



### *Questions and answers.*

#### **What is a Gift Aid Donation?**

A commitment made by a taxpayer to donate a sum of money to a registered Charity (either a regular or one off payment).

**The Newberries Parent Teacher Association is a Registered Charity (No 1047300).**

#### **Why Donate?**

The amount you give is treated as a payment from which tax relief at the basic rate has already been deducted. The charity claims back the relief. For every £78 received, the PTA can claim back £22.

The guaranteed income that a regular donation provides helps the PTA to ensure that it can agree to fund long term improvements with more certainty and that the funds will be available to meet its commitments to the school. For every monthly donation of £10, the PTA can reclaim £2.82 – that is an extra £33.84 per year!

#### **How?**

The ways you can regularly contribute are:

- By completing the Bankers Order for a direct debit and the Gift Aid declaration, if not made before.
- A cheque (made payable to Newberries Primary School PTA) along with your completed Gift Aid donation declaration, if not made before. Although as with most organisations these days, direct debit mandates make the process a lot easier to administer!

Return the completed form (marked private and confidential) addressed to the Newberries PTA Honorary Treasurer C/O Mrs Roberts, Newberries Primary School, Radlett.

You may be required to complete forms for the Inland Revenue. For this you will need to provide your Tax Office details, your Income Tax reference and your National Insurance number. Also in due course you may be required to enter the details of the donation on your annual tax return.

Note if you are a higher rate taxpayer you can get extra relief deducted from your self assessment tax bill or through PAYE. Please contact your own Tax Office if you require any further details.

**Please consider making a regular Gift aid donation for whatever you can afford.**

**The decision to donate is yours - the beneficiaries will be your children!**

Guidance notes		NEWBERRIES PARENT TEACHER ASSOCIATION (Reg Charity No 1047300) GIFT AID DONATION -DECLARATION
	<b>Full Name (Capitals):</b>	I,.....
	<b>Full Address (Capitals):</b>	Of..... ..... .....Postcode .....
There is no need to complete the Bankers Order if your donation is a one off and you pay by cash or cheque. (Complete Bankers Order for a one off donation to be paid by Automatic Bank transfer.)	One off donation	<b>Hereby agree to make a gift aid donation to the Newberries PTA (Reg Charity No 1047300 of ..... (enter sum to be paid in figures and words) on the ..... day of ..... 200.....</b>
Alternatively for regular donations, decide how much and how often you want to donate. Don't forget to delete and initial as appropriate.	<b>*DELETE and INITIAL* the inappropriate words</b>	<b>Hereby agree to pay *annually/ termly/ monthly*, to the Charity out of my taxed income such a sum as will after deduction of income tax at the basic rate for the time being in force amount to: £.....Pounds, to be treated as a "Gift Aid Donation to Newberries PTA (Reg Charity No 1047300) enter sum to be paid, in figures and words)</b>  <b>(*Annual / Termly / Monthly* delete and initial as appropriate)</b>
Please date and sign the form. Make sure it is signed by a taxpayer!	<b>Signed :</b>	<b>Signed &amp; delivered by me this ..... day of .....200..</b> <b>.....(Signature)</b> <b>Important; The donor must be a UK income tax payer (pay an amount of income tax or capital gains tax equal to the tax to be deducted from their donations) for the charity to obtain the benefit of repayment of tax from their donation.</b>

Guidance notes	<b>BANKERS ORDER – DIRECT DEBIT MANDATE</b>	
Enter <u>your</u> Bank/Building Society name & address	<b>Name and Address of Bank or Bldg Society (Block Capitals):</b>	<b>To the Manager of.....Bank/Bldg Soc</b> ..... ..... <b>Postcode.....</b>
<p>If making a one off donation by automatic bank transfer, cross out per annum, term and monthly alternatives.</p> <p>In choosing a start date please allow the bank enough time to process the standing order.</p>	<p><b>On the ..... day of .....2003 please pay to Barclays Bank Plc, PO Box 104, 221 Watling Street, Radlett, Herts, AL1 3AN (Sort Code 20-74-09), for the credit of Newberries School Parent Teacher Association</b></p> <p><b>(Account No 0066 3441), the sum of £....., (figures and words) and</b></p> <p><b>(either)* a like sum annually on the ..... day of April, the last payment being on the ..... day of April, 20.....</b></p> <p><b>(or)* a like sum periodically on the ..... day of September &amp; January &amp; April, each year the last payment being on the ..... day of ....., 20..... *</b></p> <p><b>(or)* a like sum periodically on the ..... day of each month, the last payment being on the ..... day of .....200.3</b></p> <p style="text-align: center;">*delete as appropriate*</p>	
Please make sure the signatory is a taxpayer. Don't forget to enter the Account number.	<b>Account Holder:</b>	<b>Name:.....</b> <b>Signature.....</b> <b>Date.....</b> <b>Account number.....Sort code.....</b>