

ISEAL Fee and Application Schedule 2021

Issue 10 – October 2020

The following fees apply to ISEAL Community Members for the calendar year 2021:

Activity		Fee
ISEAL Community Members and Applicants		
For organisations wishing to apply for ISEAL Community Member status in 2021, the application deadlines are:		
<ul style="list-style-type: none"> > 1 April 2021 > 1 June 2021 > 15 October 2021 		
Fee for applying to become an ISEAL Community Member		£3,650
ISEAL Community Member Annual Fee (for ISEAL Community Members with incomes above £1m)		£5,300 + 0.35% of total organisational income* up to a maximum annual fee of £53,000
ISEAL Community Member Annual Fee (for ISEAL Community Members with incomes below £1m)		£4,600 + 0.35% of total organisational income*
Compliance Fees¹		
Compliance fees are applicable to ISEAL Community Members applying for or maintaining ISEAL Code Compliant status. Independent evaluations are scheduled in accordance with the <i>Independent Evaluation Procedure</i> . Not all evaluations will be required in each year ²		
Standards-Setting Code	Stage 1 Independent Evaluation. Pre-standard-setting process	£2,610
	Stage 2 Independent Evaluation. Post-standard-setting process	£1,880
Impacts OR Assurance Code	Independent Evaluation	£3240 (per Code)
Impacts OR Assurance Code	Optional Peer Review	£600 (per Code)

¹ When assessments exceed the anticipated time, additional evaluator and secretariat time is charged as necessary

² Please contact the secretariat at compliance@isealalliance.org for your compliance schedule for 2021 if you have not received it by 16 Oct 2020.

Explanatory Notes

Member Annual Fees

Fees for members are payable on an annual basis. These fees will be used to cover various operating and programmatic costs of ISEAL, as defined by the ISEAL Board of Directors and based upon annual work plans.

Annual fees for ISEAL Community Members, are currently as follows: £5,300 + 0.35% of **total organisational income**, up to a maximum fee of £53,000 for organisations with income over £1m. For organisations with income below £1m, annual fees for ISEAL Community Membership are as follows: £4,600 + 0.35% of **total organisational** income. These rates are reviewed on an annual basis.

***Total organisational income** should include income from all sources, whether from membership fees, affiliation fees, license fees, certification fees, grants, service provision or events. If the member operates through more than one legal entity, the declared income should be for all the legal entities combined.

New ISEAL Community Members will pay an annual fee, prorated for the current calendar year, in advance of their approval as ISEAL Community Members and will receive a confirmation of receipt once fees are paid.

Applicants

Organisations intending to apply are encouraged to carefully review the *ISEAL Community Member Requirements* and *ISEAL Community Member Application Procedure* in advance of submitting their application.

Value Added Tax (VAT)

As of the date of sharing this fee schedule, ISEAL is not registered for VAT. However, please note that we will shortly be applying for a UK VAT registration. When we know the details of the registration effective date and VAT number, we will advise you of these.

It would be prudent to assume that all ISEAL fees for 2021 will be subject to UK VAT. For ISEAL Community Members based in the UK, we would be charging VAT at 20% on our invoices. For ISEAL Community Members based outside the UK, we would not be charging VAT on our invoices, but some members may have to account for reverse charge VAT to their local tax authority. The impact of the UK VAT charge or of the reverse charge VAT will depend upon each member's ability to recover VAT, which will vary from member to member. If you are in doubt, we suggest that you seek appropriate professional advice.

Membership Fee Invoicing and Payment Information

Members will be invoiced by the secretariat in December 2020 for the 2021 annual fees, based upon the most recent total organisational income figures. Annual fees for 2021 are due in full by 15 February 2021.

All members will receive notification from the secretariat upon receipt of payment. Fee payments will be considered late if received after 15 February. The secretariat shall issue reminder notices to member organisations where appropriate, at the beginning of February 2021. Late payments will be assessed an administrative late payment fee of £250 from 1 March 2021 and £100 for each additional late month thereafter. Membership status of members with fees outstanding at the end of April 2021 will be suspended in accordance with the *ISEAL Community Member Monitoring Procedure*.

By the end of May 2021, members will advise the secretariat of their total organisational income for the most recent year for which verifiable records are available. The secretariat will prompt this action by issuing reminders in April. Once the new income figures are received, the secretariat will calculate the revised fees due from members and will either invoice or refund the resulting balance.

Independent Evaluations

Fees for independent evaluations are payable in advance of work commencing. Fees for secretariat time are divided between administrative functions to coordinate the review, technical support to the member to prepare for the evaluation and support to the evaluation itself.

Optional Peer Review

Where Peer Reviews are requested by members, fees are payable in advance of evaluation and cover the costs of secretariat time to administer the review.