



Scouts

1st Virginia Water

Payments Policy

Approved by the Trustee Board for use on

3rd December 2025

Date of Review

Every 3 years or after an unforeseen event to which the group has suffered financial loss.

Purpose of this policy

1st Virginia Water Scout Group take payments for a variety of different reasons; this policy aims to outline the methods in which we collect payments and the potential repercussions of non-payment without any communication to our Uniformed Leaders and/or Trustee Board (Referred to throughout this policy as the group leadership team).

Payment Categories

Subscription Payments (often colloquially referred to as subs) are a mandatory fee which every Scout group across the UK charges for membership in their group. This covers expenses such as, but not limited to, membership capitation^[1], running costs for the building, maintenance and upkeep as well as leaders' expenses for regular weekly resources. Subscription payments are charged at the **beginning** of each academic term, to cover the cost of **that academic term** and can be paid via OSM. Subscription payments are monitored annually by the group leadership team and may vary depending on a variety of different circumstances.

Events are charged through Online Scout Manager (OSM). By signing up to any external event (Held in addition to the weekly meeting), where the event has an additional fee, the payment automatically goes against your child's account on OSM upon signing up. Events can include, but not limited to, camps and general day trips.

Larger events often refer to an event which payment can be made in multiple instalments. This is set up via OSM, the only thing that differs from the main events are the fact that **all** payments set up on OSM are required.

Uniform in the unlikely event that a parent is unable to pay for the uniform via our card machine on the day of purchase, a fee will be created on OSM.

Members first joining the group

For members that are new to the group, a period of three weeks will be assigned as a settling in period. After the end of the third week, or once the group treasurers make the subscription payment available, the usual time frames apply (Please see the table below).

For members that have transferred sections, the subscription payments you made in a previous section will carry forward into the next section, you will **not** have to pay twice for the term in which your child moves between sections.

Membership Subscription Fee Deadlines

Time frame

Actions

On or before the payment due date

No further action required

3 days after the due date

Reminder letter 1 gets sent out reminding those who have outstanding bills, this usually comes through via email.

7 days after the due date

Reminder letter 2 gets sent out reminding those who have outstanding bills, this usually comes through via email.

14 days after the due date

In the event that a payment is outstanding for this long, a face-to-face discussion will need to be had with a member of the group leadership team about outstanding payments.

Either the Group Lead Volunteer or a member of the Trustee Board will make contact at this point to arrange the payment discussion.

30 days after the due date

If there is still an overdue payment for this long, with no direct written or verbal response to the Group Lead Volunteer or the nominated trustee, the Group Lead Volunteer will seek approval from the District Lead Volunteer to terminate that person's membership. A written letter will be sent to the given address for that young person outlining their membership termination.

Please see Scouts POR 3.5.1.1 for more information.

Events Payments Deadline

Any event that a young person is due to take part in will need to be paid for **in full** before the young person is due to attend that event. If this does not occur then that young person may risk being turned away upon arrival at the event. The action to do so is at the discretion of the relevant members of the group leadership team in attendance.

Membership Termination

Once a young person's membership is terminated, if their parent/guardian wishes to reinstate their membership, they will have to rejoin our waiting list using the following link <https://1stvirginiawater.org.uk/waiting-list> - Once the young person has rejoined the waiting list, they will be required to wait for a space to become available in their respective section.

Please note: These deadlines apply to all outstanding subscription payments. Whilst we appreciate that there may be financial issues or technical issues with the payment system, the group leadership team will be unaware of these until you have made contact with us. We do ask for prompt communication so the relevant discussions can be arranged and/or the relevant alternative policy provision to be actioned as an alternative to the above action.

Gift Aid

As a registered charity (Number 1100646) we are eligible to claim gift aid on all donations and subs that we receive. This amounts to 25p for every £1 donated through these channels. This is at no extra cost to you – If you are a UK Tax Payer, please ensure you have filled out the relevant Name and Address if you would like us to have this extra additional funding stream.

Gift Aid helps us to keep our subscription payments lower as it subsidises the general running costs.

Payment Partners

For Uniform and other goods → Our in-house wireless card machine is powered by SumUp.

Online Scout Manager (OSM) payments → We use GoCardless to process these payments.

Reference List

[1] Membership Capitation → The term which refers to the annual membership fee which The Scout Association charge per young person within our group. It covers expenses such as Insurance for all members, essential training, essential safer recruitment tools and programme support. *Please remember that all members of our group leadership team are unpaid volunteers, therefore, they do not have to pay capitation fees.*

[2] Scouts Policy, Organisation and Rules (POR) → <https://prod-umbraco-core.azurewebsites.net/media/ddedf51/por-autumn-2025.pdf>