

## **CASC'S – GIFT AID AND VOLUNTEERS' EXPENSES**

### **STEP BY STEP GUIDE**

#### **Background**

- CASC's may reimburse expenses which are proper, reasonable and evidenced, to volunteers who assist them.
- Where a volunteer foregoes the expenses to which he or she is entitled these do not qualify for Gift Aid
- There is however an alternative approach for volunteers who are UK taxpayers.
- The expenses can be actually reimbursed to the volunteer who may then make a qualifying Gift Aid donation to the CASC.
- This will mean that the CASC can claim a repayment from HMRC which for the next 3 tax years amounts to of 28p for every £1 given.

#### **Steps to be taken**

1. The Clubs Rules must authorise the reimbursement of costs (such as travel, postal or photocopying) properly incurred by volunteers in carrying out their voluntary work for the club. (1)
2. The volunteer should make a claim for reimbursement for any reasonable expenses incurred on a claim form supported by appropriate invoices, receipts etc which is then approved by the club treasurer/secretary. (2)
3. The volunteer should be paid the expenses to which he or she is entitled by the club (on at least one occasion the payment should be made by cheque rather than cash).
4. The volunteer is then in a position to keep the money or pay all or part of it back to the club under Gift Aid. This will involve the completion of a Gift Aid declaration.
5. The CASC should complete Gift Aid documentation and forms in accordance with the normal procedures and submit a tax repayment claim to HMRC.
6. The CASC should keep appropriate records to show what has been done.
7. This is only suitable for volunteers who have themselves paid at least as much UK tax as the amount due on the grossed up donation.

#### **Notes:**

- (1) The approach is principally directed at volunteers for their voluntary work for the club e.g. as a Committee member, not for expenses incurred by members for playing for

the club. In the case of playing members the reimbursements they can receive under the CASC rules are limited to reasonable travel expenses to away matches and the cost of attending coaching courses. However there is no reason why this approach cannot be used for these two types of expense reimbursements received by players without causing the club to be deregistered.

- (2) The reimbursement of reasonable expenses incurred by the volunteer should not cause him or her to be treated as an employee for PAYE or NIC purposes nor to come within the National Minimum Wage provisions.