



**Gippeswyk Community  
Educational Trust**

ACHIEVING SUCCESS TOGETHER

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

<b>VAT POLICY</b>	
Approved by GCET	19.07.2019
Date of next Review	Spring Term 2019-2020 (Reviewed Annually)
Responsible Officer	Trust CFO – Mrs T Goodchild
Policy Number	TF10

Gippeswyk Community Educational Trust is not registered for VAT purposes as business activity is not expected to exceed £85,000 per annum.

VAT 126 claims are made to the HMRC on a monthly basis.

## **INCOME**

The following sources of taxable business income have been identified:

- External reprographics
- Dance Show, Drama Production & Musical Soiree
- Locker income
- Non Duty Staff & Visitors Catering
- Commissions re photos/book club/library sales
- Sports Centre bar income
- Hire of sports facilities to be used for “business” purposes

The hire of sports facilities applies where the area being hired contains sports facilities regardless of whether the facilities are actually used by the hirer. Therefore, this does not apply to the hire of main hall/classrooms/6<sup>th</sup> Form area as there are no sporting facilities in these areas. These hires are therefore exempt. Individual/club/group hire of sports facilities is also exempt from VAT.

Taxable business income is monitored for the VAT registration threshold on a rolling 12 months basis.

## **EXPENSES**

### **Sports Centre**

No VAT claimed on anything relating to the bar area.

VAT claim restricted on Sports Centre specific expenses, eg, repairs etc, to reflect public usage. VAT claimed on the school %, based on opening times for school & public access as follows:

Areas	School %	Sports Centre %
Astro Turf	49	51
Netball/tennis Courts	46	54
Sports Hall	49	51
B Gym	49	51
A Gym	53	47
F/Ball Pitches	70	30

VAT claim restricted on energy bills to reflect public usage of Sports Centre, using an income-based method, as agreed with our auditors -McIntyre Hudson, as follows:

2019/20 Budgeted Letting Income/2019/20 GAG

$$99,000/8,777,476 = 1.1\%$$

**Dance Show & Musical Soiree**

No VAT claimed

**Duty Meals**

No VAT claimed

Rose Hill Primary and Britannia Primary

Both academies have minimal lettings to local clubs and charities therefore no apportionment rate is required.