



Contributions Policy

Rationale:

The Medway Towns Band is a registered charity. As a charity, its income is dependent on contributions from engagements, sponsorship from individuals and organisations, and also contributions from members. While contributions from members are an essential source of income, the level of contributions needs to be carefully considered to help enable the Organisation to cover its costs, but to also be realistically affordable. Provision also needs to be made for those members who have limited income or limiting circumstances so that they are not unfairly discriminated against.

Aims;

- To set a realistic level of contributions for the members of the Organisation
- To have provision in place for those members with limited income, or limiting circumstances
- To have procedures in place for the timely and efficient collection of contributions and accurate recording of those collections.

Policy and practice;

- Contribution rates are reviewed annually at the AGM and fixed for one year thereafter.
- There are 3 levels of contribution; Full, Concessionary (for those members in full time education or retired) and Reduced (for those members on income support, limited incomes, or experiencing financial difficulties).
- As of June 2010 the rates were set at the following levels;
 - **Full; The Medway Band; £110 per year; Medway Concert Brass; £85**
 - **Concessionary; £35 per year (both bands)**
 - **Reduced rate; minimum of £35 per year, but negotiable depending on circumstances.**
- If any member who is not deemed as eligible for the Concessionary rate has difficulty in meeting the Full rate, they may apply to the Management Committee in writing outlining their difficulties and applying for a reduced rate. A member of the Committee will speak with the member concerned confidentially to discuss an appropriate level of contribution – this will be agreed by The Management Committee. All such discussions will be treated with the strictest confidentiality and only between the member concerned and the members of the Management Committee. The contribution will be reviewed annually, and the member will be required to pay the Full rate when the member's circumstances have improved sufficiently.
- Contributions will be paid to an allocated member of each band and should be paid on a monthly, quarterly or yearly basis.
- Members are encouraged to pay their contributions by standing order.

- If members cannot pay by standing order, payment should be by cheque. If payment is by cash, it should be put into an envelope with the name of the member and the amount being paid.
- The allocated member of each band must keep a record of who has paid what, on what date and how much, and whether it is by cash or by cheque.
- Contributions collected must be forwarded to the Treasurer on a monthly basis.

June 2010