



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

September 2019

Dear Parents/ Carers,

Subscription to School Voluntary Fund

I am writing to ask if you could support the school through an annual subscription to the school voluntary fund of £25. Your money would help to support a wide range of activities and extra purchases, which could not occur without voluntary fund funding and would also, provide some subsidies for school visits. A great deal of effort has gone into bringing additional funding into the school to improve facilities for our students and make best use of the school's budget. Much has been achieved in recent years, but there is still a great deal to do.

The school also supports Borden Sports Ltd who is attempting to raise funds to replace the surface of the Astro pitch. The school has access to this facility and would like to ask parents to consider making a voluntary annual contribution of £10 towards the replacement Astro carpet.

The above donations are voluntary and all donations are gratefully received. Should you be unable or not wish to contribute, please feel free to complete the attached reply slip. We would be grateful if you would return the direct debit form attached, or alternatively if you prefer to pay by cheque, please make them payable to Borden Grammar School. Payments may also be made online, by following the instructions on the online payment letter sent out. If you require a copy of the instructions, please contact our finance office at td@bordengrammar.kent.sch.uk for a reminder.

Thank you for your support.

Yours faithfully,

Jonathan Hopkins
Headteacher



Voluntary Fund (Sept 2019 – July 2020)

Please return to the Finance Office

I wish / do not wish* to make a contribution of **£25.00** to the school voluntary fund on this occasion. (*please delete as appropriate)

I wish / do not wish* to make a contribution of **£10.00** to the Astro pitch fund on this occasion. (*please delete as appropriate)

- | | | |
|----------------------------|--------------------------|--|
| Cheque enclosed | <input type="checkbox"/> | Please make payable to Borden Grammar School |
| Direct debit form enclosed | <input type="checkbox"/> | Please complete enclosed direct debit form |
| Online Payment made | <input type="checkbox"/> | |

Student Name.....

Signature..... **Name (please print)** If you pay income tax, please complete the Gift Aid form enclosed – this allows us to reclaim basic rate tax on your donation.





BANKERS ORDER FORM

To:

Bank

Address

Postcode

Account Name

Sort Code

Account Number

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please pay our subscription of £_____ to Borden Grammar School Voluntary Fund on 1 September 2019 and continue to pay this amount each year until further notice.

Please quote payment reference SUBS/_____ (please enter student's full name/s in order that we can identify your payment)

The bank details for Borden Grammar School Voluntary Fund are as follows:

Account Name	BORDEN GRAMMAR SCHOOL VOLUNTARY FUND
Sort Code	60-19-25
Account Number	28744152

Signature of Account Holder(s):

Date:

Gift Aid Declaration

NAME OF CHARITY : Borden Grammar School Voluntary Fund

Borden Grammar School Voluntary Fund is a registered charity and by completing this form you will allow us to reclaim from the Inland Revenue a percentage of the income tax you have paid on the value of your donations. You must be an income tax payer in order for your donation to qualify and any cheque payments must be in the name of the taxpayer. In order to reduce the costs to the Voluntary Fund may I ask you to complete this form to cover all your future donations, this will avoid having to fill out a form every time you make a donation. **Your donation will be worth more to us, but will not cost you any extra.**

PUPIL NAME	FORM
Details of donor	
Title _____ Forename(s) _____ Surname _____	
Address _____ _____	
Post Code	

I want the charity to treat
<ul style="list-style-type: none">• the enclosed donation of £
<ul style="list-style-type: none">• the donation(s) of £ _____ which I made on ____/____/____
<ul style="list-style-type: none">• all donations I make from the date of his declaration until I notify you otherwise
<ul style="list-style-type: none">• all donations I have made in the past 4 years, and all donations I make from the date of his declaration until I notify you otherwise as Gift Aid donations.
<i>* delete as appropriate</i>

Signature _____ Date ____/____/____

See overleaf for notes

1. If your declaration covers donations you may make in the future:
 - Please notify the charity if you change your name or address while the declaration is still in force.
 - You can cancel the 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 that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give). Other taxes such as Council Tax and VAT do not qualify.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains 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. Or you can ask your local tax office for leaflet IR113 Gift Aid.