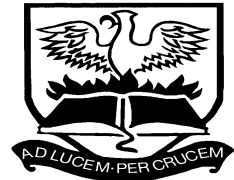


Archbishop Blanch School



Special Resources Fund



Dear Parent(s)

For many years, parents of pupils at the school have very kindly given money to the school. Their generosity is now making a real difference to what we are able to offer *your* daughter, in terms of better resources, better surroundings and better equipment.

Each year a group of parents leave the school, and each year we ask parents of the incoming Year 7 whether they would consider taking their place by contributing to the school's funds. **Please could you help us?**

Any amount you can give, no matter how small, will help us. We would encourage you, if at all possible, to consider giving on a regular basis. If you are able to give us for example £13 each month for 5 years, with the tax we can claim back the school will benefit to the tune of £1,000.

Three separate forms are attached:

- The **YELLOW** form is for **one-off donations** to our "**Special Resources**" Fund. If you pay tax, we can reclaim the tax you have paid on your gift from the taxman. This means that every £1 you give is worth £1.28 to us. **Please be sure to fill in the appropriate section on the form if you pay tax:** it makes all the difference!
- The **WHITE BANKER'S ORDER** form is to set up a **standing order**, so that you can **give regularly** to the school. **If you pay tax**, please complete the **LILAC** form which is a **gift-aid declaration** form for **regular** contributions to our "**Special Resources**" Fund, thus allowing the school to reclaim the tax on your donation.
- Once you have completed the form(s), please return for the attention of **The Bursar**, ARCHBISHOP BLANCH HIGH SCHOOL, Mount Vernon Road, LIVERPOOL, L7 3EA.

Thank you in anticipation of your generosity. You will be investing in something that is of supreme importance to both of us - your daughter's education, and your daughter's future.

Yours sincerely,

JANE GRIFFITHS

Headteacher

ARCHBISHOP BLANCH HIGH SCHOOL
Gift Aid Declaration Form for REGULAR Contributions
to the Special Resources Fund

Name of Charity:	ARCHBISHOP BLANCH HIGH SCHOOL
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Details of Donor		
Title:	Forename(s)	Surname:
Address:		
		Postcode:

I want the school to treat all donations I have made since 6 April 2009 and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

Signed: _____ Date: _____

- Notes:**
- 1 You can cancel this declaration at any time by notifying the charity, it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
 - 2 You must pay an amount of income tax and/or capital gains tax at least equal to the tax the charity reclaims on your donations in the tax year (currently 28p for each £1 you give). This means provided you will have paid sufficient tax equivalent to the tax due on the payment to the charity (school) you can make a Gift Aid declaration.
 - 3 If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax 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 The Inland Revenue requires that all payments made are in a verifiable form i.e. Standing Order, Cheque, Envelopes, or are receipted. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity; or ask your local tax office for leaflet IR113 *Gift Aid*
 - 6 Please notify the charity (school) if you change your name and address

ARCHBISHOP BLANCH HIGH SCHOOL
Gift Aid Declaration Form for ONE-OFF DONATIONS
to the Special Resources Fund

Name of Charity:	ARCHBISHOP BLANCH HIGH SCHOOL
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Details of Donor		
Title:	Forename(s)	Surname:
Address:		
		Postcode:

I want the charity to treat the enclosed donation of £_____ as a Gift Aid Donation

Signed: _____ Date: _____

- Notes:**
- 1 You can cancel this declaration at any time by notifying the charity.
 - 2 You must pay an amount of income tax and/or capital gains tax at least equal to the tax the charity reclaims on your donations in the tax year (currently 28p for each £1 you give). This means provided you will have paid sufficient tax equivalent to the tax due on the payment to the charity (school) you can make a Gift Aid declaration.
 - 3 If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax 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; or ask your local tax office for leaflet IR113 *Gift Aid*
 - 6 Please notify the charity (school) if you change your name and address

To: ARCHBISHOP BLANCH HIGH SCHOOL
Donation by Standing Order
BANKER'S ORDER

To the Manager:	
Bank/Building Society Address:	
Postcode:	
Account Number:	
Name of Account to be Debited:	
Address of Account Holder:	
Postcode:	
Pay:	ARCHBISHOP BLANCH HIGH SCHOOL
Bank:	HSBC LTD
4 Dale Street, Liverpool L69 2BZ	
Name of Account:	SPECIAL RESOURCES FUND
Account Number:	52192268
Sort Code:	40-29-08
The sum of £ _____	
Starting on (insert start date): _____	
and on the same day	
Month* Quarter* Year*	
<i>*(please delete as appropriate)</i>	
Signed: _____	Date: _____
If you are a taxpayer please complete attached form	

Return the completed Banker's Order to
The Bursar, ARCHBISHOP BLANCH HIGH SCHOOL,
Mount Vernon Road, Liverpool L7 3EA

