



# Tax training for fundraisers

## Helping you to raise more funds

The rules for VAT, Gift Aid and tax are complicated, but if you can find your way round the rules, you can make a big difference for your charity. Extra Gift Aid or savings on VAT will help you reach your fundraising target. Sayer Vincent training will give you all the information you need to help you achieve your goals.

There are many ways in which your charity can save money or increase its fundraised income. With better systems, you may be able to claim back more Gift Aid, and it may be possible to structure charging for events and other activities to maximise Gift Aid. You may be able to save VAT on printed literature used in fundraising or register and claim back VAT on overheads if you operate shops selling donated goods. A skilled professional trainer, bringing in-depth understanding of the charity sector, will design and deliver a customised training programme that incorporates your specific requirements and is tailored to the way your organisation works.

### Topics we can cover

- Basics of VAT and Gift Aid and update on rules
- Fundraising events
- Membership schemes
- Corporate support
- Cause related marketing
- How to get through a Gift Aid audit

### Training outcomes

- Fundraisers will be aware of the tax, Gift Aid and VAT rules affecting charity fundraising
- Planning events will be easier
- Costing and pricing new activities includes all tax considerations
- Your charity can make the most of tax reliefs

## Getting started

- We discuss your fundraising activities, the aims of the training and possible solutions. We then draw up an outline training programme, including content, approach and costs, and agree this with you
- You may wish us to help with a training needs assessment to ensure participants have an opportunity to input into the design. Potential participants complete a pre-course questionnaire tailored to your organisation. We analyse the responses and report back
- As part of our preparation, we look at examples of your fundraising literature including website and printed material and develop these into case studies to be used as part of the training
- We carry out the training at your organisation. Our approach is very participative, using a workshop style, and is ideally suited to training in small groups. Participants receive hand-outs during the training which they can use and refer to afterwards
- Participants complete evaluation forms and we feedback and evaluate the results of the training with you

## Our training approach

Our approach is different. Many equivalent courses are just lectures, but we get you involved in hands-on exercises.

- Our trainers have years of real experience in charities
- We bring the training to life by using examples of your fundraising activities as case study material
- We develop practical exercises for you to work on so that you gain experience in a 'safe' situation
- Your guidance and induction manuals can be brought in as part of the training. We can offer a supplementary service to update these or create tailored guides
- There will be plenty of time for your questions – you can send them to us in advance if you like
- Finance and other staff can attend or assist in delivering the training, if you wish

All our training is based on an action-learning approach. Sessions can be run in small groups. We can also provide one-to-one coaching and support.

*"The workshop was extremely well received, hit the mark, was interactive and received great feedback. Given the nature of the topics, which can be a little 'dry' we were delighted with the outcomes and feel much more confident to move forward in what can be a complex area of fundraising."*

**Clare Gallie, Head of UK Fundraising, CLIC Sargent**

## Fees

In-house training fees start from £750+ VAT for a two-hour session. We can tailor programmes to your needs and fees are agreed in advance. We provide all materials including booklets from our made simple series as appropriate.

Contact Sayer Vincent at [svinfo@sayervincent.co.uk](mailto:svinfo@sayervincent.co.uk) or 020 7841 6360 to find out more and discuss your needs.

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