



If your meeting is eligible for a community building amount you will then need to consider who can make the claim.

#### **Q4. Is your local meeting registered to claim Gift Aid directly from HMRC?**

If yes, then the local meeting must claim both Gift Aid and GASDS directly from HMRC or it can authorise a nominee or agent to claim this on its behalf. This could be Britain Yearly Meeting as part of the Treasurers' Support Project or an accountancy firm.

If no, continue to Q5.

#### **Q5. Is your area meeting registered to claim Gift Aid from HMRC?**

If yes, then the area meeting can claim both Gift Aid and GASDS from HMRC or it can authorise a nominee or agent to claim this on its behalf. GASDS is claimed on behalf of the local meeting under its allocation through the Community Building Relief aspect of the scheme.

If no to Q4 and Q5, GASDS cannot be claimed until either the local or area meeting is registered with HMRC to claim Gift Aid.

If your meeting is eligible and does wish to claim GASDS community building amount it is important to remember:

- Charities claiming under the community building rules can now collect donations at any time (not just during charitable activities) as long as the donations are collected in the same Local Authority area as the community building.
- For every £1 of Gift Aid donations on which a meeting claims during the relevant **tax year**, they can claim on £10 of GASDS donations, up to the maximum limit of £8,000. If your meeting accounts and Gift Aid claims are per calendar year you will need to make an additional calculation to check the Gift Aid claimed during the relevant tax year.
- You must keep records of small donations as evidence of your claim. Two people should ideally check and count the cash collected. You need to record:
  - how much money was collected, including each denomination of coins and notes
  - the date the money was collected
  - that no individual donation was greater than £20
- The cash collection needs to be banked in the meeting bank account as soon as possible and the paying-in slip with the denominations noted retained for your records.
- All claims must be made within two years of the end of the tax year in which the donation was collected.

Full information about the scheme is available on the HMRC website at:

<https://www.gov.uk/guidance/claiming-a-top-up-payment-on-small-charitable-donations>

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes>

If you have further questions you may contact the Treasurers' and Clerks' Support Officer at [gabys@quaker.org.uk](mailto:gabys@quaker.org.uk) or 020 7663 1045.

**Special Collections:** Cash collections for other charities made 'as agent' should not be included in Gift Aid or the GASDS community building collections.