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User Guide for GATS 4.03 Online Claims

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Introduction

The Gift Aid scheme has been running since 2000. Until 2013 tax could only be claimed on donations from tax-payers who had given the charity a Gift Aid Declaration. This arrangement continues, and is referred to in this Guide as a 'standard claim'.

In 2013 HMRC introduced the following changes -
- Claims to be made online, rather than by posting printed schedules.
- Donations of less than £20 from people who have given a declaration may be aggregated, rather than submitting details of each individual donor and their gift.
- Rather than listing each person who has donated to a sponsored event, it is now necessary to list the **sponsored person** and the total amount they collected
- The Gift Aid Small Donations Scheme (GASDS) allows for tax to be reclaimed on small donations where the donor has not given a declaration (e.g. via a collecting tin).
- Within GASDS there is provision for reclaiming tax on money raised in 'Community Buildings'

GATS 4.03 provides for recording and claiming under all the above categories. It is important to note that there are restrictions on the types of donation and the amounts that can be claimed under each category. Cleaford Services Ltd is not qualified to interpret these restrictions, so the responsibility is on our customers to read the HMRC guidance, which can be found on various web pages within www.hmrc.gov.uk/charities

Please note that every step in this User Guide has been included because it is important! Missing out steps, or taking shortcuts, will not work!

Overview of Claim submission

Spreadsheet for standard claims

GATS will assemble the information for standard gifts, aggregate gifts and sponsored amounts, and will provide a printed schedule for your reference. GATS will then produce a spread-sheet in LibreOffice. You will then paste the contents of that spreadsheet into the HMRC designed spreadsheet. Once you have logged on to the HMRC site you will upload the HMRC designed spreadsheet to them, where it will be checked for valid entries. Once you have confirmation that HMRC have accepted the spreadsheet you will use GATS to mark those items as claimed (which will prevent them appearing on the next claim).

GASDS and Community Buildings

When logged onto the HMRC site there is a facility to enter the amount of your GASDS claim for each financial year. For Community Buildings you will create a schedule in GATS, which you will print, and then use its data to type to the HMRC designed Community Buildings spreadsheet. You will then upload that spreadsheet to the HMRC site. Once both have been accepted you will use GATS to mark the relevant items as claimed.

Sign up for HMRC online services

1. Go to www.hmrc.gov.uk/charities/online/sign-up.htm

2.   Click 'Sign up for HMRC services'

3.   Click 'Go to HMRC online services'

4.   Click 'Register'

5.   Click 'Sign up for HMRC online services'

6.   Click 'Organisation'

7.   Tick Charities and click 'Next'

8.   Click 'Next'

9.   Click 'Next'

10.   Tick 'Confirm you have read the terms and conditions' and click 'Next'

11.   Enter your name and email address and click 'Next'

12.   Enter your password (and make a note of it) and click 'Next'

13.   VERY IMPORTANT   Use your browser print function to print a copy of this page. Do not proceed until you are sure you have the printed copy from your printer. Alternatively, write down your Government Gateway user ID as this is not shown again and you will not receive written confirmation of the ID. Then click 'Next'.

14.   Enter your HMRC charities reference number (which you will have been using for Gift Aid claims to date), post code and last 4 digits of your organisation's bank account number and click next. (This is the bank account which HMRC have on record from your previous Gift Aid claims.)

15.   You will then receive an Activation code through the post.

Activation

16.   Go to www.gateway.gov.uk and click 'Enter the gateway'

17.   Enter your Government Gateway user ID and password and log in

18.   Select 'Charities and Community Amateur Sports Clubs'

19.   Enter the activation code from the Government Gateway letter you will have received.

Download the main Gift Aid schedule spreadsheet

20.   Go to www.hmrc.gov.uk/charitiesschedules/giftaid.htm

21.   Click 'download the gift aid schedule spreadsheet you need'

22.   HMRC have provided two options, one for Excel users and the other for LibreOffice. We find LibreOffice works best with GATS 4. Click 'Download the Gift Aid schedule spreadsheet'. As you will see further down these notes, there are complications in transferring dates to the HMRC Schedule spreadsheet. We have managed to handle this within LibreOffice, but not in Excel, **so it is important that you use the LibreOffice download, and not the Excel download.**

23.   When the download arrives on your PC save it in your Equinox3 folder on your C: drive and at the same time rename it 'master gift_aid_schedule'

Download the Community Buildings schedule spreadsheet

24.   Go to www.hmrc.gov.uk/charitiesschedules/communitybuildings.htm

25.   Click 'download the gift aid schedule spreadsheet you need'

26.   HMRC have provided two options, one for Excel users and the other for LibreOffice. We find LibreOffice works best with GATS 4. Click 'Download the Community Buildings schedule spreadsheet for LibreOffice users'

27.   When the download arrives on your PC save it in your Equinox3 folder on your C: drive and rename it 'community_buildings_schedule.ods'

Install LibreOffice

28.   Go to https://www.libreoffice.org and download LibreOffice. For Gift Aid purposes you only need the LibreOffice spreadsheet application and it is up to you whether you download and install the whole suite and any other applications which may be offered. Some users prefer to download only the spreadsheet application, in order to avoid confusion with the word processing application at a later date. Some users find that the downloaded file has an extension of .man. Alter this to .msi before you attempt to run the downloaded file.

Data entry.

29.   For standard donations, create a declaration record, and then use the 'Record a Donation or set up Standing Order' button. Once you know that a Standing Order payment has been received, use the 'Post Standing Orders' button to add those gifts to the donors individual record.

Aggregate Donations

30.   Where there are several donations, each of less than £20, from people who have given a declaration, these donations may be aggregated into a single entry. In the past these would have been recorded as small donations from each individual for whom you have a GATS record. Click the 'Record Aggregate Donation' button on the main menu. In addition to the normal information, each aggregated entry needs a 'Description', such as 'April collections'.

31.   HMRC notes say, "Only add together donations that were made within the same accounting period. Your accounting period ends on the date to which you prepare accounts, unless your organisation was set up by a trust deed or will or was established outside the UK. In those cases, your accounting period runs to 5 April.".

Sponsorship

32.   It is now necessary to create a record for each person who has obtained sponsorship, and it is no longer necessary to list all sponsors who are taxpayers. Click the 'Sponsored Person' button on the main menu. Note that this person may or may not be themselves a tax payer – this is **not** a Declaration Record. In some cases the Sponsored person may be a child. Having created a Sponsored person record you then record their sponsorship. Where you have an existing sponsored person record you enter their sponsorship amount by clicking the 'Record Sponsorship' button on the Main Menu. Select the relevant sponsored person and click the 'Enter Sponsorship' button. In this record enter the usual details, but only showing the total sponsorship from those who have ticked the 'Gift Aid' box on the sponsorship form. If any of the donations are over £500 these should be shown as if they were standard Gift Aid donations rather than donations from sponsored events.

33.   NB. It is very important that, where one of your donors is also a Sponsored Person, the Declaration Record and the Sponsored Person record are maintained as separate entities.

GASDS

34.   Read HMRC's Guidance on GASDS, which is at http://www.hmrc.gov.uk/charities/gasds/index.htm Please note that we are not qualified to advise on the application of this scheme. GATS provides a simple recording function for those sums which you have decided fall within the scheme. For this reason, GATS will not hold all the details which you would need in the event of an audit of your GASDS claims.

35.   Note that GASDS is based on **tax year**, rather than the charity's accounting period. In order to avoid breaching the limit per tax year, it may be worth looking at 'Unclaimed items' from the GASDS/Community Buildings Menu before making a new entry. If necessary you could then split the new entry into two, one of which will bring you up to the annual limit.

Community Buildings

36.   Read HMRC's guidance on Community Buildings, which is treated as a sub-section of GASDS, at www.hmrc.gov.uk/charities/gasds/community-buildings.htm. Please note that we are not qualified to advise on the application of this scheme. GATS provides a simple recording function for those sums which you have decided fall within the scheme. For this reason, GATS will not hold all the details which you would need in the event of an audit of your Community Buildings claims.

37.   A separate set of entries is created for each community building, as each building will form a separate line on the HMRC spreadsheet. Note that the three address fields are all mandatory. The HMRC website gives guidance on handling postcode problems.

38.   Note that the Community Buildings element is based on **tax year**, rather than the charity's accounting period In order to avoid breaching the limit per tax year, it may be worth looking at 'Unclaimed items' from the GASDS/Community Buildings Menu before making a new entry. If necessary you could then split the new entry into two, one of which will bring you up to the annual limit.

Submitting a claim

39.   Only submit one claim per day, whether or not you are administering more than one charity/church (i.e. more than one HMRC account). GATS uses the 'claimed date' to know which donations make up a particular claim, and the spreadsheets will also use the 'claimed date'.

40.   Decide whether you will be making a GASDS and/or Community Buildings claim at the same time as a standard Gift Aid claim. If you will not be using GASDS or Community Buildings in this claim go to paragraph 57.

GASDS Claim

41.   On the GATS Main Menu click 'GASDS/Community Buildings Menu'

42.   In the GASDS section of the menu click 'Unclaimed Items and Claim creation'.

43.   Set the end date for the tax year you wish to use (this will always by a 5th April date, as it is the tax year and not the charity's own financial year), and click 'Proceed'.

44.   If you are satisfied that you have a valid total of donations on which to claim click 'Prepare Claim'.

45.   Print the Claim sheet. You will need to have this by you when you enter the total donation amount on the HMRC screen, at paragraph 80

Community Buildings Claim

46.   On the GATS Main Menu click 'GASDS/Community Buildings Menu'

47.   In the Community Buildings section of the menu click 'Unclaimed Items and Claim creation'.

48.   Click the left column against each building in turn, in order to see which buildings may have collections which can now be claimed.

49.   Click 'Create claim details for selected building'.

50.   Set the end date for the tax year you wish to use (this will always by a 5th April date, as it is the tax year and not the charity's own financial year) and click 'Proceed'.

51.   If you are satisfied that you have a valid total of collections on which to claim click 'Prepare Claim'.

52.   Print the Claim sheet. There will be a sheet for each building, showing the address, and the total collections for each tax year. You will need to have these by you when you enter the total donation amount on the HMRC spreadsheet, at paragraph 55

53.   Select the next building for which you have unclaimed collections. When complete go to the Main Menu and minimise GATS.

54.   Open the LibreOffice spreadsheet application and click File Open then navigate to C:\Equinox3 and double click community_building_schedule.ods   If you do not specifically open the spreadsheet application there is a danger that LibreOffice will put the file into its word processing application and you will not be able to proceed.

55.   Using the sheets you printed at paragraph 52, type in each line of data. Note that postcode letters must be upper case, and the tax year column only needs the year (e.g. 2014). As you complete a line of the spreadsheet the total is automatically calculated.

56.   When all lines are complete click File, Save As. Make sure you are in the Equinox3 directory and in the 'File name' box at the foot of the dialogue add today's date at the end of the file name, so that it reads 'community_buildings_schedule_*ddmmyy* and click Save

Standard Claim

57.   At the GATS Main Menu click 'Unclaimed items (excluding GASDS)'. This will show how much tax you can expect to recover

58.   Click 'Main Menu'

59.   Click 'Create a Charities Online Claim Spreadsheet'

60.   Set the last donation date to be included and Click 'Proceed'

61.   You will now see a "File Save As" dialogue. If the directory at the foot of the dialogue is shown as C:*.* then use the directories display to find [Equinox3] and double click it. (If you need to go 'up' the path of directories double click the [..] at the top of the right hand panel.) The directory at the foot of the dialogue should now read C:\EQUINOX3. Click the file name box and type CLAIM*ddmmyy*.XLS (for today's date at *ddmmyy*) and click OK

62.   You will then see a Gift Aid Schedule ready for printing. With your printer switched on, click 'Print'. This schedule will <u>not</u> be sent to HMRC but will serve as a record for your file.

63.   **Do <u>not</u> mark the items as claimed at this stage** as you do not yet know whether HMRC have accepted your claim submission. We will come back to this after a successful submission at the HMRC website. Use the Minimise button in the top right hand corner of the screen to minimise the GATS application.

64.   Open the LibreOffice **spreadsheet** application and click File Open then navigate to C:/Equinox3 and double click Claim*ddmmyy*.xls If you do not specifically open the spreadsheet application there is a danger that LibreOffice will put the file into its word processing application and you will not be able to proceed.

65.   At the 'Text Import' dialogue make sure that only the 'Comma' box is ticked within the "Separated by" section of the screen. At the foot of the dialogue you will see a section 'Fields' with a display of your top records. Scroll to the right until you can see the column with **dates** (the penultimate column). Click on 'Standard' at the top of the dates column, and in the 'Column Type' dropdown box select '**Date (DMY)**' .   You will not notice any change in the appearance of the dates on the first records, but the underlying format of this column will have been altered to be acceptable to the HMRC claims submission procedure. **It is absolutely vital that the heading of this column is <u>changed in this way, so that it reads 'Date (DMY)', as otherwise the schedule spreadsheet will be rejected;</u>** the HMRC system is very particular about date handling and they have told developers that they are already rejecting claims where incorrect formats are used! Click 'OK' (following which there may be some delay until the data appears). It is not necessary to reformat the amount column, even though trailing zeros will not appear in the LibreOffice spreadsheet. Trailing zeros will be automatically added when you submit the claim via the HMRC website.

66.   Go to the bottom right hand cell that contains data and click on that cell. Holding down the 'Shift' key on your keyboard, scroll to the cell A1 (top left) and click in that cell, so that all your data is selected. Go to the Edit top menu and click 'Copy'.

67.   Go to the File top menu and click 'Open'. On the Equinox3 file display click 'Master Gift_Aid_Schedule.ods' and then 'Open'

68.   After a few moments the HMRC Gift Aid Donations Schedule Spreadsheet will open. Click File and 'Save As' and then in the file name dialogue delete "Master" and substitute Claim*ddmmyy* (where *ddmmyy* is today's date), so that the file name will read 'Claimddmmyy gift_aid_schedule.ods' and it should also be in the Equinox3 folder. Click Save

69.   In Box 1 type the earliest donation date (as shown on the schedule you have printed). Note that the date must be separated by / in accordance with the template alongside the box.

70.   Select the first cell 'Title Box' on line 1, go to Edit top menu and click Paste. All your data should then appear on this spreadsheet, which will be the file that you submit via the HMRC screen later. Go to File top menu and click Save

71.   Close LibreOffice ensuring that both spreadsheets are closed. (GATS is still opened in a minimised state because we shall be returning to it shortly.)

72.   Open your internet browser and go to www.gateway.gov.uk and log in to your account.

73.   Select 'Charities and Community Amateur Sports Clubs' and log in again.

74.   At the security warning screen click 'Next'

75   Click 'Access Online Services'

76.   In the 'Charities' section make sure you have the correct HMRC charities reference displayed (especially important if you are registered for more than one charity.) and click 'Access Service'

77.   Click 'Make a charity repayment claim'. Answer the questions about Gift Aid and GASDS claims. If you answer 'Yes' to GASDS you will see three further questions. When you have completed that screen click 'Next'

78.   Complete the required details. To attach your Gift Aid Schedule click ' Choose File' and in the 'Open' dialogue navigate to C:/Equinox3 and select the file Claim*ddmmyy* Gift_Aid_Schedule.ods   Click 'Open' then Click 'Next'

79.   Check, then click to confirm the details.

80.   If you are also making a GASDS claim enter the tax year end date and the amount from the GASDS claim sheet you printed at paragraph 45.

81.   If you are making a Community Buildings claim go to 'Community Buildings schedule, and click 'Choose file'.

82.   In   the   'Open'   dialogue   navigate   to   C:/Equinox3   and   select   the   file community_buildings_schedule_*ddmmyy.*ods   and click Open

83.   Click Next. Check, then click Next to confirm the details. In the event that HMRC highlight an error you can minimise   the   browser   screen   and   go   back   to   paragraph   54,   but   this   time   open community_buildings_schedule_*ddmmyy.*ods   Make any corrections, save the file, and then restore the HMRC screen and resubmit.

84.   From the receipt submission number screen go on to the next screen and print the Claim Summary screen for your records, and log out of the HMRC system. **It is now very important that the items you have just claimed are marked as such in GATS.**

85   For standard claims maximise GATS and click the 'Mark as Claimed' button. This is important as otherwise the same items will reappear on your next claim. Marking an item as 'Claimed' tells GATS not to include it when preparing the next claim. Within GATS claims are filed by reference to the date they are generated, so it is important not to create more than one claim on any given day.

86.   If you have also made a GASDS claim click GASDS Menu on the Main Menu. Select 'GASDS Collections' and use the edit button to mark the claimed date against the relevant entries

87.   If you have made a Community Buildings claim click GASDS/Community Buildings Menu on the Main Menu. Select ' Buildings and Collections'. Click 'Donations via Selected Building' and use the edit button to mark the claimed date against the relevant entries. Don't forget that you may have to select more than one building.

88.   Go to the Main Menu and click 'Exit/Backup', and make an immediate backup of your GATS system.

89.   Close the LibreOffice files.

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GATS Help files are available at www.giftaid-software.co.uk/gats_4_0.html