



PAYMENT INFORMATION

Dear Parent/Carer

Welcome to 30th Warrington (Penketh Methodist) Scout Group.

This purpose of this document is to inform you of how to pay for subs and activities at 30th, and give you some information about how things work with regards to payments. Please keep this document as you may need some of the instructions on how to pay at a later date.

1. Membership Subscriptions / "Subs"

Subs are paid monthly by standing order.

Subs are actually an annual charge which we divide by 12 to make a monthly payment for everyone's convenience, so you will find that you are paying subs even over holiday periods.

Do not cancel subs over Summer or Christmas.

1.1 Details on how to pay subs

Sort Code	77-51-16
Account Number	28226360
Account Name	30th Warrington (Penketh Methodist) Scout Group
Bank	TSB Bank
Payment Date	7th of the month
Amount	£11 per month
Reference	<i>SurnameBirthdatein6digitformat</i> Examples: If your child's name is Tom Smith born on 4th May 2010, use the reference SMITH040510 If your child's name is Lucy Brown born on 12th December 2011, use the reference BROWN121211

Each child in the group must be set up with a separate standing order payment with a unique reference. If you have more than one child in the group, please do NOT pay for them in one payment.

1.2 Commencement of Payments

When you start in the group, we let your child attend a number of sessions before you start paying subs. They should have at least 4 sessions free – in some cases it will be more. This is to ensure they are happy and want to continue.

Subs are due on the 7th of the month. You can have ONE regular payment missed and then you should start paying.

Examples

- If your child starts attending on the 3rd February, you don't need to pay on the 7th February but you should pay from the 7th March onwards.
- If your child starts on the 15th February, you don't need to pay on the 7th March but you should pay from 7th April onwards.

Exceptions

If your child is starting before a holiday period, this will be slightly different in order for them to get their free sessions.

- If your child starts between 1st-7th December you can start payments on 7th February.
- If your child starts within one month of the end of term, you can wait till October 7th to start payments.

When you have set up the standing order and completed/declined the gift aid declaration (see next section), please email treasurer@30thwarringtonscouts.org.uk to let me know this has been done. I will make a note of it and check the gift aid declaration has been done. You won't hear from me unless your payment does not arrive.

Once the first payment has been received on the 7th of the month **AND** the gift aid declaration has been signed/declined I will inform the section leader and they will arrange for your child to be invested into the group.

1.3 Gift Aid

Gift aid is a government scheme that allows us to reclaim 25% of the value of the subs you have paid to us. **This is at no cost to you** but it is extremely vital to the running of the group. Without the ability to claim gift aid we would probably have to put up our subs 20-25% to cover the running costs of the group. Usually we run at 90-95% of the group who have completed the gift aid declaration allowing us to claim gift aid.

In order for us to claim gift aid on your subs, we need you to have completed a simple form on the OSM parent portal – it is essentially just your name and address. Even though we already have that information, it needs to be completed on this particular form to be accepted by the tax office.

To do this you can click on your child's name in the parent portal, then click on Gift Aid.

The image shows two screenshots of the OSM parent portal. The top screenshot shows the 'My Child' sidebar menu with 'Gift Aid' highlighted by a red arrow labeled 'CLICK HERE'. A callout box points to this arrow with the text: 'Click here if you are NOT a taxpayer and cannot complete the gift aid form.' The bottom screenshot shows the 'Gift Aid' page with a 'MAKE DECLARATION' button highlighted by a callout box with the text: 'Click here if you ARE a taxpayer and can complete the gift aid form.' The page also shows a 'DECLINE GIFT AID' button and a status of 'No declaration made'.

Gift Aid ✕

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

I understand that the group will be given 25p for every £1 that I give for membership fees.

I confirm I would like all past (within the last 4 years), present and future donations to be included for Gift Aid for 30th Warrington West (Penketh Methodist) Scout Group.

Title Required

Tax payer's name Required

House name/number Required

Post Code Required

Agreement Required I agree to the statements above.

This is the simple form you should fill in.

IMPORTANT: Please either decline or fill it in, then it is not generating extra work for us to chase it up.

It is vital that as new people join the group we get as many as possible to sign up, as if we didn't we would start to lose income as people left the group and we would have to increase subs.

If you do not decline and do not make the declaration we will periodically send you a link via OSM which you can click on to fill in the form.

1.4 When your Child Leaves

If your child leaves the group you must cancel your standing order. **We cannot do this – it has to be you that does it.** As treasurer I usually spot if someone has left but are still paying and will send you a reminder to cancel, but we cannot refund subs that have been paid after your child has left.

Note: If your child leaves to go to another group, or to move on from Scouts to Explorers, please be aware that these groups are completely separate to our group with their own financial arrangements. You must cancel your standing order with us and find out the payment details for the new group.

2. Paying for Activities

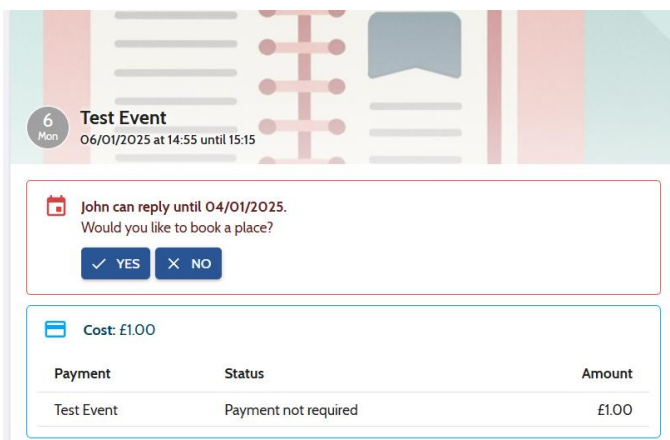
Activities like camps and trips must be paid using our management system OSM (Online Scout Manager), which you will be given access to for the purpose of signing up to things, updating your child's information and paying for activities.

There are advantages to you of paying via OSM

- You will get reminders if you forget to pay.
- You can easily check if you have paid by looking in the parent portal, without having to check your bank account or asking us.
- You can set up automatic payments (this is optional), so anything you sign up to will automatically be paid at the right time without you having to do anything.

2.1 What to do the first time you use it

You sign up to an event in the usual way via the Parent Portal. An example of the screen you will see is below. Click YES if you want your child to attend the event.



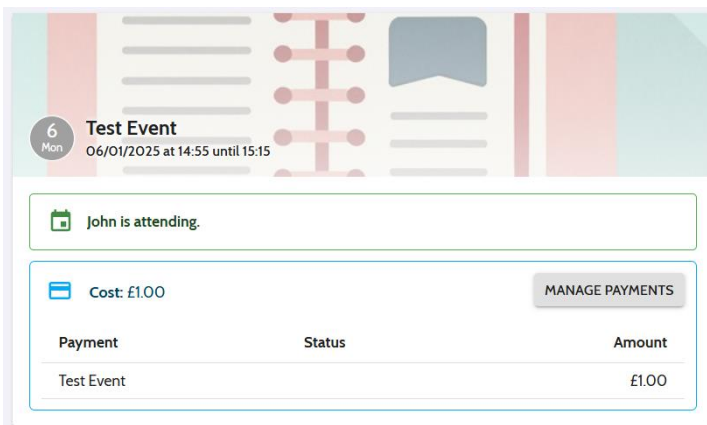
6 Mon **Test Event**
06/01/2025 at 14:55 until 15:15

John can reply until 04/01/2025.
Would you like to book a place?

Cost: £1.00

Payment	Status	Amount
Test Event	Payment not required	£1.00

Once you have confirmed attendance you will need to click on the **MANAGE PAYMENTS** button.



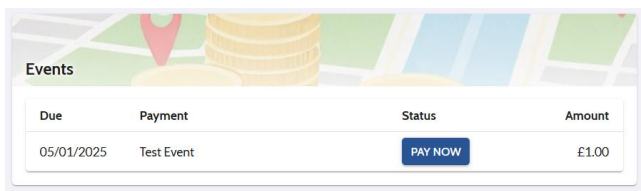
6 Mon **Test Event**
06/01/2025 at 14:55 until 15:15

John is attending.

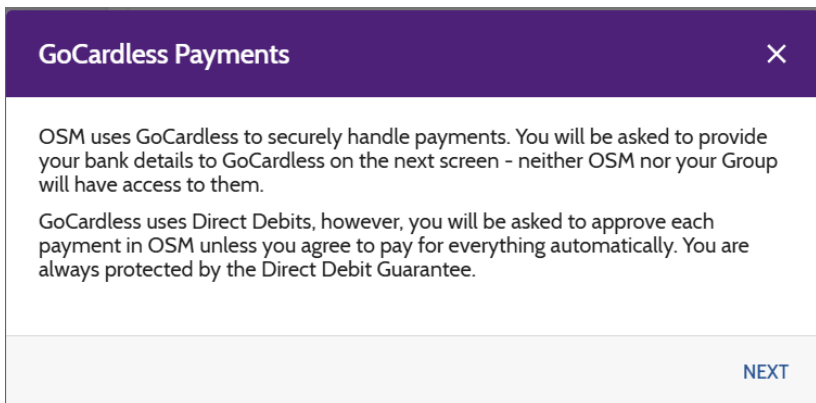
Cost: £1.00 **MANAGE PAYMENTS**

Payment	Status	Amount
Test Event		£1.00

You will then click on PAY NOW.



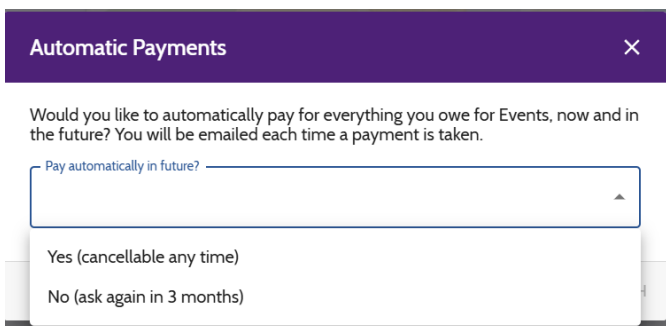
You will then see this – click NEXT



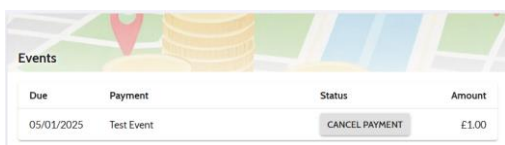
At the point you will be taken you to the **Go Cardless** site where you enter your bank details to set up a Direct Debit mandate. When this is complete you will be presented with a button to click on to return you back to OSM.

Go Cardless is the organisation that processes the payments and deposits the money in our account, so you will receive emails from them from time to time regarding your payments.

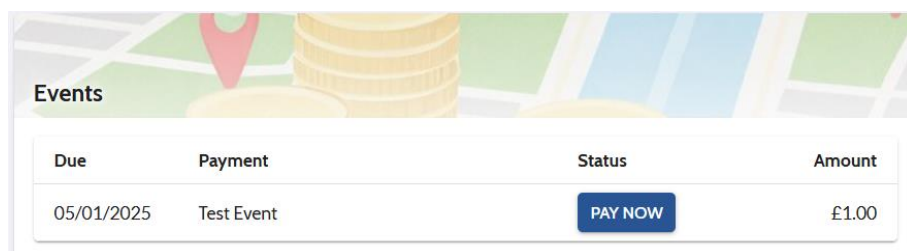
The next thing you will see is a window which gives you the option to pay automatically in future. Choose the option you prefer. If you set up automatic payments, you will not need to worry about remembering to make payments in future as these will be taken by direct debit on the due date. You will also get emails reminding you of this so it is always possible to change this and cancel a payment before the due date.



If you chose to set up automatic payments you will see something like this. There is nothing else to do now as the payment will automatically be taken on the due date.



If you chose NOT to set up automatic payments you will see something like this. This means that you need to click on the PAY NOW button to initiate the payment. This is what you will need to do for every event from now on unless you choose to set up automatic payments.



The screenshot shows a table titled 'Events' with the following data:

Due	Payment	Status	Amount
05/01/2025	Test Event	PAY NOW	£1.00

If you don't click PAY straight away, you will get an email sent from OSM prompting you to pay by the required date. Follow the instructions above when you do this. (If you did pay straight away, you may find you have still got this email as it was sent immediately.)

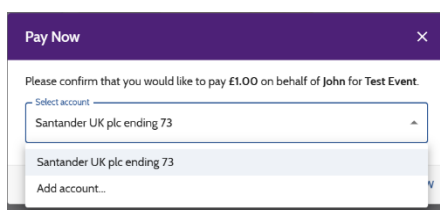
2.2 Future Payments

Once you have set up the Direct Debit, it is as simple as clicking on the PAY NOW button when you are ready to pay. There is no need to enter any bank details. The payment is automatically initiated. The payment will be taken around the due date and you will receive emails from Go Cardless informing you when the payment is to be taken.

If you have set up automatic payments then you don't need to do anything as the payment will be made automatically.

2.3 Different Bank Accounts

If you have multiple bank accounts that you may use to pay for camps, when you click on PAY NOW you can use the drop down box to select the option to add another account and set up another Direct Debit. This then allows you to choose which account you want to pay from.



The screenshot shows a 'Pay Now' dialog box with the following content:

Please confirm that you would like to pay £1.00 on behalf of John for Test Event.

Select account

- Santander UK plc ending 73
- Santander UK plc ending 73
- Add account...

3. Late Payments

The easiest way to pay is to set up automatic payments. Once you have accepted an event you can forget about the payment as it will happen automatically.

If you choose to use the method of using the PAY NOW button, please try and pay by the due date. If it goes over the due date you will receive up to 3 automatic reminders. If you still have not paid, and we have got to the point of having to book/pay for children, your leader will send you one final personal reminder. At that point if payment is not forthcoming in the next 24 hours your place will be cancelled and any deposit will be lost.

4. Changing your mind

If you sign up for something and then you change your mind or can no longer attend – please let your leader or the treasurer know. Usually you cannot change your attendance to NO in OSM once you have signed up, so you will have to let us know so we can do this.

We usually have to pay upfront for most activities and your child will be included in the numbers we pay for unless you let us know they are not coming. If it is a camp, we may end up unnecessarily buying food or resources for them. Letting us know will save the group from wasting money and will mean it is more likely you will be able to get a refund.

5. Refunds

If you sign up for something and pay, you are considered to be financially committed to it and we would not automatically refund if your child does not attend. However, if there is a genuine reason e.g. a broken leg! (not simply that you have changed your mind) and there is no financial impact on the group or other people attending the event, we do try to refund if possible.

As there is a financial overhead due to fees of using OSM, if you were to request a refund and this was agreed, there may be a small deduction to your refund to cover any fees we have incurred. It depends at what point in the process you request the refund. I cannot give you an exact percentage as it will depend on the amount being refunded, but it will be roughly 3-6%. The smaller the amount to refund – the more the percentage will be.

Please be aware that processing refunds involves extra work for our volunteers, so they should only be requested in extenuating circumstances.

6. Occasional Payments by Bank Transfer

On occasions we may ask you to make payments by bank transfer rather than using OSM. This would be to the same bank account that you pay subs to, and we would give you a payment reference to use so we knew what that payment was for.

Examples of this are if you are paying for optional groupwear (hoodies), or if you are paying a refundable equipment deposit. In these cases, we wouldn't want you to pay extra costs due to the OSM fees.

If you have any questions regarding anything to do with subs or payments, please feel free to contact me at any time.

Many Thanks

Kath Shaw (Treasurer)

Treasurer@30thwarringtonscouts.org.uk