Vasker

User manual

Bookkeeping and Gift Aid
for volunteer treasurers

Tweed Tyne Technologies Ltd
September 2026

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vasker.co.uk/guide/

Not tax advice. Vasker is software and general treasurer information. It is not tax, legal or accounting advice, and we are not your HMRC agent. Check current HMRC Gift Aid guidance for your organisation, and get professional advice if you are unsure.

Contents

Gift Aid

Funding and year end

Running Vasker

How to use this book

Print, ebook and screen; who the book is for; what it is not.

> **In this chapter**
>
> 1. This book is a product manual for Vasker, not tax advice.
> 2. Read on screen, print the PDF on A4, or open the EPUB on a reader.
> 3. Use the contents list or the chapter you need tonight.

This is the user manual for Vasker. It explains the screens you will see after you sign in, in the order a new treasurer usually meets them.

Vasker is bookkeeping and Gift Aid software for unpaid volunteer treasurers of UK clubs, charities, parent teacher associations (PTAs), Scout groups and community amateur sports clubs (CASCs). It is sized for people who inherited a spreadsheet, a shoebox of receipts, and a Charities Online login nobody wrote down.

Who this book is for

Read it if you hold the treasurer role this year. You do not need accountancy training. The book uses the words that appear on the screens and in committee minutes: cash book, fund, Gift Aid declaration, arrears, examiner pack, handover.

It is not written for professional bookkeepers, charity finance directors, or organisations outside the United Kingdom.

How to read it

- Start with What Vasker is if you have not created an account yet.
- Jump to the chapter that matches tonight's job if you already keep the books in Vasker.
- Grey boxes marked **Note** add context. Teal boxes marked **Tip** are shortcuts. Warm boxes marked **Take care** flag rules that are easy to get wrong.
- Numbered lists are the clicks on the screen. Do them in order.

Print, ebook and screen

The same text is published in three forms so you can keep a copy the way you actually work.

- **On the web** at vasker.co.uk/guide/ — search in the browser, follow links, and use the contents list on a wide screen.

- **Print-ready PDF** — A4 pages, running headers and page numbers. Use File → Print from the PDF, or print this page after you hide the website chrome. Colour is part of the brand; a black-and-white laser still reads clearly.
- **Ebook (EPUB)** — reflowable text for a phone, tablet or e-reader. Open it in Apple Books, Google Play Books, or any EPUB reader. Kindle can import an EPUB.

> **Note.** Page numbers in the printed PDF will not match an ebook reader. Use chapter titles when you point someone else at a section.

What this book is not

> **Take care.** Vasker and this manual are general treasurer information. They are not tax, legal or accounting advice, and Vasker is not your HMRC agent. Gift Aid, the Gift Aid Small Donations Scheme (GASDS) and regulator rules change. Check current HMRC, Charity Commission, Office of the Scottish Charity Regulator (OSCR) and Charity Commission for Northern Ireland (CCNI) guidance for your organisation. Get professional advice if a claim or structure is unusual.

The manual describes the product as it ships in September 2026. Screens may gain a field or a label. If the product and this book disagree, trust the screen and email support@vasker.co.uk.

If you only have twenty minutes

1. Create the organisation and add the bank account you actually use.
2. Enter one money-in and one money-out line, or import a short bank CSV.
3. Invite the chair as a Viewer or Chair so someone else can see the books if you are away.
4. When you are ready for subscriptions or Gift Aid, come back to the matching chapter.

Starting out

1
What Vasker is

Cash book, members and Gift Aid in one organisation.

In this chapter

1. Vasker keeps the cash book, members and Gift Aid records in one organisation.
2. It is for unpaid UK treasurers, not payroll, VAT or limited-company accounts.
3. Other organisations cannot see your books.

Most small clubs leave Gift Aid unclaimed. Spreadsheets break when the role changes hands. Vasker is the cash book, member list and Gift Aid claim in one place, with a handover pack when the next volunteer takes over.

You create an organisation (your club or charity). Every transaction, member and declaration belongs to that organisation. A second club on Vasker cannot read your records.

What you can do

- **Cash book** — money in and money out, funds, bank accounts, categories, CSV import, reconcile ticks and receipt attachments.
- **Members and subscriptions** — a directory, subscription plans, renewals, arrears, payments and reminders (Standard and Plus).
- **Gift Aid and GASDS** — declarations, donations, claim build, IRmark and (when HMRC recognition clears) Charities Online send (Plus).
- **Grant and funding match** — score UK government, lottery and local funds against what you need (Standard and Plus).
- **Year-end** — income and expenditure, annual return figure helpers, examiner ZIP, handover ZIP and a year-end balance snapshot.

What Vasker is not

- Not payroll, PAYE, VAT returns or corporation tax.
- Not a replacement for an accountant or independent examiner.
- Not a bank, and not a live Open Banking feed you can rely on instead of the statement.
- Not a charity you donate to. Record gifts *for* your club in the cash book.
- Not offline bookkeeping. The cash book needs a connection for live data.

Where you use it

The same product runs in a desktop browser, a phone browser, the installable Progressive Web App, and the Vasker apps on the App Store and Google Play. Layout adapts to a smaller screen. No feature is locked to desktop, though a large CSV is easier on a laptop.

> **Note.** Open vasker.co.uk to start. The operator is Tweed Tyne Technologies Ltd, registered in Scotland (SC874131), ICO ZC184042.

Starting out

2
Plans

Free, Standard (£59 a year) and Plus (£119 a year).

In this chapter

1. Three yearly plans: Free, Standard (£59) and Plus (£119).
2. There is no sales call and no setup fee.
3. Subscribe on the website with Stripe, or in the store apps with Apple or Google.

Start on Free. Move up when the club needs members, full reports or Gift Aid. There is no free trial of Standard or Plus — you see the price before you pay.

Plan	Yearly price	What it is for
Free	£0	A starter cash book with one fund, so you can try recording money in and out.
Standard	£59 a year	Full books, more than one fund, members, subscriptions, reports, year-end tools and grant matching.
Plus	£119 a year	Everything on Standard, plus Gift Aid and GASDS claim tooling and examiner access tooling.

Yearly plans as sold in September 2026

What each plan includes

Free

- One fund
- Cash book lines, accounts and categories you can manage
- CSV import and export
- Reconcile ticks and receipt attachments

Standard

- Everything on Free
- More than one fund (restricted, designated, endowment)
- Member directory

- Subscription plans, renewals and arrears
- Income and expenditure
- Annual return figures
- Year-end snapshot and handover export
- Grant and funding match

Plus

- Everything on Standard
- Gift Aid declarations, donations and claim build
- GASDS small cash donations
- Examiner pack
- Live sending of claims to HMRC when recognition clears

Take care. HMRC Charities Online recognition for Vasker is in progress. Until it clears, you can keep books, collect declarations and build claims. Live gateway submission stays off on purpose. Check Who we are for whether recognition has been granted before you treat a send as live.

Note. Early Plus users keep the price they signed up on. Email sales@vasker.co.uk if a bill looks wrong.

Starting out

3
Create your organisation

Sign up, organisation types, and details that matter later.

In this chapter

1. Sign up creates your login and your first organisation together.
2. You start as Treasurer.
3. Pick the organisation type that matches how you are set up.

There is no sales call and no setup fee. Open Start free, or go to Sign up at vasker.co.uk/accounts/signup/.

1. Enter the organisation name as the committee knows it — the name on the bank statement is a good start.
2. Choose the organisation type: Charity, CASC, Unregistered club, PTA, CIO, or Charitable company.
3. Enter your email, a username and a password, then confirm the password.
4. Choose a plan. Gift Aid submission needs Plus. You can start on Free and change later.
5. Tick that you agree to the Terms, Privacy Policy and Data processing addendum. Your organisation is the controller of member and donor records.
6. Optionally tick product updates.
7. Complete the security check (Cloudflare Turnstile) and choose Create organisation.

You land on a welcome checklist: add a bank account, enter a transaction or import a CSV, add members when you are ready, and open Gift Aid on Plus when you need a claim.

Organisation details that matter later

You can fill these after signup. Keep them accurate before you build a Gift Aid claim.

- HMRC Charities reference (CHARID)
- Regulator: Charity Commission for England and Wales (CCEW), OSCR, CCNI, or Other
- Charity number and, if you have one, Companies House number
- Address and postcode
- Authorised official forename, surname, postcode and phone — the person HMRC expects on a claim

- Financial year-end day and month (the default is 31 March)
- Accounting basis: receipts and payments, or accruals

> **Tip.** If you already have a Vasker login and the chair invites you to a second club, accept the invite instead of signing up again. Use Switch organisation to move between them.

Starting out

4

Sign in and keep the account safe

Passwords, email codes, authenticator apps and passkeys.

In this chapter

1. Every account uses two-factor authentication.
2. Email codes are always on; an authenticator app and passkeys are optional.
3. Government Gateway passwords are never stored.

Sign in

1. Open Sign in at vasker.co.uk.
2. Enter your username and password.
3. Complete the security check.
4. Enter the two-factor code. By default Vasker emails a 6-digit code. If you added an authenticator app or a passkey under Account → Security, choose that method instead.

Email codes expire after 10 minutes. Use Send a new code if you need another. Check spam if nothing arrives, and confirm the email on Account → Profile is still right.

Reset or change a password

On Sign in, choose Forgot password?, enter your email, and follow the link. Choose a new password, then sign in again.

While signed in, open Account → Security, then Change your password. Enter the current password and the new one.

Profile

Account → Profile is your first name, last name and email. Keep a working email so password resets and two-factor codes reach you.

Authenticator app

1. Open Account → Security.
2. Choose Set up authenticator app.
3. Scan the QR code in Google Authenticator, Microsoft Authenticator, 1Password or similar — or type the key.
4. Confirm with a 6-digit code from the app.
5. At the next sign-in, choose Authenticator instead of email.

Passkeys

A passkey uses the fingerprint, face or device PIN you already have. Under Passkeys, name the device and choose Add passkey, then follow the browser prompts. Remove or rename passkeys on the same page. At sign-in choose Passkey if one is enrolled.

Sign out

Account → Sign out. Use this on a shared hall laptop or a committee tablet.

> **Take care.** Vasker never stores Government Gateway passwords. Sender ID and password are typed only when a Gift Aid claim is sent, then discarded.

Starting out

5
The dashboard and finding your way

Menus, shortcuts and switching organisation.

In this chapter

1. After sign-in you land on the organisation dashboard.
2. The main menu is Cash book, Members, Gift Aid, Funding, Reports and Audit.
3. On a phone the same sections sit in the collapsed menu.

The dashboard shows your role, recent audit activity, and shortcuts. Shortcuts include Cash book, Add transaction, Import bank CSV, Members, Grant and funding match, Income & expenditure, Audit, Team, Billing, Profile and Switch organisation.

Finding your way

Cash book

The ledger of money in and out.

Members

Club membership directory, plans, renewals and arrears.

Gift Aid

Declarations, donations and claims (Plus).

Funding

Grant and funding match (Standard and Plus).

Reports

Income & expenditure, annual return figures, examiner pack, handover export, year-end snapshot.

Audit

Who changed what, with a CSV export.

Account

Profile, Security, Billing, Team, Switch organisation, Sign out.

> **Tip.** On a phone the navigation collapses into a menu. You have not lost features. Open the menu for the same sections.

More than one organisation

Account → Switch organisation lists every club you belong to. The active organisation controls which books you see. The name in the header is the club you are working in now.

Starting out

6

Team and roles

Treasurer, Chair, Secretary, Viewer and Independent examiner.

> **In this chapter**
>
> 1. Team is people who can sign in. Members is the club directory.
> 2. Only Treasurer and Chair manage the team.
> 3. You cannot remove the last Treasurer.

Open Account → Team, or Team from the dashboard. Invite the people who need to see the books — not every club member.

Roles

Role	What they can do
Treasurer	Write records (subject to plan). Manage the team and billing. You cannot remove the last Treasurer.
Chair	Write records. Manage the team and billing.
Secretary	Write books and members where the plan allows. Cannot invite people or change roles.
Viewer	Read-only. Useful for a committee officer who should see figures but not edit them.
Independent examiner	Read-only year-end access. They can review books and download packs without changing records.

Organisation roles

Invite someone

1. Open Team as Treasurer or Chair.
2. Choose Invite.
3. Enter their email and choose a role.
4. Send the invite. They receive a link.

5. They open the link. New users set a password; existing Vasker users sign in. Accepting joins them with the invited role.

Resend a pending invite from the same Team list. Change a role from the person’s row. Remove a membership the same way — you cannot remove yourself.

> **Note.** Team is not the member directory. Club members who only pay a subscription do not need a Vasker login.

The cash book

7

Accounts, funds and categories

Where money sits, why you hold it, and how you label it.

In this chapter

1. An account is where money sits. A fund is why you hold it.
2. Every transaction uses both.
3. Categories label income and spending for reports and annual return lines.

Open Cash book from the main menu. The page is meant to feel like a spreadsheet: money in is positive, money out is negative. Account balances sit at the top as chips.

Accounts — where the money sits

Open Cash book → Accounts. Create an account for each place money actually lives.

Type	Typical use
Current account	The everyday bank account.
Savings	A deposit or reserve account.
Cash	Notes and coins you bank later.
Petty cash	A float for small hall expenses.
PayPal	A PayPal balance you treat as its own pot.
Card	A club debit or credit card.

Account types

You can store the last four digits of the sort code and account number so the examiner can match the statement without you typing the full numbers into Vasker. Set an opening balance from the statement on the day you start.

Funds — why the money is held

Open Cash book → Funds. A default General fund is created for you. Free includes one fund. Standard and Plus let you add more.

Type	Meaning in plain English
Unrestricted	The committee can spend it on the general work of the club.
Restricted	A donor or grant said what it is for. Keep it on its own fund.
Endowment	Capital you hold and usually do not spend as everyday cash.
Designated	The committee has earmarked it, but it is still unrestricted in law.

Fund types

Take care. Restricted money must go to a restricted fund. If a grant is for the minibus, do not drop it in General and hope the notes column will do. The income and expenditure report and the examiner pack split by fund.

Categories

Open Cash book → Categories. Categories are income and expense labels. Many defaults are seeded, for example Membership subscriptions, Donations, Fundraising events, Grants, Venue hire and Insurance.

A category can carry an annual return heading used by the Charity Commission, OSCR and CCNI helper packs. Assign the right heading when you create or edit a category so you are not remapping at year end. Extra headings such as Legacies or Governance costs fill CCNI and larger-return lines.

Tip. If you will file an annual return, set headings as you go. The copy-across packs read these headings; they do not guess.

The cash book

8

Recording money in and out

Add line, edit, search and export.

In this chapter

1. Add line records one movement of money.
2. Enter a positive amount and choose money in or money out.
3. Write roles can edit; Viewer and Independent examiner cannot.

Add a line

1. Open Cash book → Add line, or Add transaction from the dashboard.
2. Set the date the money moved — the bank date, not the day you type it.
3. Choose Money in or Money out.
4. Enter a positive amount. Direction already says which way it goes.
5. Choose the account and the fund. Restricted money belongs on a restricted fund.
6. Choose a category so reports and annual return lines stay useful.
7. Add a description the next treasurer will understand in two years.
8. Add payee or payer, and a reference if the statement has one.
9. Save.

Open a line from the cash book to edit it. Search and filters cover description, payee, account, fund and reconciled status.

Export

Cash book → Export downloads transactions.csv for a spreadsheet, an examiner who prefers CSV, or your own archive.

> **Note.** The cash book needs a connection for live data. If you go offline, Vasker shows an offline page. Cached pages may still open — reconnect and refresh when you can. Do not rely on offline mode for bookkeeping.

The cash book

9

Import a bank CSV

Mapping profiles, duplicates and past imports.

In this chapter

1. Import a bank CSV instead of typing every line.
2. Pick a mapping profile that matches the columns.
3. Review duplicates before you confirm.

Every bank exports CSV differently. Open Cash book → Import CSV, or Import bank CSV from the dashboard.

1. Download a CSV from your bank for the period you want.
2. Open Import CSV and upload the file.
3. Choose a mapping profile. Built-in profiles include Generic UK CSV and High street in/out.
4. Review the rows Vasker read.
5. If the import finds possible duplicates, skip them unless you are sure the bank really charged twice.
6. Confirm the import.
7. Open Past imports if you need to see what a batch brought in.

Duplicates are hashed from account, date, amount and a normalised description. Banks do produce genuine duplicates — the screen lets you override a skip when that happens.

Tip. A desktop or laptop is easier for a long statement. The same import works on a phone if that is what you have tonight.

Note. After import, walk the new lines: set the fund and category if the mapping left them generic, and attach a receipt where you have one.

The cash book

10

Reconcile and attach receipts

Tick the statement and keep evidence on the line.

In this chapter

1. Tick a line when it matches the bank statement.
2. Attach the receipt to the same line.
3. Filter by unreconciled when you sit down with the statement.

Reconcile the bank

On the cash book, tick transactions that match the statement. You can also open the reconcile view for unreconciled items and the book balance. Work down the statement. Tick as you clear each line.

Each transaction shows a reconcile status. Filter the list by reconciled or unreconciled when you only want the leftover.

Receipts

1. Open the transaction from the cash book.
2. Upload the receipt attachment on the detail page.
3. Keep the file with the matching line so the examiner and the next treasurer can find it.

Take care. A photo of a faded till roll is better than a shoebox. If the committee later asks why a payment went out, the attachment is the answer.

Members

11
The member directory

Names, addresses, status and Gift Aid readiness.

In this chapter

1. Members is the club directory, not the Team list.
2. Keep name and address current if you will claim Gift Aid.
3. Status is Active, Lapsed, Left or Deceased.

Members sits on Standard and Plus. Open Members from the main menu. Search by name. Open a person to view or edit the record and any linked Gift Aid declaration.

Add a member

1. Open Members and add a new member.
2. Enter first name, last name, and contact details you actually use.
3. Add address line, town and postcode if you will claim Gift Aid on their gifts.
4. Set member type (the default is Member), joined date and status.
5. Save.

Status

Status	When to use it
Active	They are current. Renewals can be generated for them.
Lapsed	They have not paid and you have not yet marked them Left.
Left	They should no longer renew.
Deceased	Stop renewals. Keep the historic record.

Member statuses

Take care. Gift Aid declarations need a usable name and address, including postcode. A first name and no house is not enough when you build a claim. Keep addresses current.

Note. Member names and addresses are encrypted at rest. Other organisations cannot see them. You remain responsible for having a lawful basis to hold the data.

Members

12 Subscription plans and renewals

Plans, bulk renewals and subscription statuses.

In this chapter

1. A plan is the fee: name, amount, frequency, fund and category.
2. Renewals generate subscriptions in bulk for a period.
3. Statuses move from Due to Paid as you record money.

Create a subscription plan

1. Open Members → Plans.
2. Create a plan with a name the committee will recognise, for example Adult member or Junior.
3. Set the amount and frequency: Annual, Monthly, Termly or One-off.
4. Link a fund and a category so payments post to the right place in the books.
5. Save. Leave the plan active while you still use it.

Generate renewals

1. Open Members → Renewals.
2. Choose the plan and the period.
3. Generate subscriptions in bulk for members on that plan.
4. Check the list. Status starts as Due.

Subscription statuses you will see:

- **Due** — nothing received yet.
- **Part paid** — some of the amount has arrived.
- **Paid** — the amount due is covered.
- **Waived** — the committee agreed not to collect.
- **Written off** — you have given up collecting the balance.

Tip. Prefer recording a real payment when money arrived. Waive or write off only when the committee has agreed.

Members

13

Arrears and payments

Overdue lists, recording money and reminders.

In this chapter

1. Arrears lists overdue subscriptions.
2. Record the payment when funds land.
3. You can post a matching cash-book line at the same time.

See who is overdue

Open Members → Arrears. From there you can record a payment or send an email reminder before the AGM or a renewal deadline.

Record a membership payment

1. Open Members → Record payment, or record from Arrears.
2. Choose the member, amount, date and method.
3. Method options are Cash, Bank transfer, Card, GoCardless, Stripe, Cheque or Other.
4. Tick to create a matching cash-book line if the money should hit the books now.
5. Save. The subscription status updates from the amount paid.

Take care. GoCardless and Stripe appear as payment methods so you can record how money arrived. Live automatic collection is not a self-serve flow in the product today. Record the payment when funds land.

Reminders

From Arrears, choose the overdue subscription and send the email reminder. Use it as a gentle chase, not a final demand, unless the committee has agreed stronger wording outside Vasker.

Gift Aid

14

Gift Aid in Vasker

Plus, the 25p rate, and what you can prepare today.

In this chapter

1. Gift Aid is on Plus.
2. Gift Aid adds 25 pence to every eligible pound from a UK taxpayer, at the current basic rate — check live HMRC guidance.
3. You can prepare claims before live Charities Online send is available.

Open Gift Aid in the main navigation. The home page shows how many donations are not yet claimed, with links to Donations, Declarations, Claims and Build claim.

Over half of registered charities claim no Gift Aid. A typical small club leaving a few thousand pounds of donations unclaimed is walking away from several hundred pounds a year. That is a planning illustration, not a promise for your club. Run the free Gift Aid gap calculator if you want a rough figure before you collect declarations.

Take care. This chapter is general information, not tax advice. Membership fees do not always qualify. Benefits, trading income and some sponsored events have their own HMRC rules. Check current guidance before you treat a line as eligible.

What Plus covers

- Enduring, single and verbal declarations
- Individual, sponsored-event, aggregated and GASDS small donations
- Claim build with validation
- IRmark on a prepared claim
- Retention of request and response XML as dispute evidence
- Live send when HMRC recognition is granted

> **Note.** On Free or Standard, Gift Aid shows an upgrade message. Subscribe from Billing (website) or More → Subscribe in the store apps.

Gift Aid

15
Declarations

Enduring, single and verbal; name, house and postcode.

In this chapter

1. A declaration is the donor's permission to claim.
2. Types are Enduring, Single donation and Verbal.
3. Name, house and postcode have to be usable.

Open Gift Aid → Declarations → new, or start from the member's record.

1. Choose Enduring for regular givers, Single donation for one gift, or Verbal only when that is how the declaration was given and recorded.
2. Enter donor name and address. House number or name and postcode are required.
3. Set the date given, valid from, and valid to if it ends.
4. Confirm they are a UK taxpayer who wants you to claim Gift Aid.
5. Optionally upload evidence — a scan of the paper form or a signed PDF.
6. Save.

Address rules that catch people out

- Use the house number or name the donor would put on a form, plus the postcode.
- For British Forces Post Office addresses, put the BFPO number in the house field (for example 59 BFPO 8) and use the equivalent BF-series postcode, not "BFPO n".
- An optional title field accepts one to four letters with no spaces or full stops.

Cancel a declaration

Declarations can be cancelled with a reason and a cancel date so they no longer apply to future gifts. Keep the historic record. HMRC expects Gift Aid records to be kept for at least six years.

Gift Aid

16 Donations

Individual, sponsored event, aggregated and GASDS.

In this chapter

1. Record each gift you intend to claim, or a GASDS small-cash total.
2. Link a member and declaration where the type needs them.
3. You can also link the cash-book line.

1. Open Gift Aid → Donations → new.
2. Enter the date and amount.
3. Choose the donation type.
4. Mark whether it is Gift Aid eligible.
5. Link the member and declaration where required.
6. Optionally link the matching cash-book transaction.
7. Save.

Type	Use it for
Individual	A named gift with a declaration.
Sponsored event	Sponsor money. Enter the event name. Keep sponsor details aligned with HMRC sponsored-event rules.
Aggregated	Grouped gifts under HMRC aggregation rules.
Small donation (GASDS)	Qualifying small cash without a named declaration. Keep collection records.

Donation types

The Gift Aid home page highlights pending unclaimed donations ready to include when you build a claim.

Tip. GASDS does not replace declarations for named regular gifts. A standing-order donor still needs a declaration.

Gift Aid

17
Build and send a claim

Validation, statuses, IRmark and Government Gateway.

In this chapter

1. Build claim validates the period, then creates the claim.
2. Only a Treasurer or Chair can send a claim.
3. Live send needs Plus and HMRC recognition; preparation works before that.

Build a claim

1. Open Gift Aid → Build claim.
2. Choose the claim period.
3. Optionally include a GASDS top-up for the same period.
4. Review every validation issue the screen lists. Fix them before you continue.
5. Create the claim.
6. Open the claim to see lines, totals and the IRmark.

Statuses

Status	Meaning
Draft	Still being assembled.
Ready to submit	Validation passed. Waiting for send.
Submitted	Sent to the gateway.
Polling HMRC	Waiting for HMRC’s response.
Accepted	HMRC accepted the payload.
Rejected	HMRC rejected it. Read the error and fix.
Error	Something failed in send or poll.

Claim statuses

What validation often blocks

- Missing or inactive declarations
- Incomplete donor addresses
- Ineligible donation types
- GASDS rule problems
- Incomplete organisation or authorised official details

Submit to HMRC

Open a Ready claim and choose submit. Enter your Government Gateway Sender ID and password for that request only. Vasker does not store the password.

Only the treasurer or chair can send a claim. Vasker never sends claims automatically. Your organisation remains the claimant and must check the figures.

IRmark and evidence

An IRmark is a checksum HMRC uses to identify the claim payload. After a claim is prepared or submitted, the IRmark appears on the claim so you can match acknowledgements.

Request and response XML can be retained inside your organisation as dispute evidence if HMRC later queries the claim.

> **Take care.** Until HMRC recognition for Vasker clears, live Charities Online send stays off. You can still build the claim and keep the records. Check Who we are for the current status.

Gift Aid

18
Gift Aid Small Donations Scheme

Small cash top-ups, caps and collection records.

In this chapter

1. GASDS can top up qualifying small cash gifts without named declarations.
2. It has HMRC rules and caps. Collecting-tin cash does not always qualify.
3. Record these as Small donation (GASDS) and optionally include a top-up on the claim.

The Gift Aid Small Donations Scheme is a top-up on qualifying small cash donations where you do not have an individual declaration, subject to HMRC rules and caps. It does not replace declarations for named regular gifts.

In Vasker

1. Keep a collection record: event, date, cash totals.
2. Create a donation with type Small donation (GASDS).
3. When you build a claim, optionally include a GASDS top-up for the period.
4. Fix any GASDS validation the build screen lists before the claim is Ready.

Take care. Do not assume a bucket collection always qualifies. Check current HMRC GASDS guidance for contactless, tickets, and the annual caps that apply to your organisation.

Note. You can include both Gift Aid and GASDS in one claim when the period and the rules allow it. The claim type will show Gift Aid and GASDS.

Funding and year end

19
Grant and funding match

Score UK listings, then read the official page.

In this chapter

1. Funding sits on Standard and Plus.
2. Describe what you need; Vasker scores listings from a weekly catalogue.
3. Always read the funder's official page. Vasker is not a funder.

Open Funding after you sign in. Tell Vasker what you need money for. It scores UK government grants, lottery programmes and local funds from a catalogue it refreshes each week (Find a Grant, GOV.UK, Lottery Good Causes, the National Lottery Community Fund, and foundation websites).

You get a match score, how to apply, and application tips. There is no free trial of this tool.

1. Open Funding. Treasurer, chair or secretary can run a new search. Others can still open past results.
2. Check the prefilled organisation name, type, charity number, town and postcode. Change anything that is wrong.
3. Describe the cause, who benefits, the project, the amount sought and when you need it.
4. Choose Find matches.
5. Open a match to read the score, gaps, how to apply and tips.
6. Follow the official page before you start an application.

Take care. Vasker's score is a starting point, not a decision. Vasker cannot apply for you and is not a funder. If the last catalogue scan is more than ten days old, the page will say so — double-check official pages.

Note. This is not funding advice. Eligibility, amounts and deadlines live on the funder's site.

Funding and year end

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Income and expenditure

The AGM report, prior year and PDF.

In this chapter

1. Income and expenditure is the report trustees expect at the AGM.
2. Choose a period; the report can compare with the prior year.
3. Download a PDF when you need a file for the papers.

1. Open Reports → Income & expenditure, or the same link from Cash book reports.
2. Set the period.
3. Read income, expenditure and net, split by category and by fund.
4. Use the prior-year comparison when trustees want movement, not just this year's totals.
5. Download the PDF from Reports when you need a file.

If the PDF engine is unavailable, Vasker falls back to HTML. Try again, or use the on-screen report and the handover or examiner exports. Email support@vasker.co.uk if it keeps failing.

Tip. Categories and funds you set during the year are what this report adds up. Fix a miscategorised line in the cash book rather than editing a PDF.

Funding and year end

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Annual return figures

Copy-across helpers for CCEW, OSCR and CCNI.

In this chapter

1. Annual return figures are copy-across helpers, not a filing.
2. Pick the pack for Charity Commission, OSCR or CCNI.
3. Vasker does not send the return.

Open Reports → Annual return figures. Set the period and pick the pack that matches the portal you file in:

- Charity Commission for England and Wales
- OSCR (Scotland)
- CCNI (Northern Ireland)

Lines the books do not split — for example CCNI legacies or governance — show as zero for you to fill from the accounts if they apply. Extra category headings you assigned during the year feed those packs.

Take care. Vasker does not file the return. Check current regulator guidance before you submit, and copy figures only after you have reviewed them.

Funding and year end

22

Examiner pack, handover and year-end snapshot

The three year-end files a treasurer usually needs.

In this chapter

1. The examiner pack is a ZIP for the person who checks small-charity accounts.
2. The handover export is a ZIP for the next treasurer.
3. The year-end snapshot records closing balances; it does not rewrite openings.

Independent examiner pack

Open Reports → Examiner pack. Download the ZIP. It includes transactions, fund analysis, bank balances, arrears and an income and expenditure PDF so the examiner has one bundle.

Invite the examiner with the Independent examiner role if they should log in and look around without changing records. Examiner tooling sits on Plus.

Treasurer handover

When your term ends, open Reports → Handover export and download the ZIP. It includes the full cash book export, members, Gift Aid declarations and claims, plus a README.

- Remove leavers from Team after the new treasurer can sign in.
- Pass bank signatory changes outside Vasker — the bank will not read this ZIP.
- Tell the next treasurer where the Government Gateway login lives. Do not store that password in Vasker.

Year-end snapshot

1. Finish reconciliations and reviews for the year.
2. Open Reports → Year-end snapshot as a write role (not Viewer or Independent examiner).
3. Set the year-end date and snapshot the closing fund and account balances.
4. Read the closing list Vasker shows. History is kept; reports stay date-filtered.

Take care. The snapshot does not close the books and does not mutate opening balances. It is a point-in-time record for audit and handover.

Running Vasker

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Audit log

Who changed what, and a CSV for the papers.

In this chapter

1. The audit log records sensitive actions in your organisation.
2. Open an entry for before-and-after detail.
3. Export a CSV for committee papers if you need a file.

Open Audit from the main navigation. Each row is who did what, and to which object. Open an item to see before and after. Export from the list when an examiner or the committee wants a file.

The dashboard also shows recent audit activity so a chair can see that the books are being used.

Running Vasker

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Desktop, phone and the app

Browser, PWA, App Store and Google Play.

In this chapter

1. Browser, PWA and store apps are the same product.
2. Install from the App Store, Google Play, or Install app in the browser.
3. The cash book needs a connection.

App Store and Google Play

The Vasker iPhone, iPad and Android apps are a native treasurer client for the same cash book, members, Gift Aid and reports. Bundle ID is co.uk.vasker.app. Sign in with the same account you use on the website.

Install the Progressive Web App

- **iPhone or iPad** — use the App Store, or open Vasker in Safari, tap Share, then Add to Home Screen.
- **Android** — use Google Play, or open Vasker in Chrome and accept Install Vasker, or use Install app in the navigation.
- **Windows, Mac, Chromebook or Linux** — open Vasker in Chrome or Edge and use Install app, or the desktop install prompt. On Mac Safari, use the browser's add-to-dock option when it appears.

Not now on the install prompt hides it for about 30 days. Install app in the navigation still works. Installed Vasker opens in its own window without the full browser chrome. Shortcuts include Cash book, Members and the Gift Aid calculator.

Offline

Some cached pages may still open. You will see an offline screen explaining that the cash book needs a connection. Reconnect and tap Try again.

Running Vasker

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Billing

Stripe, App Store and Google Play — cancel where you paid.

In this chapter

1. Pay in the same place you subscribed.
2. Website billing is Stripe. Store apps use Apple or Google.
3. Only Treasurer and Chair can change the organisation's plan.

A card payment on the website does not cancel an App Store or Google Play subscription. The stores cannot cancel a Stripe subscription for you. If you are not sure which method you are on, email sales@vasker.co.uk with the organisation name.

Website (Stripe)

1. Sign in as Treasurer or Chair.
2. Open Billing at vasker.co.uk/app/billing/.
3. Choose Subscribe to Standard or Subscribe to Plus. If you already pay by card you can switch between those plans on the same page.
4. Complete Stripe Checkout. The plan updates when Stripe confirms the payment.
5. Open Manage billing in Stripe to update the card, download invoices, or cancel at the end of the current year. You can also use the Stripe customer portal link from that page.

If you see "Ask a treasurer or chair to change this organisation's plan," ask one of them. If the organisation is on an Admin Gift, card checkout is not used while the gift is on.

iPhone and iPad (App Store)

1. Open the Vasker app from the App Store, not the website in Safari.
2. Sign in as Treasurer or Chair.
3. Open More, then Subscribe to Standard or Subscribe to Plus.
4. Confirm with Apple (Face ID, Touch ID or your Apple ID password).
5. Wait until Vasker shows the plan. If the paywall stays up, tap Restore purchases.

Apple renews yearly until you cancel. Cancel at least 24 hours before the next renewal if you do not want to be charged again. On the device: Settings → your name → Subscriptions → Vasker. Or open apps.apple.com/account/subscriptions on a device signed in with the same Apple ID.

Vasker cannot cancel an App Store subscription from Billing on the website, from Stripe, or by email.

Android (Google Play)

1. Open the Vasker app from Google Play, not Chrome on the website.
2. Sign in as Treasurer or Chair.
3. Open More, then Subscribe to Standard or Subscribe to Plus.
4. Confirm in Google Play.
5. If the plan does not update, tap Restore purchases on the paywall.

Cancel in the Play Store: profile icon → Payments & subscriptions → Subscriptions → Vasker, or play.google.com/store/account/subscriptions with the same Google account. Vasker cannot cancel a Play subscription from the website.

If you stop paying

Your data is not deleted the same day. You keep read access for a grace period so you can export a handover pack, income and expenditure figures, and Gift Aid records. After the grace period, inactive accounts may be archived and later deleted. Export before you leave, or email hello@vasker.co.uk if you want deletion sooner.

> **Take care.** Do not start a second subscription on the website if you already pay Apple or Google, unless you mean to. Cancel the store subscription first if you are moving billing to Stripe, or email sales@vasker.co.uk before you switch.

Running Vasker

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Data and privacy

Controller, processor, hosting and deletion.

In this chapter

1. Your organisation is the controller of member, donor and Gift Aid records.
2. Tweed Tyne Technologies Ltd is the processor of that data, and the controller of officer account and billing data.
3. Other clubs cannot see your books.

Who operates Vasker

Tweed Tyne Technologies Ltd, a private limited company registered in Scotland, company number SC874131. ICO registration ZC184042. Details and a Companies House link are on Who we are.

What is held

Depending on what you use: organisation details, cash-book transactions, member names and addresses, Gift Aid declarations, donation records, uploaded receipts, and officer login details. Government Gateway passwords are not stored.

Member, donor, authorised-official and Gift Aid XML personal data is encrypted at rest. Postgres row-level security isolates every tenant table by organisation.

Where it is hosted

Production application data is hosted in the EEA on Railway (EU-region workloads): application hosting, managed PostgreSQL, Redis and media storage. Encrypted offsite backups go to IDrive e2 in London. Connections use HTTPS.

Your rights and deletion

You remain responsible for a lawful basis to hold member and donor data. Individuals keep their UK GDPR rights. Email hello@vasker.co.uk for controller requests about Vasker's own processing, or to ask for deletion. Export a handover pack first if the next treasurer needs history.

Read Security and compliance, the Privacy policy, Terms of service and the Data processing addendum under Policies on the website.

Running Vasker

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If something goes wrong

Sign-in, store restore, claim validation and PDFs.

In this chapter

1. Most sign-in problems are an old email, spam, or a store subscription on the wrong account.
2. Most claim-build problems are a missing address or authorised official.
3. Email support@vasker.co.uk with what you were doing.

I did not get a password reset or 2FA email

- Check spam and that Account → Profile has the right address.
- Request the email again. Codes expire after 10 minutes.
- If it still does not arrive, email hello@vasker.co.uk from an address we can match to the organisation.

Apple or Google charged me and Vasker still shows Free

Open More → Subscribe and tap Restore purchases, signed into the same store account and the same Vasker organisation. Then email sales@vasker.co.uk with the organisation name and the store transaction or Play order number.

Build claim lists issues

Work down the list on the screen. The usual fixes are a missing postcode, a cancelled declaration, a donation marked ineligible, or a blank authorised official on the organisation.

The income and expenditure PDF failed

Try again. Use the on-screen report or the handover and examiner exports. Contact support@vasker.co.uk if it keeps failing.

Report a bug

Email hello@vasker.co.uk with what you were doing (desktop, mobile or installed app), what you expected, and what happened. A screenshot helps for layout issues.

Glossary

Words as this book uses them.

Short definitions as this book uses them. Regulator and HMRC meanings can be stricter — check current guidance when a claim depends on the word.

Account

Where money sits: bank, cash, PayPal, card. Not the same as a fund.

Annual return figures

Copy-across totals for Charity Commission, OSCR or CCNI portals. Vasker does not file the return.

Arrears

Subscriptions that are overdue.

Authorised official

The person HMRC expects on a Gift Aid claim for the organisation.

CASC

Community amateur sports club.

Cash book

The organisation’s ledger of money in and money out.

Category

An income or expense label. Can carry an annual return heading.

CHARID

HMRC Charities reference for the organisation.

Declaration

A donor’s Gift Aid declaration: enduring, single or verbal.

Designated fund

Money the committee has earmarked. Still unrestricted in law.

Examiner pack

A ZIP of transactions, funds, bank balances, arrears and an income and expenditure PDF for the independent examiner.

Fund

Why money is held: unrestricted, restricted, endowment or designated.

GASDS

Gift Aid Small Donations Scheme — a top-up on qualifying small cash gifts without named declarations, subject to HMRC rules and caps.

Gift Aid

Basic-rate tax relief a charity or CASC can claim on eligible gifts from UK taxpayers. Treat 25p in the pound as the current rate and check live HMRC guidance.

Handover export

A ZIP of the cash book, members, Gift Aid declarations and claims, plus a README for the next treasurer.

Independent examiner

The person who checks small-charity accounts. In Vasker this is also a read-only role.

IRmark

A checksum HMRC uses to identify a Gift Aid claim payload.

Members

The club membership directory. Different from Team.

Organisation

Your club or charity on Vasker. All records belong to it.

Plus

The £119 a year plan with Gift Aid, GASDS and examiner tooling.

Restricted fund

Money that must be used for a stated purpose.

Standard

The £59 a year plan with full books, members, reports and funding match.

Team

People who can sign in to Vasker.

Year-end snapshot

A record of closing fund and account balances. It does not rewrite opening balances.

Where to get help

Emails, phone and the pages that sit beside this book.

Product questions, data requests or a treasurer handover: hello@vasker.co.uk or support@vasker.co.uk.

Billing questions: sales@vasker.co.uk.

Phone: 0131 2100 411.

Public site: vasker.co.uk. Support centre: vasker.co.uk/support/.

Other pages worth keeping

- Gift Aid gap calculator — a rough estimate, no account required.
- Treasurer guides — longer articles on sports clubs, PTAs, Scout groups, CASCs, churches, GASDS and year-end.
- Who we are — operator identity and HMRC recognition status.
- Security and compliance, Terms, Privacy and Data processing addendum.

> **Note.** Vasker and this manual are general information for UK volunteer treasurers, not legal, tax or accounting advice. Check current HMRC and regulator guidance for your organisation.

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