



Schools Cash Office
Income Administration Software

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 2.4.

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. Setting 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. Setting 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 registering 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, ensure their address details are correct then click **Confirm**.

giftaid it Boost your donation by 25p of Gift Aid for every £1 you donate.

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.

In order to Gift Aid your donations you must tick the box below:

I want to Gift Aid any future donations I make to Tucasi School 6.
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.

My details

Title: Mr
First name: Bob
Last name: Ackroyd Smith
Address 1: Main Street
Address 2:
Town/city: Eastleigh
County/state/province: Hants
Postcode: SO41 5LP
Country: United Kingdom

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	-£175.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£15.00
London	£220.00
Music Tuition 2014/15	£100.00

Quick links

All items

- Uniform
- Sweatshirts
- Polo shirts
- Cardigans
- Trips and events
- History
- MFL
- Music
- Charities

Confirm

Note: This will generate an automatic email notification to the Schools Cash Office administrator user.

In Schools Cash Office, 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. Registering 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).

Gift aid payer configuration: Ackroyd, Marc

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"/>	Mr Bob Ackroyd...	12 Old Street, Manchester, M3 4GH		Contact info
<input checked="" type="checkbox"/>	Mrs Susan Ac...	12 Old Street, Manchester, M3 4GH		Contact info

Buttons: Add new gift aid payer... (circled), Link to existing gift aid payer..., Save, Cancel

Add new gift aid payer

Please fill in the information for the new gift aid payer. All fields are required.

Title: Mrs

First name: Joan

Last name: Smith

Gift aid reference:

Address: 165 New Lane, Swinton, M6 3JJ

Buttons: 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**.

Generate mail merge

Templates

Select template:

giftaidRequestForm

Buttons: Letter, Email, Text, Generate, Cancel

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

- Click **Close**.

2.5. Configuring 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**.

2.6. Configuring events as eligible for Gift Aid

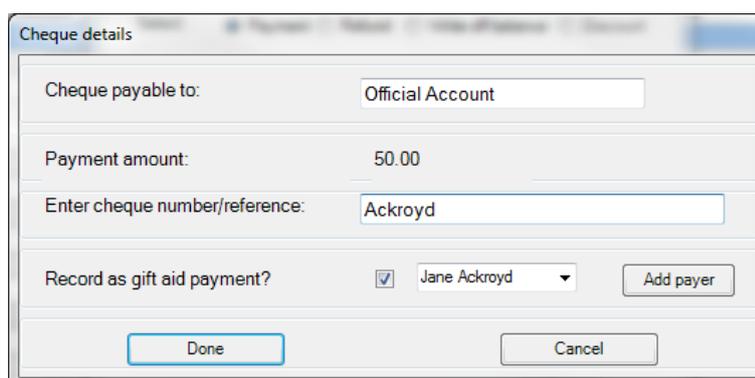
- On the **Trips and events** screen, select the required event.
- Click **Change trip**.
- Select **Tick this box if payments are eligible for gift aid**.
- Click **Save and exit**.
- Repeat for other events.

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**.



Cheque details

Cheque payable to: Official Account

Payment amount: 50.00

Enter cheque number/reference: Ackroyd

Record as gift aid payment? Jane Ackroyd Add payer

Done Cancel

- 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

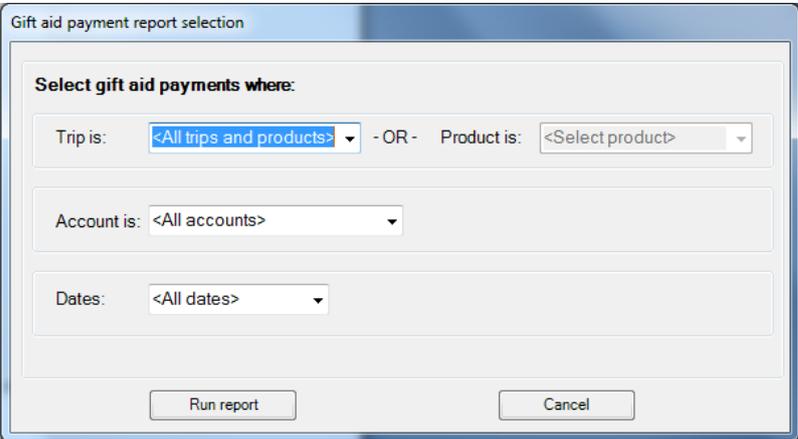
4.1. Gift Aid payment reports

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**.



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

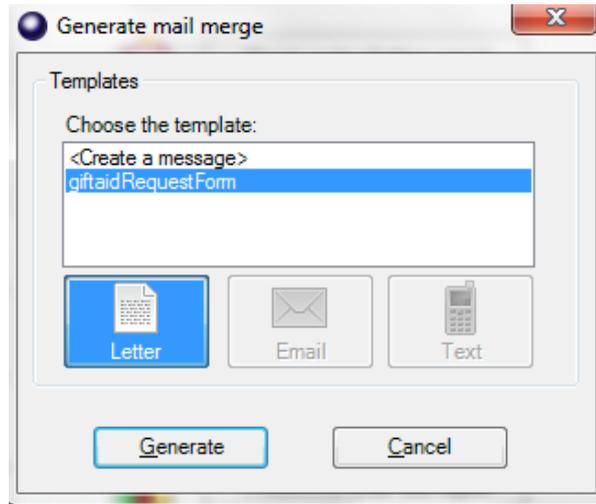
NOTE: This report is now in the correct format to be uploaded to the HMRC site. Two files are created in the SCO /GiftAidSchedule_[Today'sDate] folder ready for upload.

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

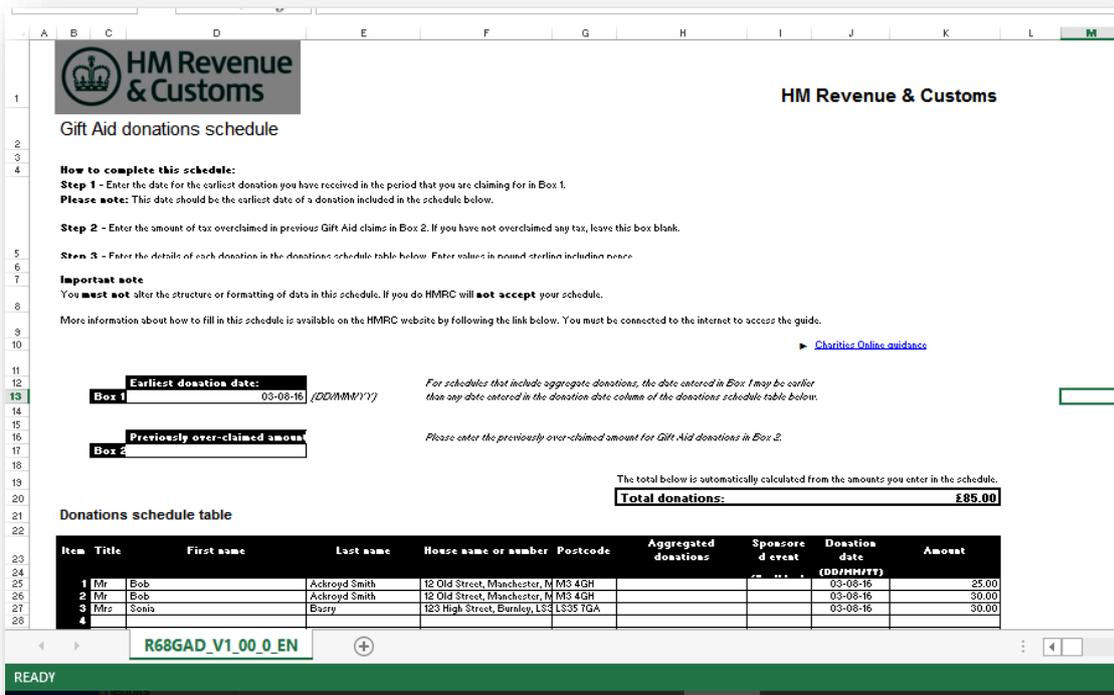
Gift Aid Schedules

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



5. Support

If you have any queries regarding Gift Aid in SCO, please contact:

Tucasi Customer Support
 Email: support@tucasi.com