



## **Bramley Scout Group Subscriptions Policy**

**Approved 14 September 2023**

### **Introduction**

The Board of Trustees is responsible for ensuring that the finances of the group are secure. The majority of the group's income comes from member subscriptions.

This policy details how subscriptions should be collected.

### **Membership Subscriptions (Subs)**

Members must pay group membership subscriptions (Subs) as determined locally by the Board of Trustees. This ensures that the young person is recorded as a member of the Scout Association and that the association's insurance cover is valid. Subs will normally be reviewed annually in July by the Board of Trustees. In exceptional circumstances subs may be reviewed on a termly basis. Any changes will be given in writing to parents/guardians at least 4 weeks before the revised subs are due.

It is the expectation that subs are paid within the first two weeks of term. The Treasurer will send a reminder to any parents/carers who have not paid their child's subs requesting payment within two weeks of the date of the reminder. A second reminder will then be sent if subs still remain outstanding. If subs are not received within 4 weeks of the due date stated in the first reminder, the group reserves the right to refuse admission of the young person until the subs are paid. This will be decided by the Group Scout Leader, Treasurer and Section Leader. If they remain unpaid at the end of term membership of the group ceases (unless otherwise agreed with the Treasurer e.g. in cases of financial hardship where a payment plan has been agreed – see Financial Assistance below).

### **Payment Procedures for Subscriptions**

Subs should be paid via online banking wherever possible, but can be paid by cheque if necessary. Payments can be made monthly (over 9 months), termly or annually. Please contact the Group Treasurer for details. Our current fees are £33.00 per member per term (3 terms in the year).

Our bank details are as follows:

Account Name: Bramley Scout Group

Sort code: 60-02-49

Account number: 80236324

Please make cheque payments payable to *Bramley Scout Group* and ensure your child's name is written on the reverse.

Payment for more than one young person may be combined.

### **Financial Assistance**

The group may be able to offer financial assistance with subs and other scouting costs if a family is experiencing financial hardship. The group will consider such circumstances on a case-by-case basis and discussions will always be in confidence. Please contact the group treasurer on [treasurer@bramley-scouts.org.uk](mailto:treasurer@bramley-scouts.org.uk).

### **Concessions**

In recognition of the commitment and responsibilities undertaken, all section and assistant leaders who have completed their mandatory training and regularly attend planning and section meetings are permitted to have one child free in the group without having to pay subscription fees. (Regular attendance requires two thirds of meetings and they must have planned and run some of those sessions – otherwise please see concession offered to section assistants.)

All section assistants who have completed their mandatory training and regularly attend section meetings (at least two thirds a term) are permitted to have a 50% deduction from one child's fees.

Any other adult volunteer (including Group Scout Leader, Deputy Group Scout Leader and committee members) who commits a significant amount of time (in excess of 10 hours a month) to running the Group, may ask the Committee to approve a concession of 50% for one of their children. In this situation all members of the Committee will receive confirmation from the applicant as to the hours they are volunteering and the committee will vote in secret as to whether or not the application is to be accepted. This ballot will be managed by the Treasurer (or the Chair where the applicant is the Treasurer). The decision should be reviewed regularly by the Treasurer to ensure that the concession remains appropriate.

Where a concession has been given, but an adult volunteer has not met the minimum requirements for that concession in terms of attendance at meetings then fees will be requested in arrears for that term.

### **Gift Aid**

We are registered with Customs and Revenue to be able to claim back tax paid on subscriptions and donations. We will seek to claim Gift aid wherever possible and encourage all parents to complete a gift aid form.