

GIFT AID REPORTING

The administration of Gift Aid can be complex but is rarely reviewed within a charity. The ever-changing landscape of tax legislation can result in many charities being unaware that they have serious issues. Long-standing and often innocent mistakes can create significant problems.

Guidance on Gift Aid declarations, in particular, may not have been sought since recent changes in practice, meaning old procedures continue.

Typical services we can provide for you include:

- A written report on the strengths and weaknesses of the Gift Aid process and identification of system improvements. The report includes a summary of the work undertaken and our conclusions and recommendations on the systems in place. It has led to:
 - Improved systems and record keeping, leading to faster processing of Gift Aid claims and lower error rates
 - Reduced management time needed for oversight due to increased confidence in the system
 - Improved understanding of how to audit claims internally in the future
 - Improved understanding of how to handle a future HM Revenue and Customs (HMRC) Gift Aid audit.
- Conducting a mock HMRC-style Gift Aid audit on a sample of claims at each stage of the process – from internal records to donor declarations, claims made to HMRC and bank records. We report on errors and where processes do not represent best practice. We particularly highlight where non-compliance could lead to a repayment of Gift Aid tax refunds you've received. This can also identify opportunities for increasing the level of Gift Aid claims.



- Training for staff on the latest developments in Gift Aid, common pitfalls and opportunities, for example:
 - Ensuring the fundraising team is asking the right questions from donors
 - Making certain that opportunities to maximise donations and Gift Aid claims are being made by the charity and the donor
 - Making sure staff are aware of the specific rules in connection with membership and entrance fees
 - Helping staff understand the relevant benefits thresholds applying to Gift Aid donations and event changes.

OUR TAX HEALTH CHECK FOR CHARITIES

Our tax experts at Moore Kingston Smith understand the issues faced by charities. To help your organisation overcome the issues that are often misunderstood, we are offering a tax health check on the three most common areas that charities struggle with: employment tax, value-added tax and Gift Aid.

Our health check will ensure that you are:

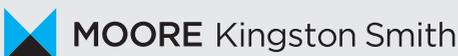
- Following the rules and understanding them
- Paying the right amount of tax and receiving appropriate Gift Aid and tax refunds
- Maximising all opportunities, including those potentially saving you money.

“We particularly highlight where non-compliance could lead to a repayment of Gift Aid tax refunds if identified by HMRC.”



CONTACT US

To find out how our team of experts can help your charity, get in touch for a free no-obligation meeting. Speak to the tax team directly on **020 7566 4000**.



www.mks.co.uk/tax