



An introduction to the
**Donation
Management
Service**



The Donation Management Service

Reducing the administration workload

If you are one of the many schools interested in extending the use of ICT in your school, and concerned about pupils who do not have access at home, then you may be considering establishing an e-Learning Foundation programme.



However, if you are concerned about the workload involved in regularly collecting parental donations then the good news is that there is now an alternative to doing it yourself, so that you can launch your e-learning appeal without delay and at a reduced cost to your school.

The e-Learning Foundation offers schools a Donation Management Service (DMS) that:-

- ▶ **Collects and manages your parental donations and deals with parents queries**
- ▶ **Pays the bank charges and makes the tax relief claims**
- ▶ **Shares any Gift Aid claimable from the Inland Revenue (currently 28%)**
- ▶ **Keeps you regularly informed via a web portal**



How it works

The process kicks off with a signed agreement that spells out the rights and responsibilities of both parties. Once it has been returned, signed and completed the school is sent a uniquely coded donation form/Gift Aid declaration for parents to confirm their donations. (Payments can be made by Direct Debit, credit card and cash).

Parental donations to your e-learning programme are collected and processed by the e-Learning Foundation. As a charity, the e-Learning Foundation is entitled to claim Gift Aid and, after recovering the bank charges and a small element of each donation to support the activities of the e-Learning Foundation, the balance will be paid to the school in a quarterly grant. In most cases, this will reflect the full value of the donations from parents and will often be more depending on the number of donors who complete the Gift Aid declaration and the size of the regular donation.

You will be able to review reports on donations made and grants received via our online web portal.

And that's it!



The Donation Management Service

What happens next?

- ▶ Contact us on 01932 796132 to speak to a member of the Foundation so that we can both be sure this is the right service for you.
- ▶ Sign the agreement.
- ▶ Launch your programme – we will give you comprehensive support.

No need to...

- ▶ Form a company with Companies House
- ▶ Apply to the Charity Commission for charitable status
- ▶ Appoint a Board of Trustees and run regular Board meetings
- ▶ Collect parental donations
- ▶ Expect your Trustees to indemnify the bank
- ▶ Make regular claims to the Inland Revenue for Gift Aid
- ▶ No need to wait – as soon as the agreement is signed you can get on and launch your programme to parents and stakeholders.



Terms and conditions

1. Every penny that is collected from parents will be granted to the school as long as the anticipated Gift Aid is at least equal to the administration costs and amount donated to support the activities of the Foundation
2. Each parental donation will comprise an 85% element restricted to the school of their choice and a 15% element which will be unrestricted.
3. The e-Learning Foundation will deduct the bank charges, which are linked to the number and type of transactions, and the unrestricted donation from the Gift Aid received from the Inland Revenue and grant the balance to the school.
4. Where the Gift Aid is insufficient to cover the costs and unrestricted donation, then any shortfall will be recovered from the quarterly grant settlement.
5. In order to be eligible for the service, organisations must affiliate to the e-Learning Foundation.
6. Affiliation is conditional on a school meeting a set of criteria, notably equity of access, sustainability of funding and home access.
7. We reserve the right to refuse a school access to the service.
8. We reserve the right to audit a school's use of the funds to ensure that this remains within the agreed charitable objectives of the e-Learning Foundation.
9. Payments can currently be accepted in the following forms: Direct Debits (preferred), credit and debit cards, one off cheque payments and cash, using a PayPoint payment card.



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