

# Churchdown Scout Group Subscriptions & Arrears Policy

## 1. Purpose

This policy outlines the expectations, procedures, and responsibilities related to the payment of membership subscriptions ("subs") for members of Churchdown Scout Group. It also includes guidance on handling late or missed payments (arrears).

## 2. Subscription Fee

- The subscription fee is currently £53 per term.
- Subscription fees will be pro rata for Explorers turning 18 within the term.
- Fees are reviewed annually by the Group Trustee Board and may be adjusted to reflect operational costs.
- Subscription payments help cover the cost of:
  - National, County & District Scouting membership fees
  - Equipment and activity materials
  - Hall and facility use
  - Insurance
  - Volunteer training and development

## 3. Payment Schedule

- Subscriptions are due termly in advance. Request for payment is usually sent by email in the first half of the term. Payments will be due within 7 days of the date of the request.
- Payments should be made via bank transfer to Churchdown Scout Group, sort code 30-98-97, account number 52217663. Please use the individual's Group Membership Number\* as the payment reference as detailed below (e.g. B123AULD).
- Payments may be made by cash. Please place the correct amount of cash in a sealed envelope with the individual's Group Membership Number\* (eg B123AULD) written on it.
- Receipts can be provided upon request.

\*Every young person has a three-digit Group Membership Number on OSM. This number moves from Section to Section with the member. To find your child's membership number please visit the Parental Portal on OSM, go to the members information and into the 'Additional Information'. Payments will need to be referenced using the initial for their Section (B – Beavers, C – Cubs, S – Scouts & E - Explorers), the membership number (please use all digits including leading zeros) and their surname. A separate payment is required for each person, so that records are consistent and cross referenced.

## 4. Support with Fees

- Churchdown Scout Group is committed to being accessible to all young people. We will never allow a young person to miss out due to financial difficulty.
- If you are experiencing financial hardship, please contact the Group Lead Volunteer or Chair of Trustees in confidence. A payment plan or discretionary support can be arranged.

## 5. Arrears Policy

### 5.1 Definition of Arrears

A member is considered to be "in arrears" if subscriptions have not been paid for 2 weeks beyond the due date, without prior arrangement.

## 5.2 Procedure for Arrears

### 1. Reminder Notice.

- A polite reminder will be sent 2 weeks after missed due payment.

### 2. Second Reminder

- If no payment or communication is received within 1 week, a second reminder will be issued. The parent/guardian will be invited to discuss the matter confidentially with the Group Lead Volunteer or Chair of Trustees.

### 3. Suspension of Membership

- If no arrangement is made and payments remain outstanding at the end of the term, the member's place may be suspended until arrears are resolved.
- This is a last resort and will only be applied after every reasonable effort to communicate and offer support.

### 4. Write-Off of Arrears

- In some cases, with approval of the Group Trustee Board, arrears may be written off (e.g., in cases of long-term hardship).

## 5.3 Reinstatement

- A member suspended for non-payment may be reinstated once the outstanding amount is paid or a repayment plan is agreed.

## 6. Confidentiality

All information regarding payment, arrears, and financial assistance will be handled in strict confidence by the Group Treasurer, Group Lead Volunteer and Group Trustee Board.

## 7. Contact

If you have any questions or need to discuss your situation, please contact:

Group Lead Volunteer, Deborah Auld - email [deborah.auld@gloscouts.org.uk](mailto:deborah.auld@gloscouts.org.uk)  
Chair of Group Trustee Board, Melanie Griffiths - email [chair@churchdownscoutgroup.org.uk](mailto:chair@churchdownscoutgroup.org.uk)

Approved by the Trustee Board on 7th January 2026  
Next Review Due: June 2027