



# Scouts

**30th Warrington West  
(Penketh Methodist)**

## **Subscriptions and Payments Policy**

Ref number:	30THWWGP17	Revision number:	001	Prepared by:	Kath Shaw Group Treasurer
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# Subscriptions and Payments Policy

## 1 Policy Purpose

This document records the 30th Warrington West (Penketh Methodist) Scout Group's **Subscriptions and Payments Policy**. It is used to set expectations for volunteers, members and their parents.

## 2 Details

### 2.1 Membership Subscriptions

The rate of subscriptions is set by the Group Executive Committee.

The figure is reviewed annually and is set to cover the annual running costs of the Group when at 80% of membership capacity. Any surplus will be used to support cases of hardship, youth activities and reserves.

The membership fee is kept to a minimum, therefore no reduction is available for siblings.

### 2.2 Non-Payment of Subscriptions

Lack of payment may result in suspension of membership of the Group until payment has been made. Should amounts become overdue, a reminder will be sent via email, and verbally by leaders. After a second reminder, should the amount remain outstanding for a further 7 days, a formal letter/email will be sent giving 7 days' notice to make the payment or your child's membership will be terminated.

### 2.3 Camp, Trip, Activities Fees

Payment for all camps/trips/activities is due IN ADVANCE of the event, unless agreed with the Leader In Charge of that event. All deposits are non-refundable.

Places may be forfeited should the balance not be received by the final due date, and any overdue payment will remain payable. Where there is a single payment for an activity, this should be taken to constitute a non-refundable deposit.

### 2.4 Refunds for Camp, Trip, Activities Fees

If attendance is cancelled by the Parent/Carer the balance will remain payable. Signing up a young person to any trip or event constitutes a binding agreement to pay the full amount for that activity. Should the activity be cancelled by the organisers, parents will be refunded monies minus any fees due to third parties.

Payments may be waived by the Group Scout Leader where:

- a young person is signed up in error.
- there are mitigating circumstances (e.g. family emergency/illness).

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## 2.5 Payments

The Group will charge £120.00 per annum.

All payments of subscriptions will be made by Standing Order:

- Amount **£10**, payable on **7<sup>th</sup> of every month**
- Sort code **77-51-16 (TSB)**, account **28226360**
- Name **30TH WARRINGTON (PENKETH METHODIST) SCOUT GROUP**
- Reference: ***SurnameBirthdatein6digitformat for example*** if your child's name is Lucy Brown, born on 25th December 2013, use the reference **BROWN251213**

All other payments must be made directly to the Group account with the relevant reference.

For reasons of security and traceability, payment by cash is not an option.

**This document was adopted by the 30th Warrington West (Penketh Methodist) Scout Group's Executive Committee.**

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