



HOISTGROUP™

Amending Membership Vat Guide

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Introduction

The government announced on 8 July 2020 that it intended to legislate to apply a temporary 5% reduced rate of VAT to certain supplies relating to hospitality, hotel and holiday accommodation and admission to certain attractions.

The reduced rate was initially introduced to last for a temporary period between 15 July 2020 and 12 January 2021. This period was subsequently extended to 31 March 2021.

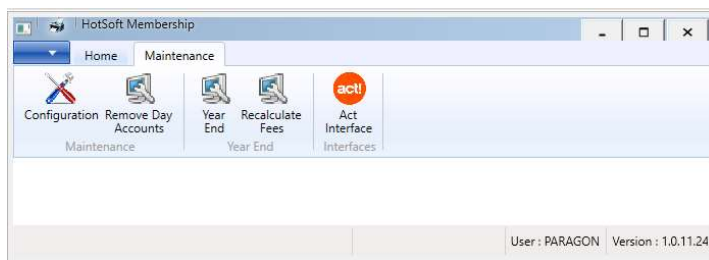
The government announced at Budget 2021 that the temporary reduced rate will be extended for a further six-month period at 5% until 30 September 2021.

A new reduced rate of 12.5% will then be introduced which will end on 31 March 2022. The scope of the relief will remain unchanged.

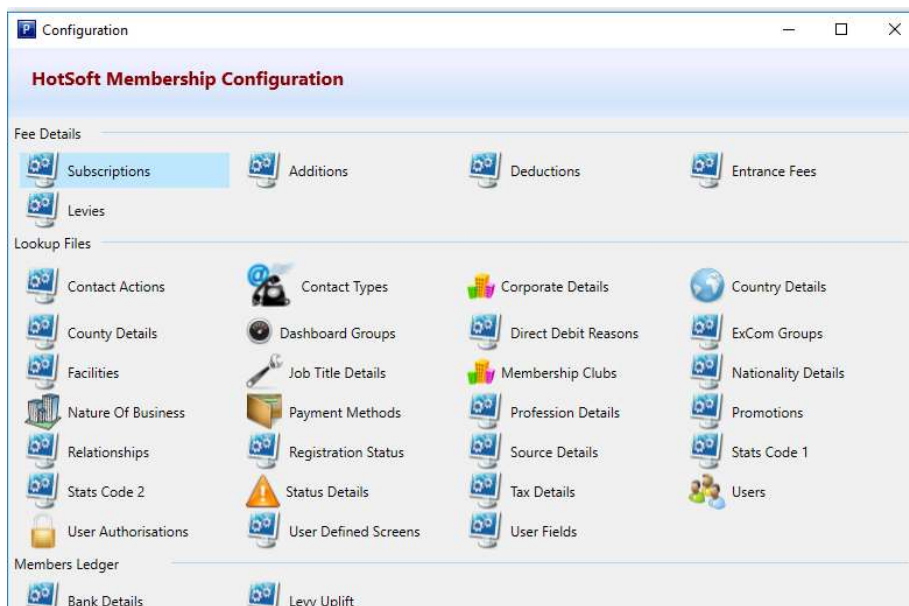
Adding a new VAT Code

To add a new VAT code into the Spa system the following steps need to be taken.

Click on the Maintenance Tab and then click into Configuration



Once the Configuration screen is open, click on Tax Details

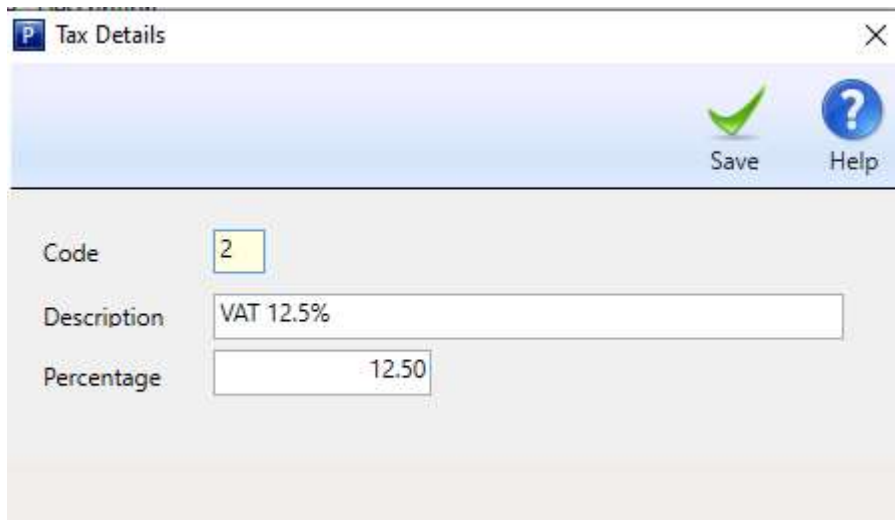


In here you will see your existing Tax Codes.

Please take note of the Codes on this screen. Each Tax Detail must have a unique code. E.g. The next code in the screen shot below should be code number 2.

To add a New Tax code click on New.

Enter the details, as needed for the new Tax code you require, and click on Save



Code: 2

Description: VAT 12.5%

Percentage: 12.50

Once the Vat Details have been saved, you will see the new VAT code in your list.



Code	Description
1	VAT 9%
2	VAT 12.5%

Updating Subscriptions

To update the Membership Subscriptions with the new Tax Code the following steps are taken.

Within Configuration, open Subscriptions.

The list of Membership Types are displayed.



The screenshot shows a software window titled "Lookup Files" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with four icons: a green plus sign labeled "New", a pencil labeled "Edit", a red X labeled "Delete", and a blue question mark labeled "Help". Below the toolbar is a section header "Subscriptions" in bold red text. Underneath is a table with two columns: "FeeCode" and "Description". The table contains nine rows of data, each with a fee code and a corresponding description.

FeeCode	Description
S001	Existing Full Membership
S002	Existing Villa Membership
S003	ExistInternational Membership
S004	Full Membership
S005	International Members
S006	Zero Rate
S007	Full Member 2019
S008	Full Member 2020
S009	6 Month

Double Click into the Subscriptions and change the Vat code as required. Click on Save

Fee Details [Window Title Bar]

Frozen Fees
 Monthly Fees
 Access Details
 Save
 Help

Code: S 001

Description: Existing Full Membership

Short Description: [Empty]

Posting Code: [Empty]

Analysis Code: FM

Amount: 4627.40

Vat Code: VAT 9%

Budget Members: VAT 9%, VAT 12.5%

Statistics Sort Sequence:

ExCom Group: [Empty]

Membership Clubs: [Empty]

Fee Details [Window Title Bar]

Frozen Fees
 Monthly Fees
 Access Details
 Save
 Help

Code: S 001

Description: Single Annual Membership

Short Description: Single A

Posting Code: [Empty]

Analysis Code: SA

Amount: 499.00

Vat Code: Vat 21%

Budget Members: Vat 21%, Vat 9%

Statistics Sort Sequence:

ExCom Group: [Empty]

Membership Clubs: [Empty]

Percentage

Updating Addition fees, Deduction fees, Entrance fees and Levies fees are also done the same way