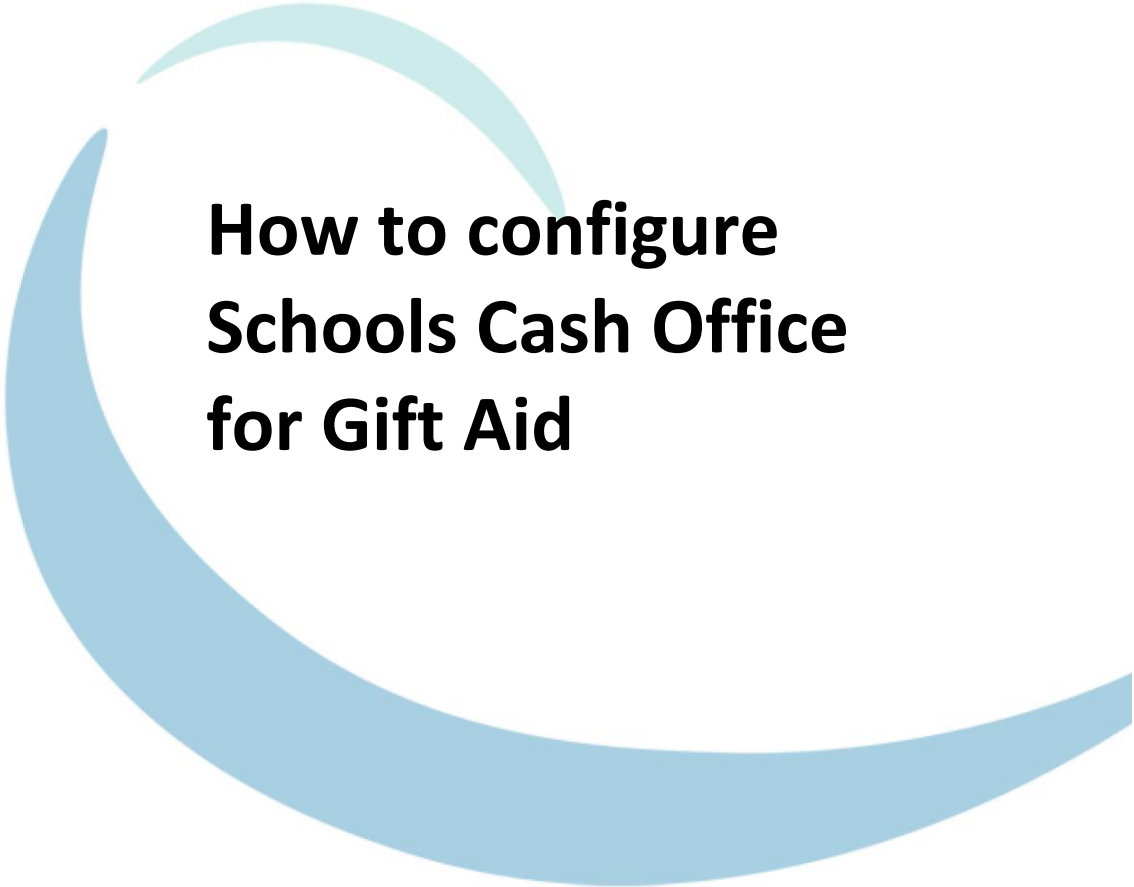




Schools Cash Office
Income Administration Software

A large, light blue decorative swoosh that curves around the central text, starting from the top left and ending at the bottom right.

How to configure Schools Cash Office for Gift Aid



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1. About this document

This document is applicable to Schools Cash Office (SCO) version 2.5.35.0 or later.

This document is designed for new and existing users of SCO. It gives detailed instructions on how to configure and record Gift Aid in SCO. After you have completed the set up you will be able to record Gift Aid income and generate reports. We recommend you read through this document in its entirety prior to setting up the Gift Aid function.

2. Configure Schools Cash Office for Gift Aid

2.1. Set Gift Aid options

To set up SCO to track Gift Aid income:

- On the **Configuration** screen, select **System Options**.
- Select the **Income** tab.
- Tick the **Record payments eligible for gift aid?** box.
- Click **Done**.

2.2. Set the tax rate for Gift Aid

In order to be able to report on Gift Aid income, the tax rate must be entered:

- On the **Configuration** screen, select **System Options**.
- Select the **VAT/Tax** tab.
- Enter the **Tax rate for Gift Aid (%)**.
- Click **Done**.

2.3. Parents register for Gift Aid online (Online Payments Schools Only)

Parents are able to log online through scopay.com and register themselves for Gift Aid. Once online, parents will do the following:

- Select **Your Info**, then **Gift Aid**.
- Parents need to tick the Gift Aid declaration box, enter their address details then click **Confirm**.

The screenshot shows the SCOPAY website's Gift Aid Declaration page. The navigation bar at the top includes 'SCOPAY', 'VIEW PRODUCTS', 'PARENTS' EVENING', 'FORMS', 'HELP', 'BASKET', 'ALERTS', 'YOUR INFO' (highlighted in red), and 'LOGOUT'. The left sidebar contains a menu with 'GIFT AID' highlighted in red. The main content area is titled 'GIFT AID DECLARATION' and features a 'giftaid it' logo with the text 'Boost your donation by 25p of Gift Aid for every £1 you donate.' Below this is a declaration box: 'Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.' A section titled 'In order to Gift Aid your donations you must tick the box below:' contains a checked radio button and the text: 'I want to Gift Aid any donations I make to Trainer School 1 - Test, both in the future and in the past 4 years. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations in that tax year it is my responsibility to pay any difference.' The 'MY DETAILS' section includes fields for Title, First name (Cathy), Last name (Barton), Address 1, Address 2, Town/city, County/state/province, Postcode, and Country (United Kingdom). A green 'CONFIRM' button is located below the details. At the bottom, there is a section for 'Please update your declaration if you:' with bullet points: 'want to cancel this declaration', 'change your name or home address', and 'no longer pay sufficient tax on your income and/or capital gains'. A final note states: 'If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.'

Note: This will generate an automatic email notification to the SCO administrator user.

In SCO, any pupils linked to the parent online account will automatically be shown as *registered for Gift Aid*.

- Parents will need to untick the Gift Aid declaration box, should they stop being eligible to donate under Gift Aid.

2.4. Register pupils for Gift Aid within Schools Cash Office

- On the **Configuration** screen, select **Account configuration**.
- Select **Pupils**.
- Select the required pupil.
- Select the **Account** tab.
- Select **Pupil has registered for gift aid**.
- If the pupil has a sibling or siblings, a dialog box is displayed prompting to **Update gift aid settings for siblings too?** Click **Yes** or **No** as required.
- Click **Manage Gift Aid payers** to add the name of the Gift Aid payer.
- In the **Gift aid payer configuration** window, click the **Add new gift aid payer** button and enter the Title, First and Last Name, Address and reference (if available).

TUCAS1 Gift Aid payer configuration: Drummond, Vanessa

Any contact or linked online user can be made into a Gift Aid payer by adding the gift aid details. Click the row to edit the information.
Alternatively, add a new Gift Aid payer or link to an existing Gift Aid payer by using the buttons below.

Is Gift Aid payer?	Gift Aid name	Address	Gift Aid reference	
<input checked="" type="checkbox"/>	Mrs Sam Drummond	12 Old Street, Manchester, M3 4GH		Contact info

Save Cancel **Add new Gift Aid payer...** Link to existing Gift Aid payer...

TUCAS1 Add new Gift Aid payer

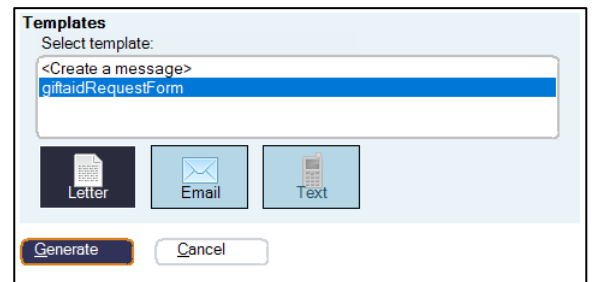
Please fill in the information for the new Gift Aid payer. All fields are required.

Title: Mrs
First name: Sam
Last name: Drummond
Gift Aid reference:
Address: 12 Old Street, Manchester, M3 4GH
Edit address...

Done Cancel

- Click **Done**.

- Click **Save** when finished adding all gift aid payers.
- Click **Done** and close the **Pupil configuration** window.
- When prompted ***x number of pupils registered for gift aid; would you like to print registration forms?***, click **Yes** or **No** as required.
- To print the registration form(s), select the template required, select **Letter** and then **Generate**. The form(s) will open in Microsoft Word.



- For schools using the Communications module: to send the forms by email, select **Email**.

If printing letters, **print** and/or **save** the forms as required, and exit Microsoft Word.

- Click **Close**.

2.5. Configure products as eligible for Gift Aid

- On the **Configuration** screen, select **Income configuration**.
- Select **Products**.
- Select the product (or add new products, if required).
- Tick the **Eligible for Gift Aid** box.
- Repeat for other products.
- Click **Done**.

<input type="checkbox"/> Sale against pupil only	<input type="checkbox"/> Boarder meal
<input type="checkbox"/> Voucher	<input type="checkbox"/> Non-meal food product
<input type="checkbox"/> Stock product	<input type="checkbox"/> Available online
<input checked="" type="checkbox"/> Eligible for Gift Aid	<input type="checkbox"/> FSM voucher
<input checked="" type="checkbox"/> Visible on income tab	<input type="checkbox"/> Duty meal voucher
<input checked="" type="checkbox"/> Visible in till mode	<input type="checkbox"/> Restrict availability

2.6. Configure events as eligible for Gift Aid

- On the **Trips and events** screen, select the required event.
- Click **Change trip**.
- Select **Tick this box if payments are eligible for Gift Aid**.
- Click **Save and exit**.
- Repeat for other events.

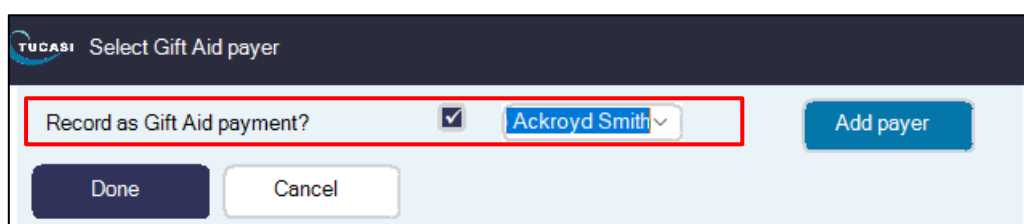
Trip details	
Trip name:	<input type="text" value="School Donations"/>
Cost per pupil:	<input type="text" value="10.00"/>
Suggested instalment amount:	<input type="text" value="0.00"/>
VAT code	<input type="text" value="No VAT code"/>
Places available: (0 = no limit):	<input type="text" value="0"/>
Tick this box if payments are eligible for Gift Aid:	<input checked="" type="checkbox"/>

3. Record income transactions for Gift Aid

When income is recorded in the usual way via the **Income** screen or **Trips and events** screen, you will be asked to select the name of the Gift Aid payer. Alternatively, if a Gift Aid payer has not previously been set up for a pupil, the payer can be added at this stage. More than one Gift Aid payer can be set up for each pupil.

Gift Aid can be recorded against the payment once the payment has been confirmed – see next steps.

- Record income in the usual way via the **Income** screen or **Trips and events** screen.
- Select the payment type and click **Confirm payment**.



- Ensure the **Record as gift aid payment?** box is ticked.
- Either click the down arrow to select an existing payer
or
Click the **Add payer** box to add a new payer. Enter the payer details.
- Click **Done** to complete the payment.
- Select **Yes** to print a receipt if required. The name of the Gift Aid donor and the Gift Aid payments total will be displayed on the receipt.

Payments made online for items eligible for Gift Aid will automatically be recorded as Gift Aid transactions, provided the parent has registered for Gift Aid (online or by the school).

4. Generate reports on Gift Aid transactions

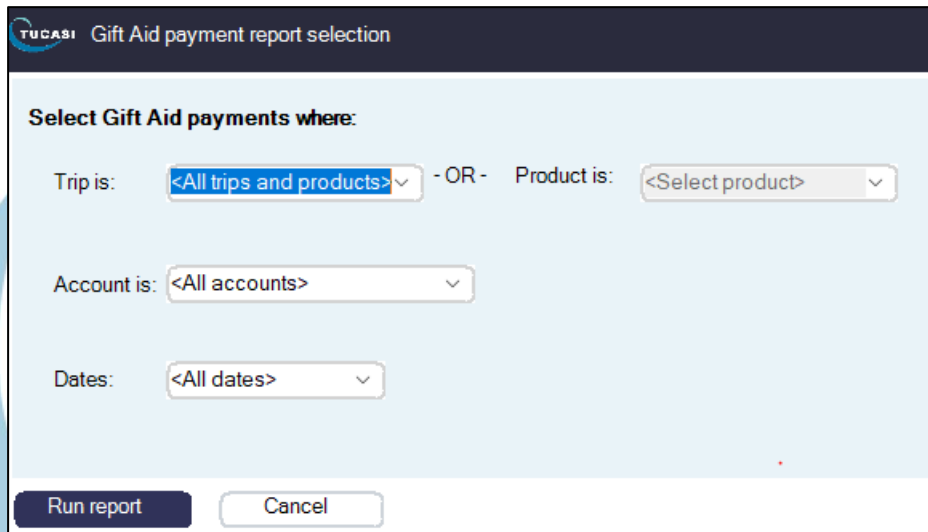
4.1. Gift Aid payment reports

This detailed report (see examples at the end of this document) displays all Gift Aid transactions by:

1. Individual transactions, and
2. Tax payer.

To generate the Gift Aid payment reports:

- On the **Reports** screen, select **Financial reports**.
- Select **Gift aid payment report**.
- Select the **Trip** or **Product**, or click the down arrow next to **Trip is** and select **All trips and products**.



The screenshot shows a dialog box titled "TUCAS1 Gift Aid payment report selection". It contains the following fields and options:

- Select Gift Aid payments where:**
- Trip is:** A dropdown menu with the selected option "<All trips and products>".
- OR -**
- Product is:** A dropdown menu with the selected option "<Select product>".
- Account is:** A dropdown menu with the selected option "<All accounts>".
- Dates:** A dropdown menu with the selected option "<All dates>".
- At the bottom, there are two buttons: "Run report" (highlighted in dark blue) and "Cancel".

- Select the **account** or leave the default **All accounts**.
- Select the **date** or leave the default **All dates**.
- Click **Run report**.

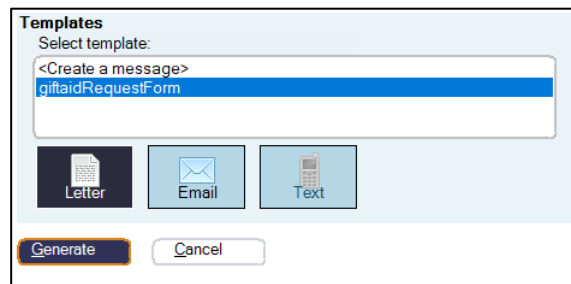
NOTE: This report is now in the correct format to be uploaded to the HMRC site. Two files are created in the SCO /GiftAidSchedule_[Today'sDate] folder ready for upload.

4.2. Gift Aid registration form

To generate a blank Gift Aid registration form, if required:

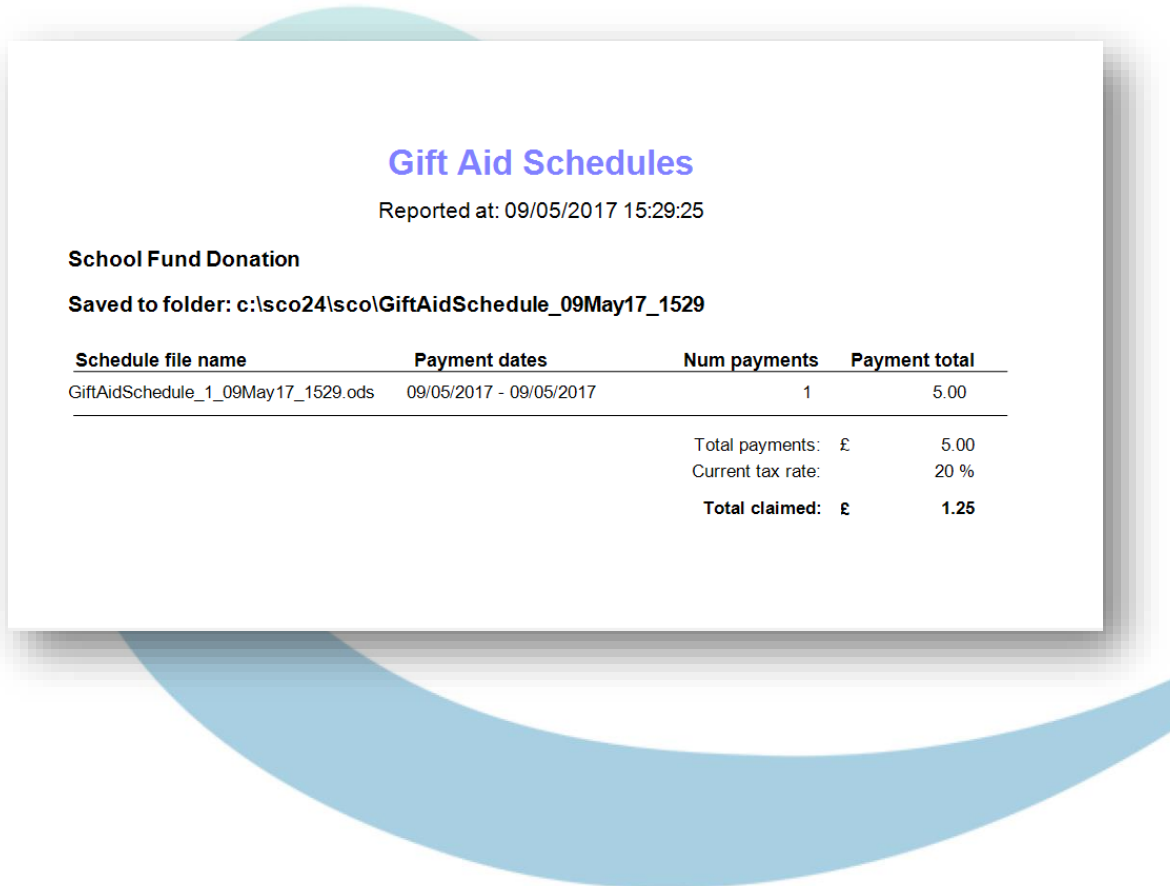
- On the **Reports** screen, select **Financial reports**.
- Select **Gift Aid registration form**.
- To print the registration form(s), select **Letter** and click **Generate**. The form(s) will open in Microsoft Word.

For schools using the **Communications** module, select **Email** to send the forms by email.



- If printing letters, **print** and/or **save** the forms as required, and exit Microsoft Word.
- Click **Close**.

4.3. Sample Gift Aid reports



Gift Aid Schedules
Reported at: 09/05/2017 15:29:25

School Fund Donation
Saved to folder: c:\sco24\sco\GiftAidSchedule_09May17_1529

Schedule file name	Payment dates	Num payments	Payment total
GiftAidSchedule_1_09May17_1529.ods	09/05/2017 - 09/05/2017	1	5.00

Total payments: £ 5.00
Current tax rate: 20 %
Total claimed: £ 1.25

HM Revenue & Customs

HM Revenue & Customs

Gift Aid donations schedule

How to complete this schedule:

Step 1 - Enter the date for the earliest donation you have received in the period that you are claiming for in Box 1.
Please note: This date should be the earliest date of a donation included in the schedule below.

Step 2 - Enter the amount of tax overclaimed in previous Gift Aid claims in Box 2. If you have not overclaimed any tax, leave this box blank.

Step 3 - Enter the details of each donation in the donations schedule table below. Enter values in pound sterling including pence.

Important note
 You **must not** alter the structure or formatting of data in this schedule. If you do HMRC will **not accept** your schedule.

More information about how to fill in this schedule is available on the HMRC website by following the link below. You must be connected to the internet to access the guide.
[Charities Online guidance](#)

Earliest donation date:
 Box 1: 03-08-16 (DD/MM/YY) *For schedules that include aggregate donations, the date entered in Box 1 may be earlier than any date entered in the donation date column of the donations schedule table below.*

Previously over-claimed amount:
 Box 2: *Please enter the previously over-claimed amount for Gift Aid donations in Box 2.*

The total below is automatically calculated from the amounts you enter in the schedule.
Total donations: £85.00

Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsor created	Donation date (DD/MM/YY)	Amount
1	Mr	Bob	Ackroyd Smith	12 Old Street, Manchester, M13 4GH				03-08-16	25.00
2	Mr	Bob	Ackroyd Smith	12 Old Street, Manchester, M13 4GH				03-08-16	30.00
3	Mrs	Sonia	Bazry	123 High Street, Burnley, LS3 1S35 TGA				03-08-16	30.00

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READY

How do I get help?



Email your query to the
 Tucasi Customer Support Team
support@tucasi.com



Tucasi Customer Support Team
02380 016 564
 8.30 am to 4.00 pm Monday to Friday

SCO Help Centre

See the
 Gift Aid section
help.tucasi.com