

Payment Policy

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 3.1)

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 Financial Assistance Policy – FGM-P03. 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 are fully informed of the expectations and consequences of failure to pay, whilst giving fair notice

Annual Membership Fees (Subs)

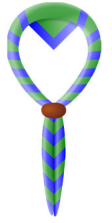
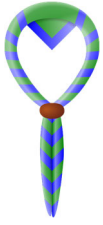
The annual membership fees will be decided by the Group Executive Committee by the end of February each year, considering the Group’s financial situation, budget expectations and membership fees to the National, County and District Scout organisations. The fees will take effect from 1st April that year, for the financial year up to 31st March the following year.

The amount may differ between sections. This is to reflect the different requirements of the age groups.

The Group’s Executive will communicate any increase in the fees to parents each March by both email through OSM and distributed via the section meetings. Members who join during the year will be given the same information, with the first monthly payment being due on the first payment date after the young person’s investiture.

The preferred method for paying subs, is on a Monthly basis via Direct Debit, If you prefer this could also be paid on either a Termly in advance basis (Three equal payments over a year) or Annually in advance (One Payment) please contact the Section leader if these option interest you.

If you are unable to utilise Direct Debit, please contact the Groups Treasurer to discuss other options.



Reminders sent for Non-Payment

Stage 1

If a membership fee remains unpaid for two months the Group's Treasurer will send a manually generated email to the address of the main contact(s) (parent/guardian) on OSM.

The email will include the following, see appendix 1

- A reminder that membership is conditional on payment of the membership fee
- The total amount due.
- That payment is required by date
- That this can be paid in one of the ways outlined in this Policy
- That support is available, on request, in cases of financial hardship.

A copy will be sent to the GSL.

If this results in full payment and a Direct Debit being set up no further action needs to be taken, apart from the normal monitoring.

Stage 2

If the outstanding payments have not been received 1 month after the payment required by date the Group Treasurer will inform the Group Scout Leader (GSL). The GSL will be responsible for subsequent action.

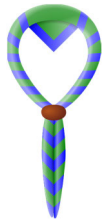
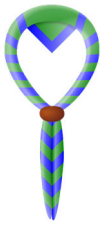
The GSL will send a final reminder letter & Email,(see appendix 2) to the main contact (parent / guardian) enclosing a copy of the email from Group Treasurer and informing the parent of the current amount due and that if full payment is not received by a date, it will be assumed that the parent wishes to forfeit the young person's membership through non-payment of the membership fee.

If the action results in full payment of the outstanding amount and a Direct Debit being set up, no further action needs to be taken, apart from the normal monitoring.

Stage 3

If the deadline given in the letter from the GSL passes without receipt of payment the GSL will write to the parent/guardian, see 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.

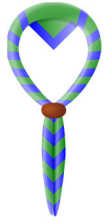
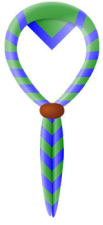
The GSL will inform the leader of the appropriate section.



Oversight

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

Time	Action	Person Responsible
Day 0 payment due date	Payment Not Received,	
0 + 2 month	Manually generated reminder sent to parent, with a deadline for full payment and set-up of payment of 0 + 3 months. Copy of email sent to GSL.	Group Treasurer
0 + 3 months	Group Treasurer informs GSL of non-response. "Final reminder" letter sent to parent, with a deadline for full payment and set-up of Direct Debit of 0 + 4 months.	Group Treasurer Group Scout Leader
0 + 4 months	"Membership ended" letter sent to parent. Section leader informed that membership has been ended.	Group Scout Leader
Every 6 Weeks	Payment non-compliance summary reported to Executive Committee	Group Treasurer



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 two months.

I would like to remind you that Membership within Scouting is conditional upon payment of the membership fee as per the Groups Policy (FGM-P02 – Payment Policy) and The Scout Associations “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 any of the following methods

Direct Debit (Preferred)

If you are experiencing financial hardship, I refer you to our groups Financial Assistance Policy (FGM-P03 – Financial Assistance Policy) copy of which is attached or can be found on our groups website.

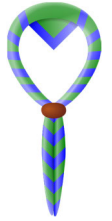
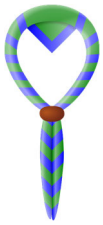
If you think that payment has been made please let me know especially if payment is sent from an account that has a different surname from that of the member / young person, and provide any details ascertaining to the method of payment e.g. Bank Details

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

Regards

Group Treasurer.

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Revision No	02	Review Date	April -2024



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 three months, 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 Groups Policy (FGM-P02 – Payment Policy) and The Scout Associations Policy Organisation and Rules of Scouting.

The current outstanding amount is {amount}, please bring this up to date by {date}; payment can be made by any of the following methods

Direct Debit (Preferred)

If you are experiencing financial hardship, I refer you to our groups Financial Assistance policy (FGM-P03 – Financial Assistance Policy) copy of which is attached or can be found on our groups website.

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 especially if payment is sent from an account that has a different surname from that of the member / young person, and provide any details ascertaining to the method of payment e.g. Bank Details

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

Regards

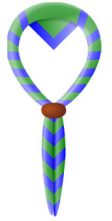
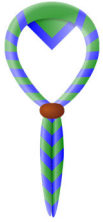
Group Scout Leader

Policy Ref
Revision No

FGM-P02
02

Revision Date
Review Date

April -2022
April -2024



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 four months. 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 hard copy via 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 Groups Policy (FGM-P02 – Payment Policy) and The Scout Associations “Policy Organisation and Rules of Scouting” Rule 3.1

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

Regards

Group Scout Leader

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02

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April -2024