

Academy Helpdesk

At Price Bailey, all of our Academy clients have access to our Academy Helpdesk.

We offer this service for **free**, by phone or by email, if we either know or should know the answer to your query (and our experience is such that this is no longer confined to just financial and reporting matters).

As much as you need and as often as you like, for all external and internal audit clients.

If you are an existing client and have any academy related queries, **please contact:**

academy.helpdesk@pricebailey.co.uk

We saved our clients

£2,000

in advisory fees during Q4 2025

Take a look at some of the key topics our Helpdesk covered below during Q4 October - December 2025.

Gift aid

Academies are able to claim gift aid on certain donations as long as they meet specified criteria. Gift aid is an effective way of increasing your academy trust's effort to raise additional funds and in a time of tight funding this could really benefit your academy trust.

Read our latest article on gift aid in academy trusts [here](#).



FAQs

Q: What is gift aid?

A: Gift aid is a simple way to make your donations go further at no extra cost. It is a government scheme which enables charities to claim the tax back on donations from HMRC. You can claim an extra 25p for every £1 donated. Only voluntary gifts or payments are eligible for gift aid and to claim you need to get a gift aid declaration from the donor.

Q: What is eligible?

A: Only voluntary gifts or payments are eligible for gift aid. Donations must not be linked to the provision of any benefit to a student related to a donor. Donations given for the following will usually qualify for gift aid; non-uniform days, building appeals, equipment appeals.

Q: Is there a claim deadline?

A: You need to claim for a donation within 4 years of the end of the financial period you received it in. If you claim under the small donations scheme you must claim within 2 years of the end of the tax year that the donations were collected in.

Q: What is not eligible?

Payments made for the following are not eligible for gift aid; tuition fees, schools holidays, educational trips, payments for raffle tickets, tickets for a school production.

Q: How do I register with HMRC?

A: Although academies are exempt charities they still have charitable status. The academy trust must be registered with HMRC as an exempt charity in order to claim gift aid. If your academy trust has yet to do this, you can do so [here](#).

Q: What is the Small Donations Scheme?

A: You may be able to claim 25% on:

- cash donations of £30 or less
- contactless card donations of £30 or less

This is called the Gift Aid Small Donations Scheme (GASDS). You do not need a gift aid declaration to claim. In order to claim under GASDS your academy trust must have claimed gift aid in the same tax year as you want to claim GASDS.

Q: How to start a claim?

A: Academy trusts can follow the HMRC guidance [here](#) and claim gift aid online.

Reporting requirements for GIAS & Companies House

The Academy Trust Handbook stipulates that academy trusts must notify the DfE of changes to their governance information via Get Information About Schools (GIAS) within 14 calendar days of the change and update their website and Companies House accordingly.

GIAS

It is vital that academy trusts keep their GIAS record up to date in line with statutory guidance.

The records required on GIAS for academy trusts are: members, chair of trustees, all other trustees, accounting officer, chief financial officer. Further records are required for constituent academies in a trust with multiple academies. Direct contact details should be submitted for all but are not publicly available. It is also highly recommended that the governance professional is formally recorded on GIAS.

We recommend all governance professionals and those responsible, factor GIAS updates into their

Our recent blog explores these requirements in more detail. Click [here](#) to read.

processes when any appointment or resignation occurs along with any other applicable changes.

Companies House

All academy trusts are required by law to inform Companies House of any changes within 14 days.

There is no requirement to report members or local governors at Companies House, only trustees, company secretaries and persons with significant control (PSCs).

Academy trusts are charitable companies limited by guarantee. Consequently meaning it is compulsory for trusts to keep a register of individuals that hold a controlling stake (defined as greater than 25%) in voting rights of the company. Only the Members of the company have voting rights. If there are less than four members of the company each will need to be registered as a person with significant control (PSCs). Where an academy trust has no PSCs the register will still need to include a statement to that effect.

Our Helpdesk has also answered ad hoc queries regarding:

- VAT
- Procurement
- ATH requirements
- Governance
- ID requirements
- Budgeting

Contact Us



Tom Meeks
 Partner, Head of Academies team
 T: +44 (0)127 971 2730
 T: +44 (0)788 020 2472
 E: tom.meeks@pricebailey.co.uk



India Payne
 Helpdesk Manager
 T: +44 (0)127 921 7253
 T: +44 (0)782 512 4330
 E: india.payne@pricebailey.co.uk

Academy Helpdesk for general queries:

academy.helpdesk@pricebailey.co.uk

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