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To: Federation Treasurers

Cc: Federation Chairmen
Federation Secretaries
Board of Trustees
NFWI Senior Staff

26 July 2018



Dear Federation Treasurer

New Gift Aid Guidance and Procedures

Following our communication in December last year regarding Gift Aid, I can now confirm that HMRC's Charities Technical Adviser has accepted our guidance and procedures for WIs, federations and the NFWI to claim Gift Aid on their respective share of the subscription. Copies have been attached and will be available on My WI to guide you through the process.

The guidance contains a new Gift Aid declaration form, listing all three parties and the amounts paid to them. The form must be used for any Gift Aid claims relating to the 2018 subscriptions and beyond. The HMRC Adviser also confirmed that members do not need to complete a new form every year; rather the annual subscription notification needs to be sent to all members. This will be done in *WI Life* magazine.

These guidance and procedures must be adhered to in order to satisfy HMRC's audit requirements for claiming Gift Aid.

We are currently exploring the possibility of uploading individual Gift Aid declaration forms on to the MCS and will keep you informed with update in due course.

Please share this information with your WIs.

If you have any questions please do not hesitate to contact me.

With best wishes

Yours sincerely

A handwritten signature in black ink, appearing to read 'Edward Adomako', written over a white background.

Edward Adomako
Head of Finance