

GIFT AID DONATIONS



Any income received from a person and you can claim Gift Aid should be booked here. This allows you to keep track of your donors and their donations. You will also need to book them this way to be able to produce a Gift Aid Schedule. Your donor information should be set up in the Donor Maintenance program before any bookings are made.

- Reference 1** Enter a reference.
- Reference 2** Optional, this may be used to record additional information.
- Comment** Optional, this may be used to record additional information.
- Money account** This will default to your first station bank account. Click the down arrow and select a different account if applicable.
- Default donation account** Click the down arrow and select the income analysis code for the donation amount. This can be changed against line in the grid below if different to the default.
- GA income account** Click the down arrow and select the income analysis code for the gift aid element of the donation amount. This will only apply to the donors who have the Gift Aid flag set to Y.
- Station** This will default to your station.
- Project code** Leave blank or select from the drop down list if applicable.
- Default date** This is the date it is booked to the accounts. This can be any date in the past in after your finished date. You can type the date in or click on the calendar box. It will use this date for all the donations entered that have nothing in the effective date in the grid below.

Donations grid

- Effective date** Leave this blank if the date of the donation is the same as the default date, if not enter the date.
- Donor ref** Select the donor that made the donation. Either right click to display all donors or double click in this field to search by donor ref, name or address
- Name** This will be automatically entered when the donor is selected.
- Amount** Enter the amount of money donated by the donor.
- Station** Leave this blank as it will use the default station.
- Project** Leave blank or select from the list box
- GA** It will default to Y if the Gift Aid flag is set to Y in Donor Maintenance. You can override this to N if you can't claim gift aid on this particular donation.
- Donation a/c** This will default to the 'default donation a/c' selected at the top of the screen. If it's different for this donation then right click and select the correct account.
- Note** Optional. You can add a note.

When all the information has been entered click on the Confirm button and it will check that nothing is missing.

If all is ok then click on the Record button to save and complete the transaction.

The screenshot shows a software interface for entering donation data. At the top, there are several input fields: Reference 1 (Dons 25/07/23), Reference 2, Comment (Donations received on 25/07/23), Money account (BK-007-610), Default donation a/c (2120), GA income account (2140), Station (007), Project code, and Default date (25/07/23). There are also checkboxes for 'Hide names' and 'Individual Bookings', and a section for 'Order by' with radio buttons for 'Date', 'Reference', and 'Surname'. On the right, summary statistics are shown: Total 70.00, Gift Aided 70.00, and Tax 20%. Below these fields is a table with the following columns: Eff date, Donor ref, Name, Amount, Station, Project, GA, Donation a/c, and Note. The table contains two rows of data: 10002 Brown Helen 20.00 Y, and 10003 Green Peter 50.00 Y. At the bottom of the interface are buttons for Confirm, Donor Maint, Delete Line, Print, and Exit.

Example of an 'Other donations' booking