

11th Andover Scout Group

Subs Payment Policy - 2024

13-09-2024

Revision 1

Revision control;

	Revision	Updates	Author	Reviewed by	Approved by
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2	0.2	Incorporate PC review comments	JC 07-05-24	PC 16-08-24	
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1. Subs Payment Policy

1.1. Background

Income from membership fees is essential in order to cover the costs of Scouting. These include but are not restricted to; membership fees paid to the national, District and County Scout organisations; insurance, maintenance and utility bills; equipment and programme (badges etc). Consequently, membership of the Scout Group is conditional on timely payment of the Subs.

Non-payment of fees will result in membership being forfeited, as is allowed for in the national Policy Organisation and Rules of Scouting (Rule 3.2)

However, the Group does not wish financial hardship to be a barrier to access to Scouting and has measures in place to cover such an eventuality please refer to the Economic Assistance Policy

The following procedure is to be adopted when no request for financial support has been obtained and therefore, it is assumed to be a “won’t pay”, rather than “can’t pay” situation. Following this procedure will ensure that parents and guardians are fully informed of the expectations and consequences of failure to pay, whilst giving fair notice

1.2. Annual Membership Subscription Fees (Subs)

The annual membership fees will be decided by the Trustee Board once the National, County & District membership fees have been announced, using the result of the numbers of youth members recorded in the approved census for the preceding year.

The group will consider the Group's financial situation, budgetary expectations and membership fees to the National, County and District Scout organisations. The amount may differ between sections. This is to reflect the different requirements of the age groups.

The Group's Trustee Board will then communicate any increase in the fees to parents and guardians via email through OSM and notices at section meetings, prior to the AGM.

Members who join after the AGM will be given the same information, with the first monthly payment being due on the first payment date after the young person's investiture as per the Group Admissions policy.

The preferred method of monthly payment of subs is by standing order on the **1st of each month**. There are no breaks/discounts for school holidays etc. as the subs payments are evenly spread throughout the year.

The bank account details are as follows:

Account Name: 11th Andover (St Michaels) Scout Group

Account Number: 32735060

Sort Code: 309626

Each standing order will require a reference for the tracking of all payments.

For this reference, please give the surname of the Child, followed by either a B (Beavers), C (Cubs) or S (Scouts).

As an example, for David Jones in the Scout section, the reference would be; **JonesS**.

Where there are siblings within the same section, one standing order can be used, however siblings in different sections will require separate standing orders.

1.3. Reminders sent for Non-Payment

1.3.1. Stage 1

If a membership fee is not paid on time, the Group's Treasurer or Lead Volunteer (GLV) will send a manually generated email to the address of the main contact(s) (parent/guardian) on OSM. The email will include the following, as per appendix 1

- A reminder that membership is conditional on payment of the membership fee
- The total amount due.
- That a response is required by date (due date + 2wks)
- That support is available, on request, in cases of financial hardship.

A copy will be sent to the Group Lead Volunteer (GLV). and Section Team Leader (STL).

If this results in full payment and a Standing Order being set up then the GLV and STL will be informed and no further action needs to be taken, apart from normal monitoring.

1.3.2. Stage 2

If the outstanding payments have not been received 2 weeks after the payment is due, the Group Treasurer will inform the GLV and STL. The GLV will be responsible for subsequent action.

The GLV will send a sealed, confidential, final reminder letter home with the scout and send an email, (see appendix 2) to the main contact (parent / guardian) enclosing a copy of the email from Group Treasurer and informing the parent of the current amount due and that if full payment is not received within 2 weeks then it will be assumed that the parent wishes to forfeit the young person's membership through non-payment of the membership fee.

If this letter results in full payment and a Standing Order being set up then the GLV and STL will be informed and no further action needs to be taken, apart from normal monitoring.

1.3.3. Stage 3

If the deadline given in the stage 2 letter or email from the GLV which has been successfully delivered and opened passes without receipt of payment by the due date, the GLV will send a sealed, confidential letter addressed to the parent / guardian home with the scout and send an email as per appendix 3, informing them that it is now assumed that they wish to relinquish membership, that membership has been cancelled and the young person's name has been removed from the register. The GLV will inform the leader of the appropriate section.

1.3.4. Oversight

At each Trustee Board Meeting the Group Treasurer will report on non-compliance with the payment schedules to the Trustee Board and which stage they are at within this policy

The policy will be implemented in accordance with the example timeline shown in Figure 1 below;

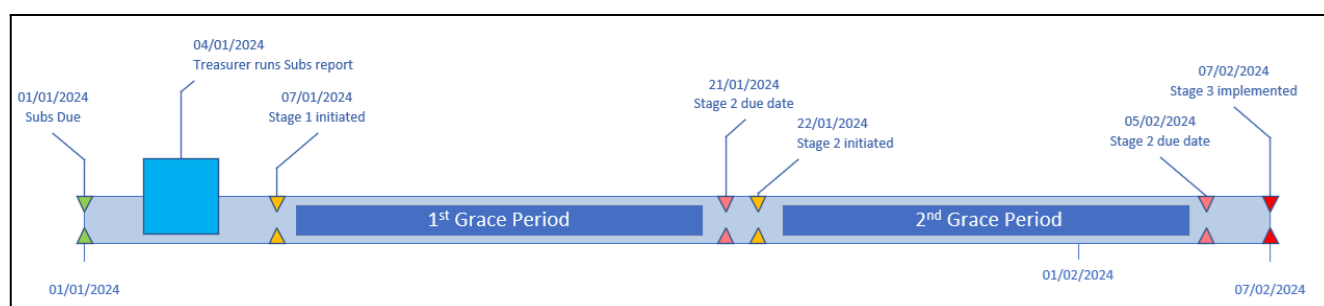


Figure 1 - 3 stage process example timeline

1.4. Appendix 1 - Non-Payment - Email to Parent/Guardian Stage 1

Dear Parent/Guardian

We have noted that we have not received any membership payment for *{Members Name}* for the last month.

I would like to remind you that Membership within Scouting is conditional upon payment of the membership Subs payment policy. This is a stage 1 reminder.

Please ensure that you remedy the outstanding amount within 14 days of this communication to avoid further escalation of the group's policy.

If you are experiencing financial hardship, I refer you to our group's Financial Assistance Policy, a copy of which is attached and can be found on our group's website. We welcome dialogue and will find a solution wherever we can.

If you think that payment has been made please let me know and provide details of the reference used and the data that the payment was made.

If you have any further questions, please do not hesitate to either contact me or the Group Lead Volunteer.

Regards

Group Treasurer.

1.5. Appendix 2 - Non-Payment – Letter & Email to Parent/Guardian Stage 2

Dear Parent/Guardian

We have noted that you have failed to make any membership payment for {*Members Name*} for the last month despite the Groups Treasurer sending you an email on the {Stage1 Email Date}

I would like to remind you that Membership within Scouting is conditional upon payment of the membership fee as per the 11th Andover Group Admissions Policy and The Scout Association's "Policy Organisation and Rules of Scouting" document.

The current outstanding amount is {amount}, please bring this up to date by the {date}, payment can be made by bank transfer and we request that you set up a standing order for future payments in line with section 1.2 . This is a Stage 2 reminder. There will be no further reminders.

If you are experiencing financial hardship, I refer you to our group Financial Assistance policy, a copy of which is attached and can be found on our group's website. We welcome dialogue and will find a solution wherever we can.

Therefore, if payment is not received by the above date, or contact made in relation to financial hardship, it will be assumed that you wish to forfeit {Members Name} membership through non-payment of the membership fee.

If you think that payment has been made please let me know and provide details of the reference used and the data that the payment was made.

If you have any further questions, please do not hesitate to contact me.

Regards

Group Lead Volunteer

1.6.Appendix 3 - Non-Payment – Letter & Email to Parent/Guardian Stage 3

Forfeit of Membership

Dear Parent/Guardian

We have noted that you have failed to make any membership payment for *{Members Name}* for the last month. Despite both the Groups Treasurer sending you an email on the {Stage1 Email Date} and myself sending you a second email on the {Stage2 Email Date} and a printed letter being passed to your scout for delivery to you via the section leader.

I therefore regret to inform you that {Members Name} membership has been cancelled as of {date} and their name has been removed from the register as per the Group's Subs payment Policy and The Scout Associations "Policy Organisation and Rules of Scouting" Rule 3.2

If you have any further questions, please do not hesitate to contact me.

Regards

Group Lead Volunteer