

Retail Gift Aid

Course Outline

Delivered with Eproductive and based on the HMRC approved training guidance, this one day course aims to show you how any charity shop in the UK can effectively implement and operate the Retail Gift Aid scheme to the advantage of whichever cause you support.

Course Aims:

- Set up and run a Retail Gift Aid system in your shop
- Improve any current systems you have and ensure they are compliant
- Understand your legal requirements
- Train your volunteers in operating a system

Course Programme

- 9.30** Arrival and coffee
- 10.00** Welcome and introduction
- 10.15** What is Gift Aid?
Setting up Retail Gift Aid
- 11.15** Break
- 11.30** On the shop floor
- 12.30** Lunch
- 1.30** Admin confidence
- 2.00** Compliance – keeping HMRC happy
- 3.00** Coffee break
- 3.15** Q&A Session / Surgery
- 4.15** Final discussions
- 4.30** End