

Dear WI Treasurer

I am writing to ask for your assistance.

As you know, at the beginning of 2018, there was a change to the treatment of the WI subscription. As well as changing the way that the Federation's and National's share of members' subscription is handled and recorded, there has also been a change to the way Gift Aid can be claimed with each WI only being able to claim Gift Aid on its share of a member's subscription. I know that for any WI claiming Gift Aid, this has meant a serious reduction in income.

The Federation (and National), provided certain conditions are met, is able to claim Gift Aid on their share of a member's subscription. (It is worth noting though, that the Federation's Board of Trustees has agreed that any money that the Federation can reclaim will be used to provide financial assistance to Hampshire WIs.)

I am now looking at the best way for the Federation to claim Gift Aid for all members who pay tax in their own right (one of the criteria).

In order to do this I need you to ask any members of your WI who pay income tax if they are willing to sign a Gift Aid declaration.

The next steps in order to provide an audit trail:

1. Keep a spreadsheet showing the gift aid declarations
2. Keep one copy of the signed gift aid declaration and send a copy or email a scanned copy to WI House with a copy of your spreadsheet
3. If your WI is NOT claiming Gift Aid, please ask tax paying members of your WI if they are happy to sign a declaration so that the Federation can claim the gift aid and send or email to WI House as above.

I know that National will also need to access to the form and I am happy for WI House to be the conduit between your WI and National so that National can also claim Gift Aid on their share of the members' subscriptions.

A couple of points:

- A. Dual Members: A WI can claim Gift Aid on a Dual Member's subscription (regardless of whether the WI is the members' primary WI or not) but the Federation will only be claiming Gift Aid on its share of the member's subscription that is remitted to the Federation.
- B. A lot of home printers will also scan documents. If you do not have access to a scanner, please contact your WI Adviser who may be able to help or bring the forms to WI house so that they can be scanned there.

If you have any queries or suggestions please do contact me, treasurer@hampshirewi.org.uk

Thank you for your time and attention.

Gail Pussard
HCFWI Federation Treasurer