

<b>Policy</b>	<b>Subscriptions and Fees Protocol</b>
<b>Effective Date</b>	15 November 2017
<b>Date Last Reviewed</b>	11 June 2019
<b>Authorised by</b>	Trustees Meeting
<b>Scheduled Review Date</b>	Last Committee Meeting before 2020 AGM
<b>Supersedes</b>	All previous Policies and/or Statements

### Membership Types

The Society has three classes of member

- (i) Society member (choir)
- (ii) Halcyon singer (choir member aged under 18)
- (iii) Friend

The annual subscriptions for Choir members, Halcyon choir members and Friends are decided by the Society Trustees or Halcyon sub-committee as applicable.

### Subscription Rates

For the 2019-2020 season Subscription rates for the whole season have been agreed as follows:

Full choir member subscription	£160
Joint choir member with partner choir member	£290
Junior choir member (under 25 at start of season)	£30
Halcyon singers (under 18 at start of season)	£15
Friend	£15
Friends (joint with partner)	£20

### Payment Methods

- Choir member subscriptions may be paid by cash or cheque in person to the Treasurer – cheques payable to “The Harrogate Choral Society”
- Halcyon singer subscriptions may be paid by cash or cheque in person to the Treasurer – cheques payable to “The Harrogate Choral Society”
- Friends subscriptions may be made by cheque by post to the Friends Secretary – cheques payable to “The Harrogate Choral Society”
- All Subscriptions may be paid online following the instructions within this policy – see Appendix 1
- Choir member subscriptions (except for Junior members and Halcyon choir members) may be paid by standing order following the instructions within this policy – see Appendix 2 (member) and Appendix 3 (joint members).

### **Payment Dates / Deadlines**

Subscriptions for current members and friends are payable at the beginning of the season and no later than the date of the first performance of the season unless a standing order arrangement has been agreed – with the first installment being made before the first concert.

New members will not be required to pay any subscription until they have sung in their first concert.

Subscriptions for new choir members joining through the year will thus be apportioned as follows – based on the four main HCS only concerts in the season:

- If first concert sung is the Autumn concert then they will be asked to pay  $\frac{3}{4}$  of the annual amount
- If the first concert sung is the December concert then they will be asked to pay half the annual amount
- If the first concert sung is the Spring concert then they will be asked to pay  $\frac{1}{4}$  of the annual amount
- If they only sing in the final concert of the season then no subscription will be paid.

### **Non Payment penalties**

The Society Trustees may suspend at their discretion the membership of any current Society member whose subscription remains unpaid on the day of the first performance of the concert year.

If a current Society choir member's subscription has not been paid by the end of January (halfway through the season) his/her membership is deemed to have lapsed. If the person wishes to reapply for membership during that season there will be a requirement for that person to pay the full subscription. The person will be re-auditioned when his/her particular voice group is re-auditioned.

### **Illness / Maternity Absence**

The Trustees retain the right to consider any member who is absent for a prolonged period of illness or maternity leave to be treated in the same pro-rata way as a new member, though this would not include a free "first" concert.

### **Other Fees**

New choir members who do need need to pay subscriptions until they have sung in their first concert will also not be required to pay any music hire fees until they have sung in their first concert.

They will however be required to buy choir folder, scarves etc for use in that concert. The cost of which, if they decide they no longer wish to stay, will be refunded on return of the relevant item(s).

**GIFT AID (Choir members and Friends)**

If a choir member or friend has filled in a Gift Aid declaration then this remains in force.

Please let the Treasurer know if circumstances change and you cease to pay tax or if you have now become a taxpayer and wish to Gift Aid your subscription.

If you have not previously filled in a Gift Aid form for us please consider doing so. See Appendix 4 for the current form or ask the Treasurer for one.

If you require any further information or explanation please do not hesitate to ask.

**Change Control History**

Date of Change	Summary of Revisions Made
June 2018	Amounts updated
June 2019	Amounts updated

## **APPENDIX 1 - PAYING BY ELECTRONIC TRANSFER**

### **Choir Members**

Make your payment to:

Barclays sort code 20-48-42  
account number 60317195

Use a reference, for example: SUBS – GillWalshA1

In other word please add your name (or as much as will fit) and voice part after SUBS so we can clearly identify you on the bank statement.

Please also send an email to [treasurer@harrogatechoral.org.uk](mailto:treasurer@harrogatechoral.org.uk) confirming your payment

### **Halcyon Singers**

Make your payment to:

Barclays sort code 20-48-42  
account number 16928447

Use a reference, for example: SUBS – ASmithS2

In other word please add your name (or as much as will fit) and voice part after SUBS so we can clearly identify you on the bank statement.

Please also send an email to [treasurer@harrogatechoral.org.uk](mailto:treasurer@harrogatechoral.org.uk) confirming your payment

### **Friends**

Make your payment to:

Barclays sort code 20-48-42  
account number 60317195

Use a reference, for example: FRIENDSUB – JBloggs

In other word please add your name (or as much as will fit) after FRIENDSUB so we can clearly identify you on the bank statement.

Please also send an email to [treasurer@harrogatechoral.org.uk](mailto:treasurer@harrogatechoral.org.uk) confirming your payment

Appendix 2 – Standing order form member (page 1 of 2)



THE HARROGATE  
CHORAL SOCIETY

President: Brian Kay    Patron: Terry Bramall



## Membership Fee Standing Order 2019-20

I confirm that I will pay to The Harrogate Choral Society the 2019-20 membership fee of £160 by standing order.

**Four** successive payments of £40.00 will be made on the 1<sup>st</sup> of each month commencing (please select one)

1<sup>st</sup> September 2019

1<sup>st</sup> October 2019

I understand that my membership of HCS will automatically be terminated if the standing order payments are not completed.

Title ..... First name .....

Surname.....

Address .....

.....

Postcode .....

Signature .....

Date .....

*Please return this page to Gill Walsh*

Appendix 2 – Standing order form member (page 2 of 2)

**STANDING ORDER MANDATE**  
(take to your bank, or complete online application)

**To:** The Manager

**Bank address:**  
(i.e your bank)

**Please pay:** Barclays, Vicar Lane Branch, Leeds

**For the credit of:** The Harrogate Choral Society

**Bank details:** **Account number** 60317195  
**Sort code** 20-48-42

**The sum of:** **Amount** £ 40.00 (fourty pounds)

on the first of each month commencing  
1<sup>st</sup> September 2019 / 1<sup>st</sup> October 2019

with final payment on  
1<sup>st</sup> December 2019 / 1<sup>st</sup> January 2020

(please delete as required)

**Account to be debited:**

**Account number:**

**Sort code:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This Standing Order Mandate supersedes all previous standing orders to HCS**

Appendix 3 – standing order form joint members (page 1 of 2)



THE HARROGATE  
CHORAL SOCIETY

President: Brian Kay Patron: Terry Bramall



## Membership Fee Standing Order 2019-20

We confirm that we will pay to The Harrogate Choral Society the 2019-20 membership fee of £290 by standing order.

**Four** successive payments of £72.50 will be made on the 1<sup>st</sup> of each month commencing (please select one)

1<sup>st</sup> September 2019

1<sup>st</sup> October 2019

We understand that membership of HCS will automatically be terminated if the standing order payments are not completed.

Name 1 .....

Name 2 .....

Address .....

Postcode .....

Signature (s) .....

Date .....

*Please return this page to Gill Walsh*

Appendix 3 – standing order form joint members (page 1 of 2)

**STANDING ORDER MANDATE**  
(take to your bank, or complete online application)

**To:** The Manager

**Bank address:**  
(i.e your bank)

**Please pay:** Barclays, Vicar Lane Branch, Leeds

**For the credit of:** The Harrogate Choral Society

**Bank details:** **Account number** 60317195  
**Sort code** 20-48-42

**The sum of:** **Amount £** 72.50 (seventy two pounds and fifty pence)

on the first of each month commencing  
1<sup>st</sup> September 2019 / 1<sup>st</sup> October 2019

with final payment on  
1<sup>st</sup> December 2019 / 1<sup>st</sup> January 2020

(please delete as required)

**Account to be debited:**

**Account number:**

**Sort code:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This Standing Order Mandate supersedes all previous standing orders to HCS**



Appendix 4 - Gift Aid Form



THE HARROGATE CHORAL SOCIETY

President: Brian Kay  
Patron: Terry Bramall



## GIFT AID DECLARATION

**Name of Charity: The Harrogate Choral Society**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please treat as Gift Aid donations all personal payments made by me to The Harrogate Choral Society, including personal payments to its family of choirs.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I understand also that the charity will reclaim 25p on every £1 given.

I understand that some of my personal data will be retained by HCS in order to comply with relevant legislation.

Title ..... First name .....

Surname .....

Address .....

..... Postcode .....

Date .....

Signature .....

**Please notify HCS if you:**

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.