**Policy for Payment of Membership Subscriptions**

**Introduction**

Subscriptions are essential to the long-term sustainability of the Group. This policy explains:

1. What subscriptions are used for, and when they are due
2. Help we can offer in the event of financial hardship
3. Paying through Online Scout Manager and the importance of Gift Aid
4. Consequences of not paying subscriptions

**What does the membership subscription cover?**

Each year, every member of the Group is required to pay a 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). Your subscription includes the following items:

* Cost of the section weekly activities including materials, books, badges and prizes.
* Cost of the Group to cover administration, building insurance, personnel accident and medical expenses insurance, utility costs, maintaining our scout hall, maintaining, repairing and replacing our tents and equipment and to subsidise certain group events
* Cost of the local Scout District
* 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

Throughout the year there will be the need to raise additional funds for the Group and section activities such as camps etc. These other costs within the Group are met by:

* Parent(s) / guardian(s)
* Fundraising events, grants and donations.

Additional fundraising is used to develop group activities and provide improved resources for scouting activities. Fundraising is not used to subsidise the level of subscriptions.

**Membership subscriptions are due termly**

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 Membership Secretary. The level of subscriptions is reviewed each year by the Executive Group.

**We want to help if you are facing financial hardship**

We have a policy to help in cases of financial hardship (for example, if you receive Pupil Premium support) and will not exclude a young person through an inability to pay. Please contact your Section Leader and we will talk with you (in confidence) about ways we may be able to help you. We would never want anyone to leave the Group because of the cost of subscriptions. More information is available here: <http://www.winscouts.org.uk/subscriptions-capitation/inclusiveness.html>.

**We prefer payment through Online Scout Manager**

This is the most straightforward way to pay. It provides you with a record of payment and minimises the amount of administration for us!

**Gift Aid increases the value of your subscriptions by 25%**

Gift Aid is important to us as it enables us to recover an additional 25p of each £1. This means we can keep subscriptions low and provides valuable funds for adventure! 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.

It is simple to confirm Gift Aid: please tick the declaration on the Online Scout Manager and we will do the rest.

**If you do not pay subscriptions that are due**

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

1. If payment is not received by the 4th 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 subscription fees have been paid in full.

The Trustees of 12th Winchester “Green Jackets” Scout Group