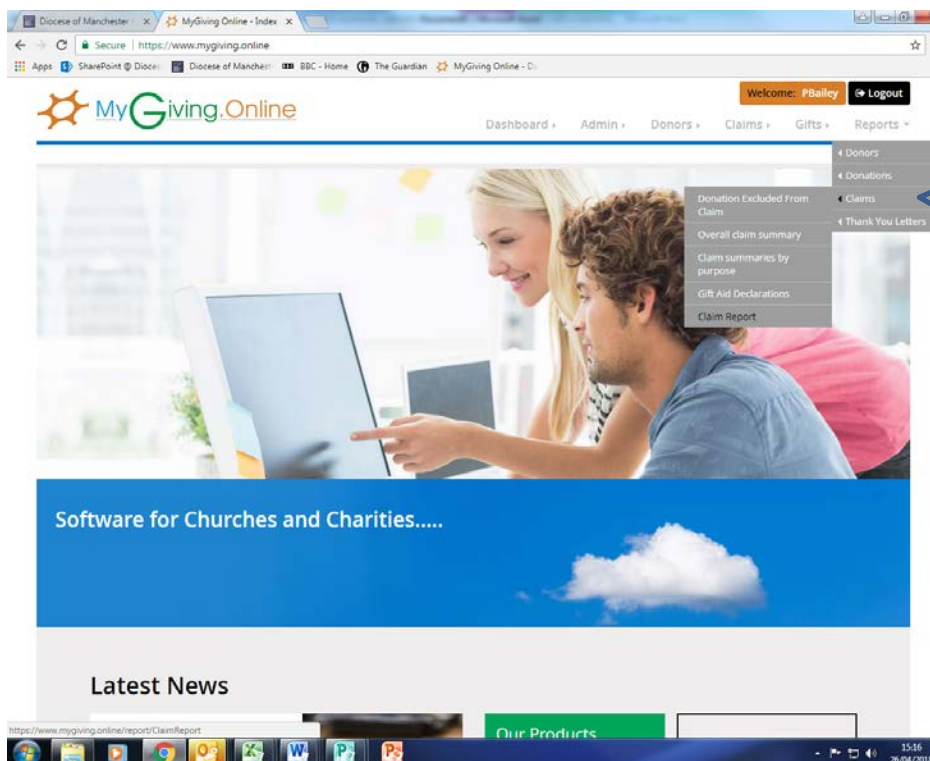


GAL 10 - Reconciling a summary of your Gift Aid claim before submitting your Church's authorisation form

This guide shows you how to produce a report containing the summary details of the month/quarterly claim you are submitting. You should create a report each quarter prior to submitting your Church's claim to the Gift Aid Team. As a result you'll be able to reconcile the amounts you've entered into Gift Aid Lite against your own records.

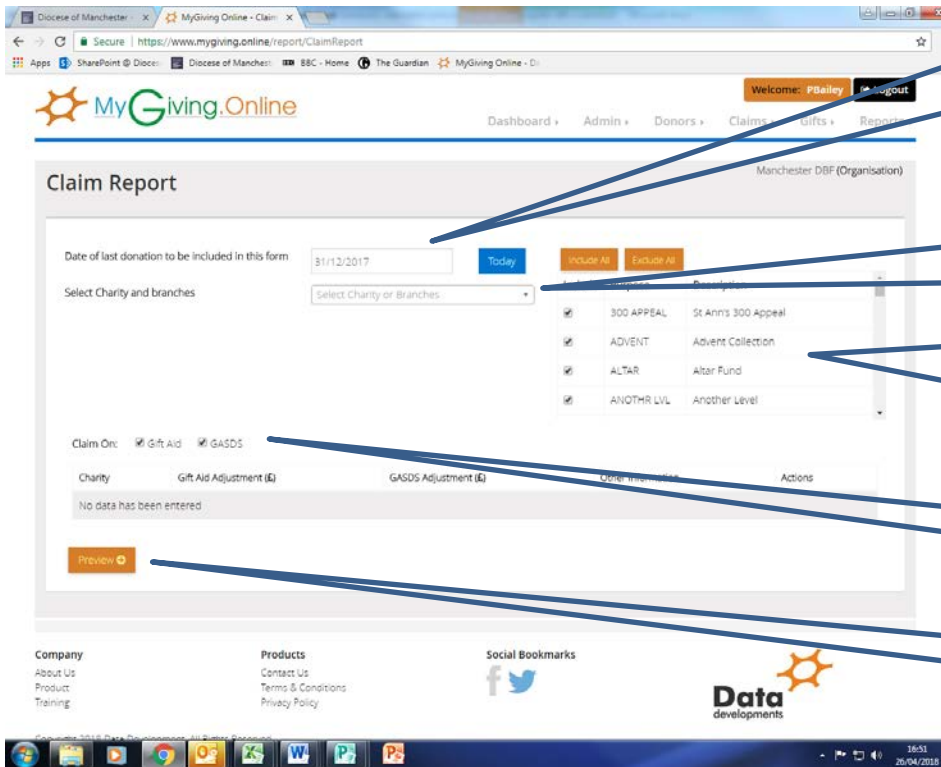
Here's a step by step guide on how to do this:

- Step 1



Click on Reports, Claims and Claims Report.

- Step 2



Enter in the date of the last donation to be included in the quarter.

Click on the name of your Church on the drop down list.

If needed, pick the relevant purposes for your Church.

Tick the Gift Aid and GASDS boxes.

Click on the Preview button.

- Step 3

Preview of Claim 30 April 2018 including donations dated on or before 31 December 2017

Practice Parish XXXXXXXXXX

Gift Aid **Earliest Gift Included: 08/01/2014**

Accounting Period	Donor	Reference	Last Gift Date	Amount
01/01/2014 to 31/12/2014	Mrs Elizabeth South	PRACTIC0000001	31/12/2014	£ 55.00
	Miss Claire Warren	PRACTIC0000006	08/01/2014	£ 2000.00
01/01/2015 to 31/12/2015	Aggregated donations (1)	000	30/06/2015	£ 126.55
	Mr Kevin Almond	PRACTIC0000003	30/06/2015	£ 52.50
	Sir James Emerald	PRACTIC0000000	30/06/2015	£ 282.99
	Mr Clive Froom	PRACTIC0000002	30/06/2015	£ 250.50
	Mrs Jane Inger	PRACTIC00000001	30/05/2015	£ 80.00
	Mrs Elizabeth South	PRACTIC0000001	30/06/2015	£ 87.63
	Mr Henry Toolbar	PRACTIC0000037	06/04/2015	£ 360.00
01/01/2017 to 31/12/2017	Mrs Linda Walliby	PRACTIC0000008	30/06/2015	£ 12.50
	Mr Robert Bruce	practic0000029	01/11/2017	£ 100.00
	Mrs Suzi Quatro	PRACTIC0000026	17/12/2017	£ 200.00
	Mr Francis Rossi	practic0000030	12/12/2017	£ 165.00
	Gift Aid Total			£ 3772.67

Claim Totals	Gift Aid	Other Income	GASDS	Totals
Donations	£3772.67	£0.00	£0.00	£3772.67
Claim	£943.17	£0.00	£0.00	£943.17
Adjustment	£0	£0.00	£0	£0
Adjusted claim	£943.17	£0.00	£0	£943.17

This is an example of the report. Print a copy for your files.

It should become best practice for your Church to reconcile your Gift Aid claim figures every quarter before submission using the authorisation form. To do this, please compare the totals produced by this report against your own quarterly paper/electronic record. They should be exactly the same.

Please send a copy of this report with your electronic Claim Authority form via email see below).

You don't need to complete and post the 'old' style claim paperwork to Church House.

Please complete and return with your submission

CLAIM AUTHORITY

Name of Church:

Please process donations for our Church stated above. We confirm that the 'Claim Report' (attached) has been checked and the entries agree with our records.

The cut-off date for claiming is

Refunds are required
(tick if required)

Please note –

- *Following completion of your input for the period, the 'Claim Report' must be produced and reconciled to your financial records. This must be sent in with this authority (guidance available in Fact Sheet 10).*
- *With the verification process, no claims can be made on new regular declarations, or one offs, until received and verified by our office – please ensure they are forwarded.*
- *Details of any required refunds should be submitted with this authority and the refunded tax will be deducted from the claim.*