



...EVERYDAY ADVENTURE

# Claiming Gift Aid For Scout Groups

Clive R Fenn  
Greater Manchester North

With acknowledgement to  
Norma Brandon



[scouts.org.uk](http://scouts.org.uk)



...EVERYDAY ADVENTURE

## Gift Aid

**This is the **first** 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**



[scouts.org.uk](http://scouts.org.uk)



# **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.





## Gift Aid Facts

### Example calculation of Gift Aid

- If you have 40 members in your group and each member pays £3 per week (for 45 weeks).
- Your group could be £1350 PER YEAR better off.
- You can claim back 4 years NOW...  
(that's £5400 in your group's bank account in the next 3 months!)





...EVERYDAY ADVENTURE

## Setting up your Group to Claim Gift Aid

**Step 1** Register with HMRC for Gift Aid

**Step 2** Ask all parents to sign the Gift Aid Form

**Step 3** Register for an online account with HMRC

**Annually** Submit your Gift Aid claim and receive your Gift Aid £s



[scouts.org.uk](http://scouts.org.uk)



# 1 Step

## Register with HMRC for Gift Aid

Obtaining your  
Government Gateway  
Registration Number



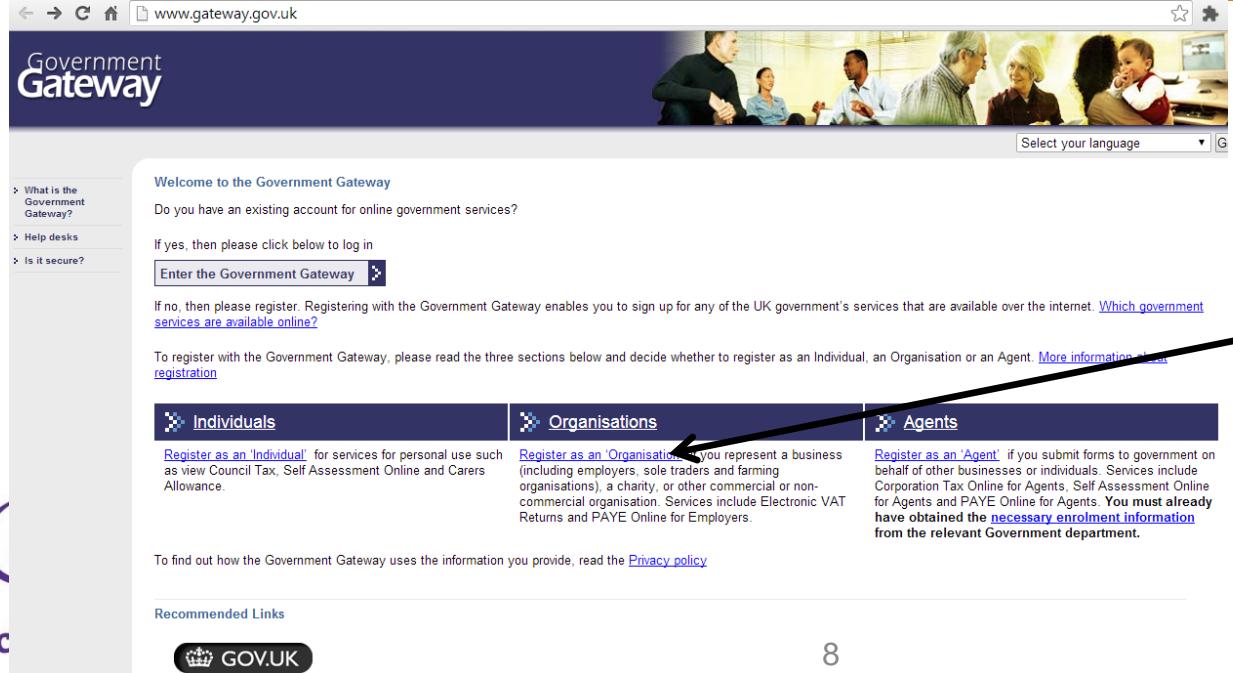
...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

Visit

<http://www.gateway.gov.uk/>



Welcome to the Government Gateway

Do you have an existing account for online government services?

If yes, then please click below to log in

[Enter the Government Gateway](#)

If no, then please register. Registering with the Government Gateway enables you to sign up for any of the UK government's services that are available over the internet. [Which government services are available online?](#)

To register with the Government Gateway, please read the three sections below and decide whether to register as an Individual, an Organisation or an Agent. [More information on registration](#)

**Individuals**

[Register as an 'Individual'](#) for services for personal use such as view Council Tax, Self Assessment Online and Carers Allowance.

**Organisations**

[Register as an 'Organisation'](#) if you represent a business (including employers, sole traders and farming organisations), a charity, or other commercial or non-commercial organisation. Services include Electronic VAT Returns and PAYE Online for Employers.

**Agents**

[Register as an 'Agent'](#) if you submit forms to government on behalf of other businesses or individuals. Services include Corporation Tax Online for Agents, Self Assessment Online for Agents and PAYE Online for Agents. You must already have obtained the [necessary enrolment information](#) from the relevant Government department.

To find out how the Government Gateway uses the information you provide, read the [Privacy policy](#).

Recommended Links

GOV.UK

Click 'Register as an Organisation'



...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

https://myaccount.gateway.gov.uk/RegisterOrLogon.aspx

Government Gateway

30 December 201

### Register as an Organisation

Registering as an Organisation (employer, business, sole trader, farming organisation, etc.) allows you to access government services online using the Government Gateway.

[About the Government Gateway](#)

If you are an Individual and would like access to government services online you should [register as an Individual](#)  
If you are an Agent (you submit forms to government on the behalf of clients) you should [register as an Agent](#)

1. Enter your details   2. Enrol for services   3. Activate services if required

Register

Already registered? [Log in here](#)

Click 'Register' in the 'Register' box to register as a 'Organisation'



scouts.org.uk



# Step 1 Register with HMRC for Gift Aid Screen by screen online application

https://myaccount.gateway.gov.uk/Pages/Registration/RegisterWithUserId.aspx

**Register for a Government Gateway account**

To register for a Government Gateway account using a User ID enter your details below. The details you enter will not be sent to any third parties.

\*required information (if you only have a first name or a surname (not both), leave one of the name boxes empty)

\*First name(s)  ←

\*Surname  ←

Email address  ←

Password must:

- contain 8-12 letters and numbers
- contain at least one number and one letter
- not contain the word 'password'

Please ensure you create a password that you will remember in future.

Enter a password  ←

Confirm password  ←

Additional information (optional)  
Information such as your organisation/department, telephone numbers, etc. could help others in your organisation identify you. This information will not be sent to any third parties.  
Max. 255 characters

←

1. In the First Name Box – put eg xx<sup>th</sup> Bolton Scout Group – preferably the name held for your group by The Scout Association (TSA)
2. Leave Surname Box – empty
3. Put a contact email address – your email address
4. Set your Password – note the rules – minimum 8 characters, upper & lower case letters and at least one numeral.
5. Repeat Password and make a note of it.
6. In the Additional Info box – put your name and contact phone numbers
7. Press Submit.



...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

The screenshot shows the 'Confirmation' page of the Government Gateway website. The page title is 'Confirmation'. It displays a message: 'Your Government Gateway account has been created.' Below this is an 'Important' section with a note: 'Make a note of your GG number'. A large arrow points from this note to the 'User ID' field, which contains the number '6491 9026 5483'. Another arrow points from the 'User ID' field to the 'Continue' button at the bottom. The sidebar on the left shows navigation links for 'Your account', 'Your services', 'Change your details', 'Manage logins', 'Manage Administrators', and 'Manage Assistants'. The bottom left corner features the 'Scouts' logo with the tagline 'be prepared'.

- Make a note of your Government Gateway Registration Number – 12 digits in 3 blocks of 4
- Check the box noting you have noted the ID
- Press Continue.
- This takes you to a 'Services Available' page



...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid Screen by screen online application

Ignore this page and now Log Out – look towards the top right corner of the page for the Log Out button.

Even with a Government Gateway Registration Number for your Group/District, you will not be able to make any further progress within this part of the Government web site.



**Congratulations you now have your Government Gateway Registration Number.**

**Before you start the next section of the online application please read the following slides and gather as much of the required information in hard copy and electronic (pdf) format.**





# Step 1 Register with HMRC for Gift Aid

## - Overview



Print off the partially completed  
hardcopy form CHA1 to assist in the  
online application

- Double click on this icon
- for a partially completed form:



## CHA1 Partially Completed

Download or print off the  
Scouting UK Guidelines for CHA1  
completion

- Double click on this icon



## Guidance Notes CHA1

You have to insert details about your group (see Slides 16 & 17)

- The people you are going to appoint to claim back the Gift Aid for you. This could be:
  - Group Treasurer
  - Group Secretary and another Trustee of your Group (See slide 18 for guidance).

You also need to gather some supporting documentation to assist HMRC to verify that you are a bona fide charity

- Your Group's annual income (from your last completed accounts)
- Your Bank Account details
- Documentation (see slide 17)



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid Preparing to complete form CHA1 Online

# Don't rush into it.....

Print off the guidance on previous slide

Open the form CHA1 and ensure you understand what information is needed

Identify between 3 & 6 responsible persons and get their details (see next slide)

Gather Financial documentation you need both hardcopy and electronic (see slide 17)

Complete the Online form



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid

### Preparation for completing the form

#### Section 6 - Responsible Person or Authorised Official

Scouts UK recommend 3 responsible persons. These ideally should be charity trustees within your group who have a current DBS clearances. Ideally they should be the Treasurer, Secretary and either Chairman or GSL. Their 'position within the organisation' is Trustee (all Trustees should have a current DBS clearance).



Ask them to provide the details requested on the form:

Title, First Name, Last Name, Date of Birth, Position within the Group or District, Daytime Telephone Number, Address, and previous address(es) if they have moved in the last 12 months, Post Code(s) and Country if NOT living in the UK and National Insurance Number. A Mobile Number and Email Address are optional



Once you have completed their details, print off the pages and ask them to check the details



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid

### Preparation for completing the form

Collect together all the supporting documents for your registration

#### Copies of bank statements

- Your Treasurer should receive monthly bank statements from the Group's bank. Ask them for the last 3 months' of statements (Print hardcopy and electronic copies - pdf).

#### Financial Accounts

- Your group is required to produce accounts at the end of each financial year. You should obtain hardcopy and create an electronic copy of the last full year's accounts.

#### Evidence of Activities

- Print off the form you submitted for the last Census plus supporting document (list of members) or the document you produced to upload member information to COMPASS

#### Box 15 – Governing Document

- Print off Chapter 3 of POR ([POR Ch3](#))



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid Help

- 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).



[scouts.org.uk](http://scouts.org.uk)



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid Screen by screen online application

Now visit <https://www.gov.uk/charity-recognition-hmrc>

The screenshot shows the GOV.UK homepage with a blue header. Below it, a main content area has a dark blue header with the text 'Get recognition from HMRC for your charity'. Below this, there is a paragraph of text and two buttons: 'Start now' and 'Previously saved application'. To the right, there is a 'Elsewhere on GOV.UK' section with a link to 'Charities and tax'. A purple arrow points from the text 'Before you click the Start now icon...' to the 'Start now' button.

GOV.UK

Home

## Get recognition from HMRC for your charity

You can register your charity's details with HM Revenue and Customs (HMRC) to get tax back on things like Gift Aid donations.

You can also continue with a [previously saved application](#).

**Start now**

on the HMRC service

Elsewhere on GOV.UK

[Charities and tax](#)

scouts.org.uk

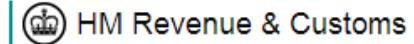
Before you click the Start now icon, make sure you have gathered the required information detailed in the preceding slides. You may have to scroll down the page



## Step 1 Register with HMRC for Gift Aid Screen by screen online application



**BETA** This is a trial service. Help us improve it - send your [feedback](#).



### Check your eligibility

English | [Cymraeg](#)

Is your charity established for charitable purposes only?

Yes

No

**Next**

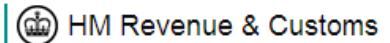
Check the 'Yes' button  
and click 'Next'



## Step 1 Register with HMRC for Gift Aid Screen by screen online application



**BETA** This is a trial service. Help us improve it - send your [feedback](#).



### Check your eligibility

English | [Cymraeg](#)

Does your charity have a UK bank, building society or credit union account?

Yes

No

**Next**

Check the 'Yes' button and click 'Next'

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

GOV.UK

## Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

### Check your eligibility

English | [Cymraeg](#)

Is your charity based in the UK, another country in the European Union, or in Iceland, Liechtenstein or Norway?

Yes

No

**Next**

Check the 'Yes' button and click 'Next'

couts.org.uk

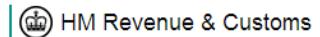
22

Step 1 Register with HMRC for Gift Aid



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid Screen by screen online application



### Sign in with your Government Gateway account

You can [register for a Government Gateway account](#) if you don't have one.

User ID

Password

**Sign in**

Problems signing in



scouts.org.uk

Enter your User ID and  
Password from slides  
10 and 11 in the  
relevant boxes before  
clicking 'Sign in'

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

GOV.UK

Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## Your charity's contact details

English | [Cymraeg](#)

Full name of your charity

As shown on your charity's governing document.

10th Bolton Scout Group

Operating name of your charity (optional)

The working name or acronym by which your charity is known.

Scouts

24

Enter your Group or District  
name as held by TSA

Enter 'Scouts' in the 2<sup>nd</sup> box  
Scroll down the screen for  
more fields)

Enter your daytime contact  
number

Fill in the Optional data as necessary then click 'Save and Continue'

You then get a box saying  
our data has been saved  
click 'Continue'



...EVERYDAY ADVENTURE

## Step 1 Register with HMRC for Gift Aid Screen by screen online application

GOV.UK Your tax account

BETA This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

Your charity's official address

Address line 1

Address line 2

On this page enter your group's official address. Scroll down and complete fields as necessary. Then click 'Save and Continue'



## Step 1 Register with HMRC for Gift Aid Screen by screen online application

GOV.UK Your tax account

BETA This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

### Your charity's correspondence address

English | [Cymraeg](#)

Is your charity's correspondence address different to your charity's official address?

Yes  No

[Save and continue](#)

If your group are using a different correspondence address – eg the Treasurer's address. Click 'Yes' and then 'Save and Continue'

Enter the correspondence address you wish to use on the next screen. (Not shown)



...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid Screen by screen online application

 GOV.UK      Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

 HM Revenue & Customs

## Your charity's regulator

English | [C](#)

If your charity is registered with a charity regulator

Who is your charity's regulator?

Charity Commission for England and Wales

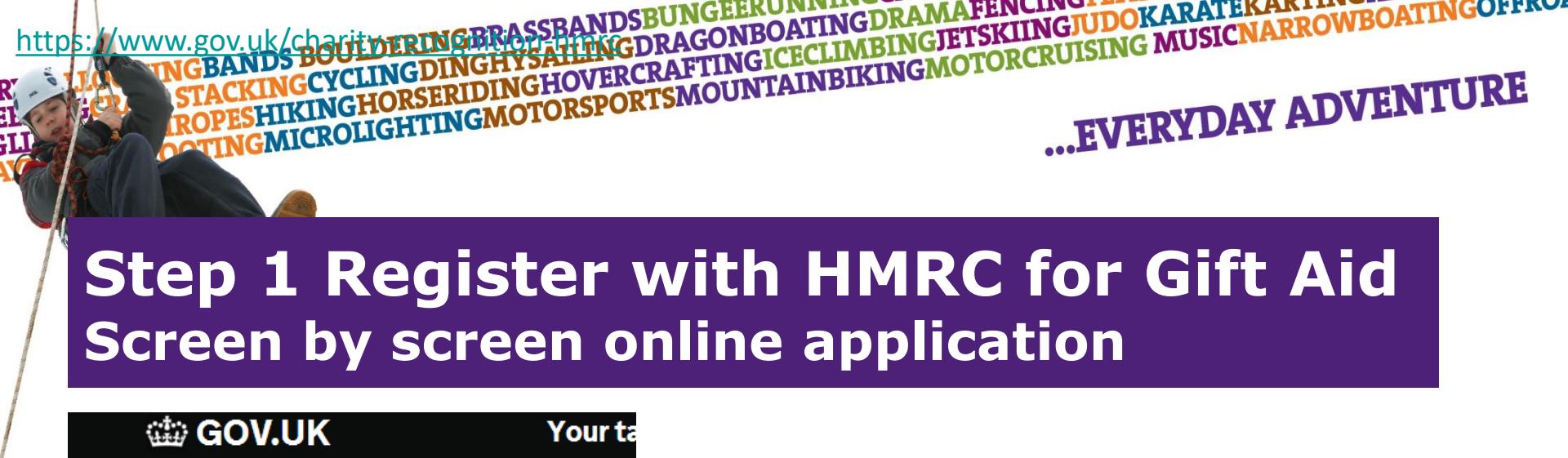
Registration number

27

You do not need to check any boxes but scroll down the page until you see **“If your charity isn’t registered with a charity regulator”** In the box below this statement select from the box’s drop down menu ‘Exempt or excepted’ Then click ‘Save and Continue’

Step 1

Register with HMRC  
for Gift Aid



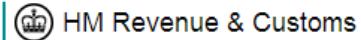
# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application



Your ta

**BETA** This is a trial service. Help us improve it - send you



### Your charity's governing document

Document used to set up and run your charity

Rules or constitution

If you selected 'Other' as the document used

Name of the document used

Date that this document became effective

For example, 21 3 1990.

14

01

2011

- From the drop down menu of the first box select “Rules and constitution”
- Ignore the 2<sup>nd</sup> box
- Enter 14/01/2011 in the date that the document became effective.
- Scroll down
- Select the ‘Yes’ box below the date box
- Click ‘Save and Continue’



# Step 1 Register with HMRC for Gift Aid Screen by screen online application



**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## Your charity's operations and funds

English | [Cymraeg](#)

If your charity has a set of prepared financial accounts, you'll need to post us a copy to support your application.

Have financial accounts been prepared for your charity?

Yes

No

Does your charity have bank statements for the last 3 months of operation?

If the account has been open for less than 3 months, you'll need to provide evidence from the bank that the account is open.

29

Click the appropriate buttons regarding your accounts and bank statements.

The answers should be 'Yes' if you have been operative for more than a year.

Scroll down and answer the questions as noted in the 'Notes' to this slide before 'Save and Continue'

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

GOV.UK

Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## What your charity does

English

What are your charity's charitable objectives?

Using 500 characters or less (including spaces).

The xx Scout Group will promote Scouting to young people and adult volunteers and

What are your charity's charitable purposes?

Select all that apply.

Relief of poverty

Education

30

- Cut and paste the paragraph on your ‘Objectives’ from the notes for this slide.
- Then select all appropriate buttons related to your group’s charitable purpose. Usually “Education” and “Citizenship or community development”
- Scroll down and then in less than 500 characters answer the question **“How do these things benefit the public?”** – again see notes to this slide.
- Click ‘Save and Continue’

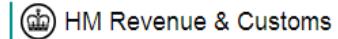


# Step 1 Register with HMRC for Gift Aid Screen by screen online application



Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).



## Your charity's bank account details

English | [Cymraeg](#)

Your charity's bank, building society or credit union account details are needed so that Gift Aid and any other tax repayments can be paid into it.

Repayments are made using Bacs, so ensure that your charity's account accepts such payments.

Account name

As shown on your charity's account statements.

Account number

- On this page enter your group's bank account details. Make sure the name on the account matches with the name on the bank statement – this might not be the same as on the cheque book.

- Click 'Save and Continue'

- Now check the Bank details and select 'Continue'

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

GOV.UK

Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

# Your charity's authorised officials

English | [Cymraeg](#)

How many of your charity's officials are authorised to deal with HM Revenue and Customs about its tax affairs and, if necessary, submit tax returns?

1

2

[Save and continue](#)

[Back](#)

32

You need up to 2 Authorised officials from within the group. These people can claim Gift Aid and are the only people that can contact HMRC about tax. (You can also appoint someone from outside your group to claim tax but still you need an Authorised official internally).

Select the appropriate number  
then Click 'Save and continue'



# Step 1 Register with HMRC for Gift Aid Screen by screen online application



BETA This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## Authorised official (1 of 2)

Title

Mr

First name

Clive

Middle name (optional)

Richard

Last name

Fenn

English

33

- Fill in the details of the Authorised official(s)
- The minimum information required on each Official is listed in the notes to this slide.
- Click 'Yes' or 'No' to the two questions on Address and NI number.
- Enter NI number.
- Click 'Save and Continue'

Step 1

Register with HMRC  
for Gift Aid

# Step 1 Register with HMRC for Gift Aid Screen by screen online application

GOV.UK

Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## Your charity's officials

English | [Cy](#)

We need to know about at least 2 other people who help to run your charity.

2

3

4

[Save and continue](#)

[Back](#)

34

You also need up to 4 Charity Officials from within the group. These are the people legally responsible for running the group i.e. a member of the group's Executive Committee. Select the appropriate number then click 'Save and Continue'



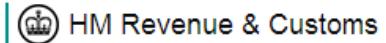
...EVERYDAY ADVENTURE

# Step 1 Register with HMRC for Gift Aid Screen by screen online application



Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).



## Other official (1 of 4)

Engl

Complete individual's details as per the Authorised Officials in the previous step.

Title

First name

Middle name (optional)

Last name

Click Save and Continue



# Step 1 Register with HMRC for Gift Aid Screen by screen online application



BETA This is a trial service. Help us improve it - send your [feedback](#).

HM Revenue & Customs

## Authorise a nominee

English | [Cymra](#)

Do you want to authorise a nominee from outside your charity to make Gift Aid or other tax repayment claims on your charity's behalf?

Yes

No

[Save and continue](#)



[scouts.org.uk](https://www.scouts.org.uk)

If you want to authorize a nominee from outside your group to make Gift Aid or other tax repayment claims on your group's behalf (eg District Treasurer) Check the 'Yes' button and Complete the individuals or organizations details as previously.

When complete Click 'Save and Continue'

You then get the following check screen.

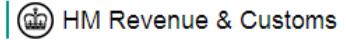


# Step 1 Register with HMRC for Gift Aid Screen by screen online application



Your tax account

**BETA** This is a trial service. Help us improve it - send your [feedback](#).



## Check your information

English | [Cymraeg](#)

Make sure you're happy with the information you've given before you continue to the next page.

### About your charity

[Edit](#)

Full name of your charity	37th Bolton Scout Group
Operating name of your charity (optional)	Scouts
Daytime phone number	01204 362 622

Check all the information and Edit where changes are needed.

Once happy everything is ok click 'Save and Continue'

### Charity's address

[Edit](#)

 Full address

United Reform Church,  
Westbourne Avenue, Bolton  
BL3 2J7

Step 1

Register with HMRC  
for Gift Aid

# Step 1 Register with HMRC for Gift Aid

## Screen by screen online application

You then get a screen that allows you to submit the form to HMRC.

Print off the page labeled “**You’ve successfully entered your charity’s details**”

You then have 28 days to return specific hardcopy information as detailed to HMRC – do not send originals as they can't return.

HMRC will subsequently issue a HMRC reference number for the group / district to the person named in Section 2 by post. Subsequently they will receive an activation code by post. This process can take up to 6 weeks.





...EVERYDAY ADVENTURE

## Step 1 Complete

Congratulations you have completed Step 1

Step 1 Register with HMRC  
for Gift Aid



- Start Step 2 at any time:
- The HMRC Charities Reference number is needed for Step 3:

Step 2 Ask all parents to sign  
the Gift Aid Form

Step 3 Register for an online  
account with HMRC



scouts.org.uk



## Gift Aid

This is the end of the first presentation

[Register with HMRC for Gift Aid](#)

The following presentations will help in your application

[Presentation 2 – The parents Gift Aid form and Register for an online account with HMRC](#)

[Presentation 3 – Submitting your Gift Aid Claim](#)

