

## Membership Subscriptions Policy

When a young person joins the Group the parent or guardian is asked to pay a membership subscription (subs). These are payable following the initial four-week trial period for those new to scouting, or after two weeks for those transferring from other groups.

Thereafter the parent or guardian of the young person will be expected to pay either monthly, quarterly, half yearly or annually as they decide. The monthly, quarterly and half-yearly amounts will be one twelfth, one quarter or half of the annual amount. Parents/guardians wishing to pay monthly will be asked to set up a standing order through their bank to the group bank account.

The rate of the annual subscription will be set and reviewed by the Group Executive Committee (GEC) from time to time.

All subs payments should be made in advance rather than in arrears.

The Group will appoint someone annually to manage the subscriptions process. This person will be known as the Subscriptions Manager. The Subs Manager will monitor subs paid and owing and issue reminders when payments are due.

Where subs owed fall into arrears, the group may require these to be cleared prior to the young person being allowed to register for camps or other paid activities. In cases of serious arrears (outstanding payment continuing for three or more months) the group may ask that the young person does not attend meetings until the balance is cleared.

It is Group policy that no young person should be denied Scouting on the grounds of the parent or guardian being unable to pay the membership subscription.

If such a case occurs then a sub-committee of the GEC consisting of the Section Leader concerned, the Group Scout Leader, the Chair, the Treasurer and the Subs Manager will be convened to decide how to proceed. They may agree a reduction in subs payments or other appropriate measures to enable the young person to continue Scouting. This policy of support may also be extended to cover other activities at the discretion of the sub-committee.

The sub-committee must re-convene whenever there is actual or perceived change in the circumstances of the parents or guardians concerned.

It is recognised that if a parent or guardian is having difficulty paying the membership subscription then this should be kept as confidential as possible, however it must be reported to the GEC that help is being given and how much.

### Gift Aid

Parents or guardians who are UK taxpayers will be asked to sign a 'Gift Aid Declaration'. This declaration allows the Group to claim back, from H.M. Revenue & Customs, the tax paid on the subscription by the subscriber. This is a valuable source of income for the Group and parents or guardians should be encouraged to participate.

The Group Treasurer will keep such records as are required by the Government for the claiming back of tax under the 'Gift Aid Scheme' and ensure that these monies are claimed. All subscriptions collected by the SM will be handed to the Group Treasurer within one calendar month of receipt.

Policy:	Membership Subscriptions	Last Reviewed:	04/19
Written By:	GSL	Next Review Date:	04/2020