

<b>CLUB</b>	<b>Whitemoss AAC</b>
<b>Key Area</b>	<b>Charity Status and Gift Aid</b>
<b>Key Details</b>	<p><b>Phase 1</b> - The initial stage for WAAC was to obtain the correct charity status for club. Whitemoss AAC opted for SCIO Scottish Charitable Organisation. This means greater legal protection for the Trustees of the club in light of the upcoming capital build, the clubhouse namely 'The Hub'. This also allows greater access to funding streams for the club. The constitution of the club had to be changed. WAAC utilised the skills of their Chartered Accountant within the club who is a parent and also the treasurer of the club. The also had a parents who is a Lawyer who looked over the new constitution. It is advised to find a Chartered Accountant and/or a Lawyer from within your club to assist with the process. The Office of the Scottish Charity Regulator is a great website for information and guidance. They will provide a template for the new constitution required to become a charity. Follow this link: <a href="http://www.oscr.org.uk/">http://www.oscr.org.uk/</a></p> <p><b>Phase 2</b> - All WAAC members had to sign up to gift aid. This meant a gift aid form had to be distributed. There were key people within the club who campaigned to get these forms back in. Treasurer, secretary and membership secretary were all involved. See below example of the form used by WAAC. All forms were collated on a spreadsheet using the HMRC spreadsheet as a guide. An example of their spreadsheet should be downloaded from here: <a href="http://www.hmrc.gov.uk/charitiesschedules/giftaid.htm#2">http://www.hmrc.gov.uk/charitiesschedules/giftaid.htm#2</a></p> <p>This is useful when collating information to make the claim.</p> <p>This phase was a long process and evolves a lot of effort from the team to collect the Gift Aid forms back in. If your club operates a standing order, members who signed up for the membership standing order should be the same person who signs the gift aid from. This makes it easier to identify the standing order payments. NB Postcodes and house numbers MUST be collected.</p> <p><b>Phase 3</b> - Register with HM Revenue and Customs. You must prove you are a charity again and complete another Charity form namely ChA1. This form is on the HMRC website. Follow the link HMRC Gift Aid: <a href="http://www.hmrc.gov.uk/charities/">http://www.hmrc.gov.uk/charities/</a></p> <p>Once the club received their (HMRC) charities registration number and their unique customer account number they registered to claim through online services. A code was then sent to the club to enter online. The instructions were straight forward and it is advised that these are adhered to.</p> <p><b>Summary</b> As you can see by the timescale this entire process can take a while. 8 months for WAAC. It is advised to follow the financial year. Donation date would therefore be March each year. WAAC will apply once per year. In hindsight both phase 2 and phase 3 could have been done simultaneously. It is important to keep on top of the all the members forms. Have a clip board and forms ready with pens at each club night. There is a lot of effort to get it up and running after that it is very straight forward. If any members or members of the community want to make a one off donation make sure they complete a gift aid donation.</p>
<b>Further Info</b>	<a href="mailto:treasurer@whitemossaac.co.uk">treasurer@whitemossaac.co.uk</a>
<b>Website</b>	<a href="http://www.pitchero.com/clubs/whitemoss/">http://www.pitchero.com/clubs/whitemoss/</a>