

TISONLINE.NET Subscription Checklist – 2017/18

YOUR DETAILS

Name:	Job Title:
Organisation:	
Address:	
Email: (Required information)	
PLEASE ADD THE FOLLOWING STREAMS TO MY TISONLINE.NET SUBSCRIPTION (please x):	
 □ Full TISonline: access to all streams below @ £4,150 +VAT (upper tier*) or £2,750 +VAT (lower tier**) □ SELECT 18: any 18 streams from the list below @ £2,670 +VAT □ SELECT 12: any 12 streams from the list below @ £1,710 +VAT □ SELECT 12 for Police and Fire: any 12 streams from the list below @ £1,440 +VAT □ SELECT 5: any five streams from the list below @ £780 +VAT □ Individual streams 	
Financial management streams (£180 +VAT each): Local Authority Accounting Internal Audit Budgeting Capital Procurement Financial Management and Corporate Governance ICT and Business Transformation Risk Management Counter Fraud Insurance Treasury Management Asset Management Pensions Human Resources Government Grants and Business Rates Retention Charging Local Taxation Guide to the Council Tax	Service streams (£180 +VAT each): Leisure and Cultural Services Children's Services Environmental Services Adult Social Care and Health Local Authority Housing Police and Fire Planning Transport Public Health Tax streams (£190 +VAT each): Local Authorities and Similar Bodies VAT PAYE and National Insurance Education VAT Health VAT Housing Associations and RSLs VAT EMAIL DETAILS TO tisonline@cipfa.org
 □ CIPFA/NHF Housing Association Finance £200 +VAT □ Social Enterprise £180 +VAT □ Charity Accounting and Financial Management £180 +VAT 	www.tisonline.net

^{*}Upper tier - County Councils, London Boroughs, Metropolitans and Unitary Authorities, Government Departments and Private Sector.

^{**} Lower tier - District Councils, Scottish Councils, Police and Fire Authorities, Government Agencies and other Public Bodies.



Terms and Conditions - TISonline Service

1 Service Provision

This service is provided by CIPFA Business Limited on behalf of the Chartered Institute of Public Finance and Accountancy (CIPFA). Access to the service is provided via www.tisonline.net.

2 Commencement and Term

The service will be provided on an annual subscription basis; the subscription period will start on 1 April and end on 31 March. Payment for the subscription will be due on presentation of a valid invoice.

By taking out a new subscription and accepting these terms and conditions the subscriber commits to pay the subscription fee. Where CIPFA has provided online access to the subscription service in good faith in advance of payment of an invoice, cancellation or non-payment will not be accepted.

3 Subscription Renewal

An organisation accepting a subscription renewal will be deemed to have accepted the terms of the service level agreement as set out in this schedule

The annual subscription will be automatically renewed on 1 April unless prior notice of cancellation is received in accordance with section 4 below.

4 Cancellation

Should you wish to cancel your subscription renewal you must do so by giving one month's notice in writing or by email before the next subscription start date. A subscriber may cancel their subscription mid-term but fees are not returnable.

If CIPFA does not receive details of the intention to cancel a subscription, at least one month before the start date of the next subscription period, the subscription will automatically be renewed and the subscribing organisation will be liable for the full subscription fee for the new period.

Notice of intention to cancel a subscription should be sent to: Subscriptions Manager, CIPFA, 77 Mansell Street, London E1 8AN or email tisonlinesubs@cipfa.org.

5 Subscription Fees

Subscription fees are subject to an annual price review. All subscription fees are subject to VAT charged at the UK standard rate.

6 Nominated Contact

The subscribing organisation should nominate an appropriate person to act as a contact concerning this subscription, and should inform CIPFA of any changes to contact details.

COPYRIGHT AND USERS' RIGHTS

All information provided is the copyright of CIPFA unless otherwise stated. Unless expressly stated to the contrary, users may print and distribute copies of information retrieved from the service provided this is solely for use of the subscribing organisation and the source and ownership of copyright in the information is expressly acknowledged on the copy.

The user may not copy, reproduce, modify or distribute to any third party information retrieved from TISonline without prior written permission.

SERVICE ENTITLEMENT

Unless otherwise stated, the subscription will provide full multi-user access to the chosen level of service for all users authenticated through the subscribing organisation's email suffix.

Where the subscription is held by an employing organisation, any current member of its staff may access the subscription. Sub-contractors and associates may access the subscription while conducting work for the employing organisation.

Organisations operating shared services arrangements or providing services to a number of clients are not covered by CIPFA's standard terms or pricing, and require a separate pricing and service agreement with CIPFA. Please contact CIPFA for details.

While every effort will be made, CIPFA cannot guarantee that the website and any associated services will remain uninterrupted or be error free.

LIABILITY

Although every effort is made to ensure the accuracy of information provided, it may contain errors for which CIPFA cannot be held responsible. No responsibility for loss occasioned to any organisation or persons acting or refraining from action as a result of any material in this service can be accepted by CIPFA.

QUALITY ASSURANCE

The content of TISonline is for guidance only and is not intended to constitute legal or other professional advice. It should not be relied on or treated as a substitute for specific advice relevant to particular circumstances. Although every effort is made to ensure the accuracy of the information provided, neither CIPFA nor its agents nor any body or person involved in the drafting of this guidance shall accept responsibility for any errors, omissions or misleading statements in its content, or for any loss or damage of any sort occasioned to any organisation or persons acting or refraining from action as a result of any material provided by the TISonline service.

CIPFA takes very seriously the quality of the service provided to subscribers. Please address comments or enquiries on any aspect of the service provision to tisonline@cipfa.org.

See also www.cipfa.org/terms-and-conditions for CIPFA's general terms and conditions.

Payment methods

You may provide payment in the following manner:

- 1 Cheques and postal orders should be made payable to 'CIPFA Business Limited'. All cheques and remittances to be sent to CIPFA Business Limited, 77 Mansell Street, London E1 8AN
- 2 BACS: Please quote invoice number on remittance advice and make payment to:

Account No: 01095849 Sort Code: 30-92-32

Account Name: 'CIPFA Business Limited'

Bank Details: Lloyds Bank, Covent Garden Branch, London, United Kingdom.

3 Credit Card Payment: We accept payment either by VISA, MASTERCARD, SWITCH or PROCUREMENT CARD. Please note that a 2% administration charge will be added to the total amount should you wish to pay by credit card.