



## **Dear Parent/Carer**

As you will no doubt appreciate, Government funding for schools is under pressure, reducing the amount of money available to improve the school's facilities for the boys and it limits our ability to enrich their educational experience. More than ever, we are relying heavily on the generous voluntary donations that parents contribute to School Development Fund, to maintain our enrichment programme and to improve our school facilities.

## **Your questions about School Development Fund answered**

### ***How much is Development Fund and how will it be spent?***

The annual contribution is determined by the Governing Body and for 2019/20 this the suggested amount of voluntary contribution will be £100 a year or £10.00 per family per month. We understand that some families might like to contribute less or more than the suggested amount and we are grateful for all donations.

School Development Fund is used for a variety of purposes but the general principle is that it must be used for the benefit of all the boys. School Development Fund is also used in conjunction with larger projects and more recently it has contributed to the refurbishment of the school canteen. Last year it contributed to the refurbishment of boy`s toilets on the B floor and the purchase of a school minibus. Every year it provides funding for extra-curricular enrichment and extension activities.

### ***How is the use of School Development Fund controlled?***

The accounting controls of School Development Fund are identical to the rigorous controls that the school is required to exercise over its government grants.

***Is School Fund audited?*** The Governors are committed to providing annual accounts and these will be available together with the school's public fund accounts on the school website.

***How can we pay the contributions?*** We prefer School Development Fund to be paid by Standing Order. Alternatively you can pay via ParentPay - the contribution you will see will be £100.00, however you will be able to amend the amount and pay the contribution in instalments if it is more affordable for you. If you wish to pay by cheque please make it payable to Southborough High School. If you have any queries please contact the Finance Office [cloveday@southborough.kingston.sch.uk](mailto:cloveday@southborough.kingston.sch.uk).

**For how long will the Standing Order be effective?** For as long as you choose. The majority of boys stay for seven years including two years in the Sixth Form. However, should your circumstances change you can cancel or amend the Standing Order at any time by writing to your Bank. We would ask that you also advise us in writing and enclose a copy of the letter to your Bank. Standing Orders can be authorised for any period that you choose. Most commonly, they are either monthly, quarterly or annually.

**So how do I pay by Standing Order?** Simply complete the Standing Order instruction attached and return it to school. Alternatively please set up your standing order on internet banking.

**What is so important about Gift Aid?** The school is a registered charity and is therefore eligible to reclaim from HMRC the basic rate tax that you have already paid on your earned income. The amount that can be reclaimed depends upon the size of the donation. The following table illustrates the advantage to the school of you signing a Gift Aid Declaration.

You donated annually	£100.00
School can reclaim from HMRC each year	£25.00
The total value of your donation	£125.00

**So exactly what is a Gift Aid Declaration?** The Gift Aid Declaration is a legal document in which you state that any donation you make to the School Fund is from your taxed income. The school then reclaims the tax you have already paid for the school development fund. It continues in force until such time as you cease to donate to the School Development Fund or you no longer pay income tax and/or capital gains tax equal to the tax the school reclaims on your donation.

**I pay tax at the higher rate, can I reclaim this?** If you pay tax at the higher rate, you can claim further tax relief for yourself in your Self Assessment Tax Return or by notifying HMRC who will amend your tax code.

**So how do I go about contributing to School development Fund by Gift Aid?** Simply complete the Gift Aid Declaration attached and return it to School with your donation or Standing Order Mandate.

## STANDING ORDER MANDATE

To \_\_\_\_\_ Bank plc

\_\_\_\_\_ Branch

**Please pay:**

Beneficiary`s bank and branch name	<b>Lloyds Bank plc, Epsom</b>
Beneficiary`s sort code	<b>30-80-33</b>
Beneficiary`s account number	<b>24441860</b>
Beneficiary`s name	<b>Southborough High School</b>
When making payment please quote (complete in the following format 19-20/pupil`s surname/pupil`s name)	

**Please make the first payment on 1<sup>st</sup> of September 2019 or on \_\_\_\_\_** (please delete as appropriate) **and**

**Monthly/Quarterly/ Annually thereafter** (please delete as appropriate)

for the sum of \_\_\_\_\_ (amount in words)£ \_\_\_\_\_ figures

**Standing order to be paid from:**

Name(s) of the account holder(s)	
Sort code	
Account number	

**Note: If you use internet banking, you can set up the standing order on-line (no need to return the form to school)**

Signature (s) \_\_\_\_\_

Date \_\_\_\_\_

## GIFT AID DECLARATION

Name of Charity: **SOUTHBOROUGH HIGH SCHOOL**

**Student name:** \_\_\_\_\_

### Donor details:

Title	Mr/Mrs/Miss/Ms (Please delete as appropriate)
Name and Surname	
Address	

I would like Southborough High School to treat all donations I make for the academic year 2019-20, and all future donations until I notify you otherwise, as Gift Aid donations and reclaim tax accordingly.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Notes

1. Please notify the charity if you change your name or address while the declaration is still in force.
2. You can cancel your declaration at any time by notifying the charity – it will then not apply to the donations you make on or after the date of cancellation or such later date as you specify.
3. 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. If in 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 a higher rate, you can claim further tax relief in your Self-Assessment tax return. Our HMRC charities reference number is **XT37360**.