

# Information Sheet:

## Gift Aid Small Donations Scheme (GASDS)

### Community Building Amount



If your local or area meeting is already registered to claim Gift Aid or is planning to do so then the Gift Aid Small Donations Scheme is worth considering. HMRC changed the rules relating to GASDS as of 6 April 2017 relaxing some of the eligibility criteria. This is an introductory sheet and does not give the full detail of the guidance by HMRC on its website (see overleaf for web links).

The GASDS scheme enables charities to claim a top-up payment on small cash donations and contactless payments each of up to £20 (£30 from 6 April 2019) without the requirement to obtain gift aid declarations from the individual donors.

The scheme allows a charity to choose whether to claim top-up payments on either:

- a) up to £8,000 on donations collected anywhere in the UK, or
- b) up to £8,000 for each community building, under the new community buildings rules

For the purposes of the GASDS HMRC regard Britain Yearly Meeting and all the local and area meetings as connected charities so there is only one £8,000 GASDS allocation for the whole of the Religious Society under option a) above. This means that option b) produces the best result as it allows local and area meetings to claim the community building amount on up to £8,000 of donated income in their own right provided they meet the qualifying criteria.

The questions below are intended to help you decide whether your meeting meets the criteria:

#### **Q1. Does your meeting have a meeting house or hire a space e.g. a room in a community building that is not shared with other members of the public?**

If yes, continue to Q2.

If no, the scheme is not for your meeting.

*NB. Meetings that meet in people's homes are not eligible for the scheme.*

#### **Q2. Do you have 10 or more people at meeting for worship at least 6 times a year?**

If yes, continue to Q3.

If no, the scheme is not for your meeting.

*NB. Occasions cannot be counted where an entrance fee is applicable or that are not open to the public (or a section of the public).*

#### **Q3. Has your meeting (or area meeting if you claim Gift Aid through them) received a penalty for a Gift Aid claim or GASDS claim?**

If no, then your meeting could consider using the scheme.

If yes, the scheme is not for your meeting for the tax year when you received the penalty or the following tax year.

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.

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 then please refer to the full HMRC information on the GASDS scheme 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>

Please pay particular attention to the following:

- 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 (and postcode where collected is recorded). Full HMRC guidance on community building rules is available:  
<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-8-the-gift-aid-small-donations-scheme#community-buildings>
- 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. Full HMRC guidance on this 'matching rule' is available at:  
<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-8-the-gift-aid-small-donations-scheme-before-6-april-2017#matching-rule>
- 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 and the postcode where it was collected
  - that no individual donation was greater than £20 (£30 from 6 April 2019)Full HMRC guidance on record keeping for GASDS is available at:  
<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-8-the-gift-aid-small-donations-scheme#chapter-83-administration>
- 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.
- Donations where there's a resulting benefit or gift for the donor aren't small donations for GASDS purposes - however, a gift with a negligible value, such as a sticker to acknowledge the donation, is allowed. Donations in the general collection box are included but separate collections for tea and coffee etc. do not count. If the meeting is holding a charity event which does not charge an entrance fee or any kind of payment, then completely voluntary and freely given donations can be counted for GASDS.

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.