Appendix A

Approved by the Full governing Body on …… **REGISTER OF GIFTS AND/OR HOSPITALITY**

SCHOOL:_____

Please use this sheet to record **any** gift or hospitality received from dd/mm/yyyy

Date upon which the Gift and/or Hospitality was offered / received	Person / Organisation offering or providing the Gift and/or Hospitality	Brief details of Gift and/or Hospitality offered / received	Estimated or actual value of the Gift and/or Hospitality	Any reasons for accepting the Gift and/or Hospitality

Appendix B

SCHOOLS' ANNUAL RETURN FOR HM REVENUE & CUSTOMS
PROVISION OF GIFTS AND REWARDS FOR EMPLOYEES

SCHOOL: ……
RETURN FOR TAX YEAR: ……

During the tax year shown above, the following employees were provided with gifts and/or rewards, the details of which are set out below:

Name of Employee	National Insurance Number	Pay Reference	Date Gift / Reward Provided	Details of Gift / Reward Provided	Value of Gift / Reward Provided