



# THE EMMBROOK SCHOOL PTA

Emmbrook Road, Wokingham, Berks, RG41 1JP

Treasurer: Nicki Ilbrey

Charity Number: 800337

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## **Gift Aid Scheme**

**Dear Parents and Carers,**

This Gift Aid Scheme is an easy & effective way for you to support your PTA and help us to fulfill our main aim of raising money to purchase items for the school to enhance the education of our children. These items are outside of the schools' budget and without our support would not be a part of our children's learning experience.

We raise money by organising fundraising events throughout the year. Some events are for the pupils – school disco, and some for parents – quiz night. However, a large proportion of our funding is raised through this PTA Gift Aid Scheme.

### **How can I participate in the gift scheme?**

Through a standing order with a bank or building society using the forms attached. This would mean that you need to fill in the two attached forms (a) The Gift Aid Declaration and (b) Bank Standing Order, returning both for the attention of Nicki Ilbrey, PTA Treasurer, c/o the school data office.

### **How much should I give?**

This is, of course, totally your decision, but if you were to give, say £25 per year that would cost you less than 50p per week; we would like to suggest that you make a regular gift for 5 years i.e. up to your child taking GCSEs.

### **Benefit for Taxpayers**

Although anyone can make a gift, the Inland Revenue will repay to the PTA income tax at the rate of 25% per year on the value of the gift from taxpayers. For a £25.00 donation the PTA can recover an extra £6.25 turning the gift into over £31.00.

Higher rate taxpayers can claim for themselves a tax benefit equal to the difference between the higher rate and the standard rate of income tax, which was paid on their gift. This benefit is obtained by recording the gift aid donation on your personal annual income tax return.

***Please don't delay. Complete these forms and hand them to a PTA member or alternatively return them to the school data office.***

***PTA members can be contacted via email ([pta@emmbrook.wokingham.sch.uk](mailto:pta@emmbrook.wokingham.sch.uk)) if you have any questions.***

## **Notes**

1. You can cancel this declaration at any time by notifying the charity.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or follow the link below to the tax office website:  
  
[http://www.hmrc.gov.uk/charities/gift\\_aid/rules/school-charities.htm](http://www.hmrc.gov.uk/charities/gift_aid/rules/school-charities.htm)
6. Please notify the charity if you change your name or address.
7. The Gift Aid Scheme is administered by the PTA Treasurer, Nicki Ilbrey who can be contacted in writing via the school or via email to [pta@emmbrook.wokingham.sch.uk](mailto:pta@emmbrook.wokingham.sch.uk).

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