



THE SOCIETY OF RECORDER PLAYERS

President: Jonathan Dove
Registered Charity No. 282751/SC038422

INSTRUCTIONS TO BRANCHES ABOUT CLAIMING GIFT AID

To claim Gift Aid on the Branch portion of Subscriptions the following procedure must to be followed:

1. Gift Aid Claims should be submitted to HMRC (Her Majesty's Revenue and Customs) once a year after the end of the Branch Accounting Year (September 1 to August 31).

2. **Before being able to submit Claims for Gift Aid Branches will need to register with HMRC by completing Form ChA1, which should be obtained from the HMRC Web Site (www.hmrc.gov.uk/forms).** The current Form is dated as being issued 12/11. A specimen is attached, however the following comments apply using the Numbers as they appear in the Form and using the Form's Section Headings

Section 1 -The Organisation:

1. The Branch name should be inserted i.e. "Society of Recorder Players – XXXXX Branch"
2. Leave Blank
- 3, 4 and 5 Local Branch details are required.
6. Is only needed if there is a different correspondence address.
- 7 and 8. As shown in the Specimen Form attached.
- 9, 10, and 11. Leave Blank

Section 2 - Details of the Person Making this Application

12, 13 and 14. The name of the person who will be making the annual claim (whether as Chairman, Secretary or Treasurer) needs to be entered. This person **MUST** be one of the named persons appearing in Section 6 – Security Information.

Section 3 - Governing Document

15 – 19. As shown in the Specimen Form attached.

Section 4 - Operations and Funds

Copies of the Branch Accounts for the relevant year, once they have been approved by both the Branch and by the National Treasurer, should be enclosed together with copies of Bank Statements for the last Quarter

- 20, 21 and 22. Enter the relevant Branch information.
 23. As shown in the Specimen Form attached
 24. Include copy documents as requested.
 25. It is assumed that the answer will be "No"
 - 26 and 27. Both these can be left blank if the answer to 25 is "No".
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Section 5 - What your organisation does

28. A sample wording is shown, however extra information on Branch activities e.g. details of concerts and performances can be included.

Section 6 -Security Information

29-36. These boxes should include the names of at least three "Responsible Persons". It is suggested that those with cheque signing authority be included. Positions can include Chairman, Secretary, Treasurer and Musical Director. Extra sheets will be required for each additional "Responsible Person".

Section 7 - Nominee Information

The whole of this Section is not required to be completed.

Section 8 - Your Organisation's Bank Details

46-52. Branch Bank Details are required so that payments can be made electronically by BACS (Bankers' Automated Clearing Services).

Section 9 - Declaration

The person completing the Claim should sign the Declaration.

Section 10 – Checklist

This checklist should ensure that all required information is included.

3. The completed Form together with all the additional information should be sent to:

Mr A J Dobson, Title Executive,
HM Revenue and Customs,
Charity, Assets and Residents Charities,
St John's House,
Merton Road,
Liverpool L75 1BB

The cover letter must quote the reference "**BranchCF229**"

It is strongly recommended that a copy of the Form is retained for Branch Records.

It can be expected that Registration will take around 12 weeks for HMRC to complete.
