guidance on each of the checklist points at [www.parishresources.org.uk/giftaid](http://www.parishresources.org.uk/giftaid)

*giftaid it*

## The Checklist

	Sorted	Action needed & date completed
<p><b>1 Update your Gift Aid declarations</b>            HRMC have changed the requirements for Gift Aid declarations. You need to update your wording for declarations before April 6th 2016, but don’t wait until the last minute. Full guidance online.</p>	<input type="checkbox"/>	
<p><b>2 Unless you have done so already this year, write to your planned givers to:</b></p> <ul style="list-style-type: none"> <li>i. ask those who are not giving through Gift Aid to check whether they are eligible, and if so, whether they would consider giving through Gift Aid</li> <li>ii. ask your Gift Aid givers to check that they are still taxpayers following the rise in the personal allowance, and if not, to inform the treasurer/Gift Aid secretary.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<p><b>3 Claim on the Gift Aid Small Donations Scheme (GASDS)</b>            scheme to receive up to £1,250 on up to £5,000 eligible small cash donations per church. Find out how at <a href="http://www.parishresources.org.uk/GASDS">www.parishresources.org.uk/GASDS</a> (The limit will rise to £8,000 of donations in 2016/17) This is the second year of the scheme but many haven’t yet claimed.</p>	<input type="checkbox"/>	
<p><b>4 Ensure you have one-off Gift Aid envelopes available.</b>            The GASDS scheme is great, but taxpayers may prefer to give through Gift Aid. Also, if you will exceed the GASDS limit you’ll still be able to claim Gift Aid on their donation. You can use up existing stocks of envelopes with the old declaration wording even after April 2016.</p>	<input type="checkbox"/>	
<p><b>5 Claim Gift Aid regularly.</b> If you’re using the online claims process or Gift Aid software, you can help your church’s cash flow by claiming quarterly or even monthly. If you’re struggling with the online process ask your diocese for help.</p>	<input type="checkbox"/>	