

NOTES FOR TREASURERS

1 SUBSCRIPTIONS

- (a) RSCDS subscription fees for the membership year **1 July 2017 – 30 June 2018** will be as follows:

	£
Adult Single (age 25+)	20.00
Adult Single, half year subscription (new members only)	10.00
Adult Joint (2 x age 25+ at same address, in same branch)	32.00
Young Adult (age 18-24)	16.00
Youth (age 12-17)	10.00

NB: The half year subscription applies to **new** members joining after 1 January. Only one discount may be applied per person. As our current Membership Renewal System does not recognise half year subscriptions we advise you to get in touch with Headquarters to confirm payment.

- (b) Treasurers are reminded that 100% of this subscription fee should be sent to Headquarters. **Forms will no longer be sent** to Treasurers, but the process will now be carried out via the branch administration area in the new website. Full instructions are available on the website and per request from HQ, but basically the database will calculate for you the amount that is due, according to the members listed under your branch. It is therefore imperative that member data on the database is kept up to date! Please note that payment can be made by credit card (Visa, Access, MasterCard, Eurocard or Delta) or debit card (Maestro/Switch). Payments can also be sent directly to our bank account, for those who wish to use EFT or other forms of electronic payment; please contact Sandra Parish (sandra.parish@rscds.org) for more details.
- (c) The Society's membership year is from July to June, but its financial year is from April to March. For book-keeping purposes, Treasurers should have ensured the bulk of subscription payments for membership year July 2016–June 2017 were received at HQ by the end of November 2016, with the balance payable by 17 March 2017.

2 CURRENCY

Owing to fluctuation in the rate of exchange and bank administration charges on foreign currency, all payments must be made in Pounds Sterling (£).

Michael Greenwood
Digital Marketing Communications Officer

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