

## Policy for Payment of Membership Subscriptions

### *Introduction*

With the ever-demanding requirements on the Group to make certain that all monies are fully accounted for, it is important to have a policy which covers payments by parent(s) / guardian(s) of all monies to the Group. This policy will be adhered to, thus ensuring that the accounting procedures can be completed with all monies accounted for correctly.

### *What does the Membership Subscription cover?*

Each year, every Member of the Group is required to pay a Membership Subscription. These fees ensure that financially we are able to run safe, effective and efficient Beaver, Cub and Scout Programmes for your young person(s). Included in the subscription are the following items:

- Cost of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting.
- Cost of the local Scout County and the local Scout District.
- Cost of the Group to cover administration, building insurance, personnel accident and medical expenses insurance, utility costs, maintaining our scout hut, maintaining, repairing and replacing our tents and equipment and to subsidise certain group events.
- Cost of the section weekly activities including materials, books, badges and prizes.

All the costs are reviewed each year and you will be informed of any changes to the costs by the Group Treasurer or Group Scout Leader.

Throughout the year there will be the need to raise additional funds for the Group and section activities such as camps, theatre visits and rock-climbing. These other costs within the Group are met by parent(s) / guardian(s), through fundraising events and through grants and donations.

It is group policy that the additional fundraising that is carried out is used to develop group activities and provide improved resources for scouting activities. Fundraising is not used to subsidise the level of subscriptions.

### *When should the Membership Subscription be paid?*

Membership Subscriptions are payable at the start of each term. You will receive notification of the amount of the subscription from your Section Leader or the Group Treasurer. The level of subscriptions is set each year by the Group Executive Committee.

### *How to Pay*

There are four methods of making payments

1. Cash/Cheque
2. Credit/Debit Card Online
3. Telephone or Internet banking
4. Monthly Standing Order Payment Plan

#### **Cash/Cheque**

Payment can be made to a leader on weekly section night. Whether paying by cash or cheque, please use the remittance slip at the bottom of the Subscriptions Advice.

Cheques should be made payable to **15<sup>th</sup> Didcot Scout Group**. Write the name of the young person(s) on the back of the cheque.

The leader will record your payment on the attendance form and forward it to the Treasurer.



### **Credit/Debit Card online**

We accept payment by all major debit & credit cards.

Visit [www.15thdidcotscoutsgroup.co.uk](http://www.15thdidcotscoutsgroup.co.uk)

- click on the “pay subs on line” button
- select the item(s) for which payment is to be made and
- follow the PAYPAL secure payments process



### **Telephone or internet banking**

You will need to provide the following:

- Sort code **20-01-09**
- Account Number **70117722**
- Account Name **15<sup>th</sup> Didcot Scout Group**
- Use the name of the young person as the **reference**

### **Monthly Standing Order Payment Plan**

You can pay the annual Membership Subscription fee by paying monthly, by standing order.

If at the end of a year a shortfall occurs, this can be cleared by a final payment. In the case of an overpayment, a refund can be made or a credit can be made against the following year.

Please ask the Group Treasurer for further details and a Bank Standing Order Form.

### ***Process for non-payment or late payment of Monies:***

To ensure that monies are paid as stated in this policy the following course of action will take place if payment is not received in the following timescale:

1. If payment is not received by the 4<sup>th</sup> week of the term that it is owed the parent(s) / guardian(s) will be sent a reminder letter or e-mail whichever is used normally for correspondence. If the monies owed are not received within 14 days from the date of the letter / e-mail or no contact has been made with the leader in charge of the young person(s), the membership will be suspended.
2. No monies (additional funds) will be accepted for other activities for your young person(s) and they will not be allowed to attend one of these activities until all Membership Subscription fees have been paid in full.
3. Where financially possible the Group operates a genuine hardship policy and will not exclude a young person through an inability to pay. Please contact your Section Leader confidentially and we will talk with you (in confidence) about ways we may be able to help you. We would never want to see anyone having to leave the Group because of the cost of subscriptions.

### ***Gift Aid***

The Group is now able to recover income tax on any donation, including subscriptions. The only criteria is that the individual making the donation has to pay income tax or capital gains tax of at least the amount to be recovered by the Group. Please tick the declaration included on the Parental Consent Forms and we can recover 28p for each £1 of subscription from the “Tax Man”, with no additional cost to you.

### ***Discount for Appointed Adults***

The Group has adopted a policy in recent years of providing a discount of 50% of the Membership Subscriptions for the children of warranted, uniformed leaders in the Group. If you wish to become a uniformed leader then please contact the Group Scout Leader.

A handwritten signature in cursive script, appearing to read 'C. W. Strotton'.

Carl Strotton  
Group Scout Leader  
22<sup>nd</sup> January 2009 – Revision 2