

Policy	Subscriptions and Fees Protocol
Effective Date	15 November 2017
Date Last Reviewed	15 November 2017
Authorised by	Trustees Meeting
Scheduled Review Date	Last Committee Meeting before 2019 AGM
Supersedes	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 2018-2019 season Subscription rates for the whole season have been agreed as follows:

Full choir member subscription	£155
Joint choir member with partner choir member	£280
Junior choir member (under 25)	£30
Halcyon choir member (under 18)	£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 choir member subscriptions may be paid by cash or cheque in person to the Treasurer – cheques payable to “The Harrogate Choral Society Youth Choir”
- 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

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

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 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 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 2018-19

I confirm that I will pay to The Harrogate Choral Society the 2018-19 membership fee of £155 by standing order.

Four successive payments of £38.75 will be made on the 1st of each month commencing (please select one)

1st September 2018

1st October 2018

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

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** £ 38.75 (thirty eight pounds & seventy five pence)

on the first of each month commencing
1st September 2018 / 1st October 2018

with final payment on
1st December 2018 / 1st January 2019

(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 2018-19

We confirm that we will pay to The Harrogate Choral Society the 2018-19 membership fee of £280 by standing order.

Four successive payments of £70.00 will be made on the 1st of each month commencing (please select one)

1st September 2018

1st October 2018

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 £** 70.00 (seventy pounds)

on the first of each month commencing
1st September 2018 / 1st October 2018

with final payment on
1st December 2018 / 1st January 2019

(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



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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.