

Policy	Subscriptions and Fees Protocol
Effective Date	15 November 2017
Date Last Reviewed	May 2023
Authorised by	Trustees Meeting
Scheduled Review Date	Last Committee Meeting before 2024 AGM
Supersedes	All previous Policies and/or Statements

Membership Types

The Society has four classes of member

- (i) Society member (choir)
- (ii) Junior member (aged under 25 at start of season)
- (iii) Halcyon singer (choir member aged under 18)
- (iv) Friend (single or Household)

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

Subscription Rates

For the 2023-2024 Subscription rates for the whole season have been agreed as follows (unchanged from the previous season due to the cost of living situation:

Choir member subscription	£200
Choir member (25 or under on 1 st September)	£50
Choir member (18 or under on 1 st September)	£20
Friend	£20
Friends (Household))	£30

(additional voluntary donations over above the rates listed are welcomed from anyone who can afford to do so)

Payment Methods

- Ideally all Subscriptions should be paid online following the instructions within this policy – see Appendix 1
- If online payment is not possible Choir member singer subscriptions (including members 25 or under, and 18 or under on 1st September) may be paid by in person to the Treasurer – by cash or cheque made payable to “The Harrogate Choral Society”, payment by debit/credit card can also be made at rehearsals using HCS sum-up account machine. A reference can also be added when this method is used
- If online payment for Friends subscriptions is not possible cheques may be sent by post to the Friends Secretary – cheques payable to “The Harrogate Choral Society”
- For adult choir members the Treasurer is also willing to agree an arrangement to pay membership fees in stages (for instance a monthly payment in each of Sept – April inclusive), please contact the Treasurer for more information.

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.

Subscriptions for new choir members joining through the year will thus be apportioned as follows:

- New members joining before the Autumn concert are asked to pay the full annual fee
- New members joining between the Autumn and December concert will be asked to pay three quarters of annual fee
- New members joining before the Spring concert will be asked to pay half of the annual fee.
- New members joining after the Spring concert will be asked to pay one quarter of the annual fee.

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 a pro rata subscription for any member who is absent for a prolonged period of illness or maternity leave.

Other Fees

New choir members will also be required to buy choir folder, scarves etc for use in concerts. They will also be required to purchase a personal copy of Messiah and Carols, and may need to purchase Choral Classics when that book is used

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
June 2020	Various changes, highlighting online payments and clarifying a few things as well as updating amounts including removal of joint membership
June 2021	Various updates
June 2022	Dates updated
May 2023	Proportions of subscriptions for new members at various times of year updated and various related changes Standing order appendices removed Membership titles amended

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 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 and to the Friends secretary friends@harrogatechoral.org.uk confirming your payment

Appendix 2 - Gift Aid Form



THE HARROGATE CHORAL SOCIETY



President: Brian Kay

Vice President: Marilynne Davies

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.