

## Gift Aid donations schedule

### Get it right first time - how to complete this schedule:

- \* Don't change the layout of the schedule or change the name of the worksheet.
- \* Save the schedule as a .ods file not a Microsoft Excel .xlsx file, for example Gift Aid Jan 2014.ods.
- \* If any section isn't applicable leave it blank. Don't enter N/A or Nil.
- \* Don't include blank spaces or other characters at the start or end of boxes.
- \* Don't leave a blank row between donations.
- \* Enter the house name or number and the postcode of all donors that live in the UK. For donors living abroad, enter their address and put X in the 'Postcode' column.
- \* Stay within the maximum of 1,000 rows of donations.
- \* Aggregated donations are donations under £20 from different people totalling less than £1000 per line. When you add together donations from the same donor, you must keep the total under £1000.
- \* For sponsored events enter the participant's name and address, the date collected, and the total amount raised. Don't include any donations over £500 – these must be shown on a separate schedule.

Fig.1 shows an example of how to complete the schedule. For more information follow the link below. You must be connected to the internet to access the guidance.

[Charities online guidance](#)

Fig.1 Examples	Title up to 4 characters	First name or initial up to 35 characters with no spaces, or just enter an initial	Last name up to 35 characters	House name or number up to 40 characters	Postcode UPPER CASE and include a space	Aggregated donations a simple description up to 35 characters - DON'T enter Yes or Not Applicable.
	Prof	Henry	House Martin	152A	M99 2QD	
	Mr	John	Smith	100 Champs Elysees, Paris	X	
	Miss	B	Chaudry	21	L43 4FB	One off Gift Aid donations

### Enter details from here

	<b>Earliest donation date in the period of claim. (DD/MM/YY)</b>
<b>Box 1</b>	06/04/22

For aggregated donations, this date may be earlier than any date entered in the schedule.

	<b>Previously over-claimed amount. Leave blank if none</b>
<b>Box 2</b>	

Don't use a £ sign

Make sure you show the tax not the donation. This amount will be deducted from the total.

The total below is automatically calculated.

**Total donations:**

### Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations
1	MRS	SYLIVA	GIBBARD	THE GATEHOUSE	NN9 5NN	
2	MR	ANDREW	BALDOCK	THE MANSE	NN9 5JN	
3	MRS	LORRAINE	TODD	9	NN9 5JG	
4	MRS	RITA	WEST	29	NN9 5JB	
5	MRS	SUE	JOHNSON	78	NN9 5JG	
6	MR	STEVEN	WEST	58	NN9 5HA	
7	MRS	DEBRA	FARROW	13	NN9 5JG	
8	MR	JOHN	SWANN	23	NN9 5JB	
9	MRS	MARION	SCOTT	2	NN9 5EY	
10	MRS	MARGARET	COOMBES	20	NN9 5JA	
11	MR	ERK	BRIGGS	17	NN15 6QU	
12	MR	CHRIS	DAINES	2	NN15 5PR	
13	MRS	ANNE	DAINES	2	NN15 5PR	
14	MRS	JACQUE	RANDALL	14	NN9 5ET	
15	MR	JULIAN	FRANKS	15	NN14 4JS	
16	MR	NICK	ADDINGTON	42	NN9 5EW	
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

Save the aggregated donations column blank.  
Own separately as normal Gift Aid donations.

<b>Sponsored event</b> enter Yes or leave blank	<b>Donation date</b> (DD/MM/YY) DON'T use hyphens or full stops	<b>Amount</b> DON'T use a £ sign
	24/03/15	240.00
	24/06/15	250.00
	31/03/15	880.00
Yes	26/04/15	80.00

the donation date column of the donations schedule table

om your claim.

y calculated from the amounts you enter in the schedule.

**£10,009.49**

[illegible]

39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					
101					
102					
103					
104					
105					
106					
107					
108					
109					
110					
111					
112					
113					
114					
115					
116					
117					
118					
119					
120					
121					
122					
123					
124					

[illegible]

125					
126					
127					
128					
129					
130					
131					
132					
133					
134					
135					
136					
137					
138					
139					
140					
141					
142					
143					
144					
145					
146					
147					
148					
149					
150					
151					
152					
153					
154					
155					
156					
157					
158					
159					
160					
161					
162					
163					
164					
165					
166					
167					
168					
169					
170					
171					
172					
173					
174					
175					
176					
177					
178					
179					
180					
181					
182					
183					
184					
185					
186					
187					
188					
189					
190					
191					
192					
193					
194					
195					
196					
197					
198					
199					
200					
201					
202					
203					
204					
205					
206					
207					
208					
209					
210					

[illegible]

211					
212					
213					
214					
215					
216					
217					
218					
219					
220					
221					
222					
223					
224					
225					
226					
227					
228					
229					
230					
231					
232					
233					
234					
235					
236					
237					
238					
239					
240					
241					
242					
243					
244					
245					
246					
247					
248					
249					
250					
251					
252					
253					
254					
255					
256					
257					
258					
259					
260					
261					
262					
263					
264					
265					
266					
267					
268					
269					
270					
271					
272					
273					
274					
275					
276					
277					
278					
279					
280					
281					
282					
283					
284					
285					
286					
287					
288					
289					
290					
291					
292					
293					
294					
295					
296					

[illegible]



297					
298					
299					
300					
301					
302					
303					
304					
305					
306					
307					
308					
309					
310					
311					
312					
313					
314					
315					
316					
317					
318					
319					
320					
321					
322					
323					
324					
325					
326					
327					
328					
329					
330					
331					
332					
333					
334					
335					
336					
337					
338					
339					
340					
341					
342					
343					
344					
345					
346					
347					
348					
349					
350					
351					
352					
353					
354					
355					
356					
357					
358					
359					
360					
361					
362					
363					
364					
365					
366					
367					
368					
369					
370					
371					
372					
373					
374					
375					
376					
377					
378					
379					
380					
381					
382					

[illegible]

383					
384					
385					
386					
387					
388					
389					
390					
391					
392					
393					
394					
395					
396					
397					
398					
399					
400					
401					
402					
403					
404					
405					
406					
407					
408					
409					
410					
411					
412					
413					
414					
415					
416					
417					
418					
419					
420					
421					
422					
423					
424					
425					
426					
427					
428					
429					
430					
431					
432					
433					
434					
435					
436					
437					
438					
439					
440					
441					
442					
443					
444					
445					
446					
447					
448					
449					
450					
451					
452					
453					
454					
455					
456					
457					
458					
459					
460					
461					
462					
463					
464					
465					
466					
467					
468					

[illegible]

469					
470					
471					
472					
473					
474					
475					
476					
477					
478					
479					
480					
481					
482					
483					
484					
485					
486					
487					
488					
489					
490					
491					
492					
493					
494					
495					
496					
497					
498					
499					
500					
501					
502					
503					
504					
505					
506					
507					
508					
509					
510					
511					
512					
513					
514					
515					
516					
517					
518					
519					
520					
521					
522					
523					
524					
525					
526					
527					
528					
529					
530					
531					
532					
533					
534					
535					
536					
537					
538					
539					
540					
541					
542					
543					
544					
545					
546					
547					
548					
549					
550					
551					
552					
553					
554					

[illegible]

555					
556					
557					
558					
559					
560					
561					
562					
563					
564					
565					
566					
567					
568					
569					
570					
571					
572					
573					
574					
575					
576					
577					
578					
579					
580					
581					
582					
583					
584					
585					
586					
587					
588					
589					
590					
591					
592					
593					
594					
595					
596					
597					
598					
599					
600					
601					
602					
603					
604					
605					
606					
607					
608					
609					
610					
611					
612					
613					
614					
615					
616					
617					
618					
619					
620					
621					
622					
623					
624					
625					
626					
627					
628					
629					
630					
631					
632					
633					
634					
635					
636					
637					
638					
639					
640					

[illegible]



641					
642					
643					
644					
645					
646					
647					
648					
649					
650					
651					
652					
653					
654					
655					
656					
657					
658					
659					
660					
661					
662					
663					
664					
665					
666					
667					
668					
669					
670					
671					
672					
673					
674					
675					
676					
677					
678					
679					
680					
681					
682					
683					
684					
685					
686					
687					
688					
689					
690					
691					
692					
693					
694					
695					
696					
697					
698					
699					
700					
701					
702					
703					
704					
705					
706					
707					
708					
709					
710					
711					
712					
713					
714					
715					
716					
717					
718					
719					
720					
721					
722					
723					
724					
725					
726					

[illegible]

727					
728					
729					
730					
731					
732					
733					
734					
735					
736					
737					
738					
739					
740					
741					
742					
743					
744					
745					
746					
747					
748					
749					
750					
751					
752					
753					
754					
755					
756					
757					
758					
759					
760					
761					
762					
763					
764					
765					
766					
767					
768					
769					
770					
771					
772					
773					
774					
775					
776					
777					
778					
779					
780					
781					
782					
783					
784					
785					
786					
787					
788					
789					
790					
791					
792					
793					
794					
795					
796					
797					
798					
799					
800					
801					
802					
803					
804					
805					
806					
807					
808					
809					
810					
811					
812					

[illegible]

813					
814					
815					
816					
817					
818					
819					
820					
821					
822					
823					
824					
825					
826					
827					
828					
829					
830					
831					
832					
833					
834					
835					
836					
837					
838					
839					
840					
841					
842					
843					
844					
845					
846					
847					
848					
849					
850					
851					
852					
853					
854					
855					
856					
857					
858					
859					
860					
861					
862					
863					
864					
865					
866					
867					
868					
869					
870					
871					
872					
873					
874					
875					
876					
877					
878					
879					
880					
881					
882					
883					
884					
885					
886					
887					
888					
889					
890					
891					
892					
893					
894					
895					
896					
897					
898					

[illegible]

899					
900					
901					
902					
903					
904					
905					
906					
907					
908					
909					
910					
911					
912					
913					
914					
915					
916					
917					
918					
919					
920					
921					
922					
923					
924					
925					
926					
927					
928					
929					
930					
931					
932					
933					
934					
935					
936					
937					
938					
939					
940					
941					
942					
943					
944					
945					
946					
947					
948					
949					
950					
951					
952					
953					
954					
955					
956					
957					
958					
959					
960					
961					
962					
963					
964					
965					
966					
967					
968					
969					
970					
971					
972					
973					
974					
975					
976					
977					
978					
979					
980					
981					
982					
983					
984					

[illegible]



985					
986					
987					
988					
989					
990					
991					
992					
993					
994					
995					
996					
997					
998					
999					
1000					

**Stop! If you try to enter more than 1,000 rows of donations, you'll get an error message and you won't be able to submit your claim. You will need to submit this claim with up to 1,000 rows of donations and then make another claim**

[illegible]