

Branch Gift Aid Claims

This note accompanies a spreadsheet that is sent to each branch that has recorded branch subscriptions in the SRP membership system. This spreadsheet is intended to help you if you claim gift aid on branch subscriptions. It contains the information necessary to complete the gift aid schedule that you need to submit to HMRC.

The spreadsheet is in a text format called csv that can be used with any spreadsheet program. It has an entry for each member who has signed up for gift aid. The entry shows the date and amount of the branch subscription. If you claim gift aid on less than the full amount of the branch subscription, you will of course have to adjust the amount accordingly.

To complete the gift aid schedule for branch subscriptions, follow these steps:

1. If you have not already done so, download the Gift Aid schedule from <http://www.hmrc.gov.uk/charitiesschedules/giftaid.htm> choosing the correct version for your software – Excell or Libre Office.
2. Open the gift aid schedule and the csv spreadsheet.
If you are using Open Office, then when you open the csv you should set character set to **Western Europe(Windows-1252/WinLatin1)** and the type of the date column to **Date (DMY)** rather than standard.
3. In the csv, click in cell A1, then shift+click in the final amount cell in the last row to select all the relevant data in the sheet. Copy this to the clipboard, for example with control+C.
4. In the gift aid schedule, click in the first white cell of the Donations Schedule Table (Item 1 Title).
5. Paste formulas:
 - a. In Excel 2007 or later, in the Home tab, Clipboard group, click the arrow under **Paste** and choose **Formulas (fx)** in 2010 or later).
 - b. In earlier versions of Excel choose **Edit, Paste Special...** and click the **Formulas** radio button and click **OK**.
 - c. In Open Office, choose **Edit, Paste Special....** Uncheck **Paste all**, and check **Text, Numbers, Date & Time** and **Formulae**; uncheck **Comments, Formats** and **Objects**, Click **OK**.
6. To find the earliest donation date for Box 1, go back to the csv file and in cell K1 type the formula **=min(H1:H1000)**. This will display the earliest date. Copy this and paste its value into Box 1. (in Open Office you will have to format K1 as date first, or simply type the value into Box 1 by hand).

If you need advice about general gift aid matters, please contact the Gift Aid Administrator, giftAid@srp.org.uk.

If you need help with the spreadsheet, please contact the web editor, webedit@srp.org.uk.