



Crofton Infant School

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FRIENDS OF CROFTON INFANT SCHOOL FUND and Gift Aid Donations

Dear Parents

In January 2007 the school's Governors launched a voluntary fund to boost the money we have to spend on your child/children.

School budgets are still extremely tight with Bromley schools receiving below inflation rises which puts pressure on our school budget. The local authority has indicated that schools will need to make 'efficiency savings'. Any savings will clearly impact on the service we can provide to you and your child, whether this is staffing levels or other resources. You can help us by supporting the **Friends of Crofton Infant School Fund**.

Your support is vital and will have a real and direct impact on your child in school.

THE SCHEME

The Friends of Crofton Infant School Fund has been established and the funds raised will provide specific additional costs such as teaching materials, replacing items, books and multi media equipment.

The use of funds generated through parental contributions will:

- meet agreed needs
- be fully transparent
- be monitored by a Joint Fund Raising Committee of staff, Governors and parent members of the PSA Committee

Contribution levels

The voluntary contribution requested is **£30 a year** (£10 a term) per child.

School Trips

The Friends of Crofton Infant School Fund **does not** include the costs relating to school trips and visits from theatre groups etc. We will continue to invite parents to make a financial contribution via ParentPay. School trips are currently running at a loss running into four figures each year.

Charitable Status

The Friends of Crofton Infant School Fund operates through the Parent Staff Association which is a registered charity, and this means the school takes full advantage of Gift Aid tax reclaim. A £30 donation to the Friends of Crofton School Fund under a gift aid declaration will allow the school to claim a tax refund of £7.50 based on current tax rates.



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development



Privacy

Contributions to The Friends of Crofton Infant School Fund paid through the PSA will be maintained in a separate account, administered through the Crofton secretariat from which all funds will flow directly to the school. The accounting and tax reclaim procedures will be carried out by an authorised member of the PSA who will be approved by the Joint Fundraising Committee for this purpose. The accounts will be subject to audit by the Joint Fund Raising Committee and an independent auditor, and details of donations to the fund will be kept discreet from the general workings of the PSA.

Collection of Contributions

Cash/Cheque

We are asking parents to make a contribution for the next academic year of **£30 per child** (or £10 a term) with cheques payable to **The Friends of Crofton Infant School Fund**.

Standing Order or Internet Banking

It is also possible to make payments direct to the account, either by writing to your bank asking them to create a standing order in favour of the Fund, or, for internet banking, by following the procedures set out on-line.

The account details are: Sort Code 40-36-17 Account No. 11417673

Please use your child's name and class number as a reference. Payment amounts can be made to suit you and of course you can make a payment for more than £30 a year. If you cannot meet the suggested levels we ask that you contribute whatever you can afford.

Give As You Earn

Finally you could consider 'Give As you Earn'. This scheme gives money from your pay before you get it, so what you never had, you never miss! Many employers operate this scheme and you need to talk to your payroll department to organise this.

What you need to do now

We ask that you consider making a £30 contribution per child either in one single amount or 3 termly contributions of £10. To ease administration, we ask that termly contributions are made by three post dated cheques submitted at the beginning of the financial year.

You can complete and return a Gift Aid Declaration (attached to this letter) for the tax year when you submit the annual payment (or 3 termly contributions). This maximises your contribution.

Cash or cheque contributions should be submitted in an envelope bearing your child's name and class and clearly marked **The Friends of Crofton Infant School Fund**. The envelope should be posted in the PSA postbox in the entrance hall.

If you contributed in 2008/09 school year, many thanks. I would like to thank everyone who is about to make a contribution for 09/10. Your donation will help every child in the school.

Yours sincerely



Mr J Brown
Headteacher
On behalf of the Governing Body



CROFTON INFANT SCHOOL
PARENT STAFF ASSOCIATION ("The Charity")

Donations to the Friends of Crofton Infant School Fund

GIFT AID DECLARATION

Child's Name	Class
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Details of Donor:

Title Forename(s)..... Surname

Address.....

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..... Postcode.....

I wish the Charity to treat all donations I make from the date of this Declaration until I notify you otherwise, or until the end of the current tax year as Gift Aid donations.

Signed..... Date.....

Notes

1. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (25p for each £1 you give in the 2009/10 tax year – equivalent to basic rate of 20%).
2. You can cancel this declaration at any time by notifying the charity.
3. If in future your circumstances change and you no longer pay tax on your income and capital gains tax equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity (via the School Office), or ask your local tax office for leaflet IR65.
6. Please notify the charity if you change your name or address.
7. Please be assured that all personal details will be kept in a Private and Confidential secure folder.