



**STRADFAS – A member of The Arts Society**  
**www.stradfas.org.uk**

**January 2018**

**Dear STRADFAS Member(s),**

**Subscription renewals**

I have to let you know that due to significant planned rises in the ArtsHouse hire fees, we need to increase our subscription to **£43/member**. We still believe we are below The Arts Society average, and this year STRADFAS pays £12.60 to The Arts Society from your £43 subscription; thus our lectures are about £3 per person.

The 2018-19 programme details are in our enclosed Newsletter, and our website gives even more information ([www.stradfas.org.uk](http://www.stradfas.org.uk)).

**Your renewal form is enclosed.** It has your information on it that we hold on our database – **you only need to enter any changes or errors** (and see below, under 'Database changes'). I would be **very grateful** for prompt renewals – there is a significant workload around February, and we also have to deal with many new members at the start of our year. **Please remember to include an SAE with your form and cheque**, for return of your membership card(s). Also please note that stapling or taping cheques to the form can result in tearing when removing them, and our bank will then reject them.

**Gift Aid**

Since we are now a Charity in our own right we now need as many as possible to sign up for the **Gift Aid Scheme**. Hence we will need a new mandate form to be completed; this is enclosed. The criteria for 'gift-aiding' is that you are paying Income Tax and/or Capital Gains Tax of at least £30.40. Other taxes (e.g. VAT) do not qualify. Please see the back of the letter.

**A reminder to you that STRADFAS membership cards can only be sent out after the AGM in February**, when the new Committee is elected. Please bring these cards with you to the 2018-19 lectures to gain admission.

**Database names and address formats**

Last year we informed you that our database meets HMRC format requirements for gift-aid; this may result in your name or and address not being quite as you want it. Apologies, but it is an HMRC requirement.

**Non-renewals**

**It is very helpful if you let me know if you are unable to re-join**, so we can avoid the expense of sending out unwanted second and third reminders. If you decide to leave, and come as an occasional visitor (£7/lecture), remember that our members have preference for Special Interest Days, Visits and Tours.

I look forward to receiving your completed membership renewal form, and cheque (to 'STRADFAS').

*Best wishes,*

*Ruth Bartlett, Membership Secretary*

*1, Wimpstone, Stratford-upon-Avon, CV37 8NS.*

*Tel: 01789 450345.*

*email: [membership@stradfas.org.uk](mailto:membership@stradfas.org.uk)*

*(Rev. 2018/1)*

## Gift Aid Explanatory notes:

(NB: these are taken from the HMRC and The Arts Society websites).

- a) **STRADFAS** has a Gift Aid scheme. We are waiting for a Charity number and we will notify you of this number as soon as possible.
- b) **Gift Aid forms are available from STRADFAS, or download from: [www.stradfas.org.uk/members-documents/](http://www.stradfas.org.uk/members-documents/)**  
**You only need to fill the form in once, and we will retain it on your behalf.**
- c) **Payments from a couple: *There are some specific requirements:***  
For a **couple** to Gift Aid, you each need to fill in a **separate form** (there are two forms on our A4 sheet). In order to Gift Aid, **each** must pay sufficient tax. If only **one** of you pays tax, **only that person may Gift Aid**, and only that person fills in a Gift-Aid form.  
If you have a **joint bank account**, you can pay both Gift Aid subscriptions from this.  
If you have **separate bank accounts**, the subscription **must be paid from the individual's own bank account** to qualify for tax relief (i.e. you cannot pay a combined cheque from just one of the accounts).
- d) **Tax you pay:**  
You must be paying a sufficient amount of Income tax and/or capital gains tax which is at least equal to the tax that STRADFAS (and any other charity or Community Amateur Sports Club to which you have made a Gift Aid declaration) reclaims on your donations in the current tax year. The tax must be income tax and/or capital gains tax: other taxes such as VAT and Council Tax do not qualify. The amount for this year is in our renewal letter (over).
- e) **Changed circumstances:**  
If in the future **your circumstances change** and you no longer pay tax on your income and/or capital gains that is equal to the tax that STRADFAS reclaims, **you should cancel your declaration by informing STRADFAS on your renewal form.**
- f) **Change of name/address:**  
Please notify STRADFAS if you change your name or address.
- g) **Higher rate tax:**  
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 your Gift Aid donations on your Self Assessment tax return, or ask HM Revenue and Customs to adjust your tax code (see HMRC website).

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