

### Monthly Membership Fees

A monthly membership fee funds the Scout Group, covering badges, activity resources, building costs, and a national membership fee (including insurance). All adult members volunteer without pay.

Group reserves, grants or fund raising must not be used to cover these costs except in exceptional circumstances. Financial reserves are held by the group for building, equipment and facility enhancements and for emergency use. Fund raising and grants may be used to fund specific improvement projects or to lower participant cost for camps and events.

The membership fee and frequency of payment is set by the Trustee Board and is subject to annual review. When setting the fee an assumption of 60% of members allowing the group to claim Gift Aid will be taken into consideration.

The active membership fees and payment periods information will be provided to members upon joining the group. The Trustee board will inform all parents and guardians of any changes to the payments at least one month in advance via email.

### Payment System

Payments are made via an online payment service. The parent or guardian will receive an email advising that a payment is due. This contains a link and instructions to setup an online account. The process requires the bank account number, sort code and email address. The same account can be used multiple times for families who have more than one child in the Scout Group.

The fee can be paid by individually approved payments or as a recurring direct debit payment. The direct debit will pay the fee every month that it is due until either the child leaves, the subscription is cancelled, or a member moves between sections. If the option is chosen to approve each payment, then a monthly email reminder will be sent to login to the web-portal and trigger the payment each time.

The payments system is handled by our database software, Online Scout Manager (via their MyScout parent's portal) and the money transfer is handled via GoCardless (part of Royal Bank of Scotland) with the normal Direct Debit Guarantee. It is important that we have the payees email address (not the young person's) on the Membership Form for this system to function correctly.

### New Members

All new members to Scouting will not be requested to make any payments in the month that they first join. This means that the first payment will be due in the next payment month.

### Transferring Members

When a young person moves to a new section (e.g., Beavers to Cubs), their GoCardless subscription and direct debit are automatically cancelled and must be set up again by the new section. The new section team should do this promptly to avoid payment gaps.

Updated January 2026.

Registered Charity No 503394

Group Scout Leader Chris Cottrell, 90 Northfield Road, Hinckley, LE10 0LJ

Telephone 07511 859028 Email [chris.cottrell@11thnuneaton.org.uk](mailto:chris.cottrell@11thnuneaton.org.uk)

Website <http://www.11thnuneaton.org.uk>

## **Support**

Our policy is to support any family who would be precluded from membership due to financial hardship. If this is the case then this should be discussed in confidence with the young person's Section Leader, the Group Scout Leader, or the Group Treasurer.

## **Gift Aid**

Upon joining the Group, the payee will be asked to sign-up to gift aid. This is a government scheme that allows us to claim an extra 25p for every £1 paid from HMRC. This simply involves providing the payees name, post code and confirming that they are a UK taxpayer. No information passes between us and HMRC except for these details and the amount that has been paid to the group. Higher rate taxpayers can claim additional tax relief on these payments. The extra income from Gift Aid greatly assists the group in developing our resources and in keeping the fees low, it is therefore important that as many parents as possible sign-up. Please note a separate declaration is required for each member.

## **Missing payments**

It is the responsibility of the section leadership team to ensure payments are made and they will contact the parent or guardian concerned when payments are missed. Where there is difficulty in paying due to financial hardship then this should be discussed in confidence and payments may be waived.

Continuous missing payments without justification or failure to adhere to any repayment plan or alternative arrangements may result in the young person being suspended until payments are made or being asked to leave the group. This will be assessed on a case-by-case basis and discussed by the Trustee Board.

## **Issues**

For issues with the online payment system, please email [myscout@11thnuneaton.org.uk](mailto:myscout@11thnuneaton.org.uk).

For clarification or queries regarding this policy, please speak to Section Leadership team or the Group Treasurer via [treasurer@11thnuneaton.org.uk](mailto:treasurer@11thnuneaton.org.uk)

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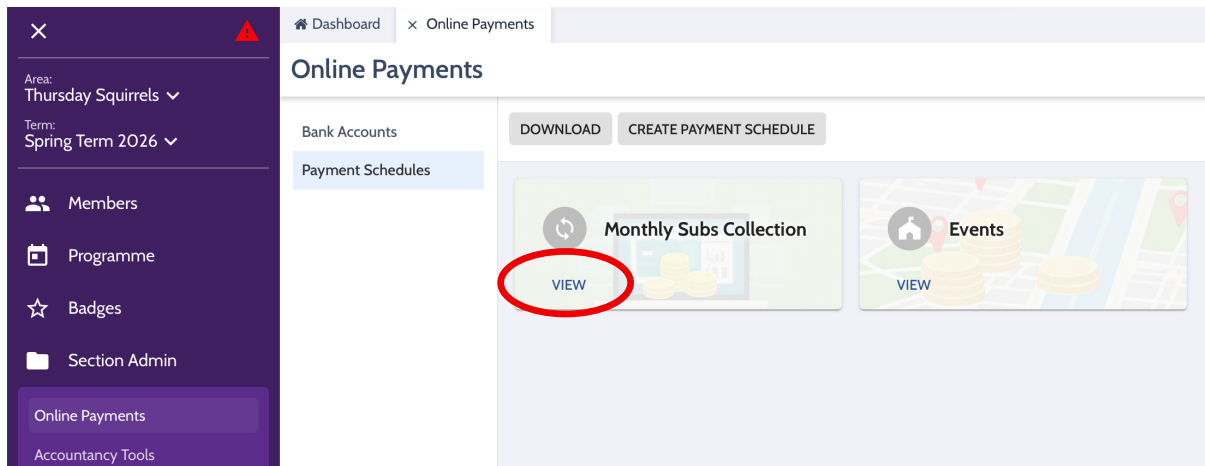
**Website** <http://www.11thnuneaton.org.uk>

# Appendix

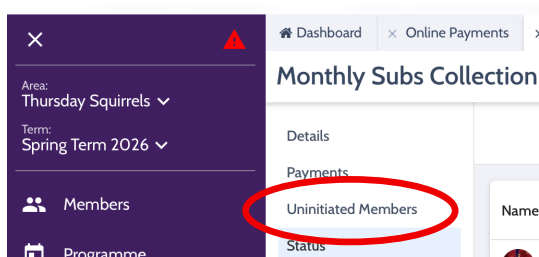
## Guidance for Volunteers on how to set up payments

Membership Payments are managed in **OSM** using the **Section Admin > Online Payments** menu

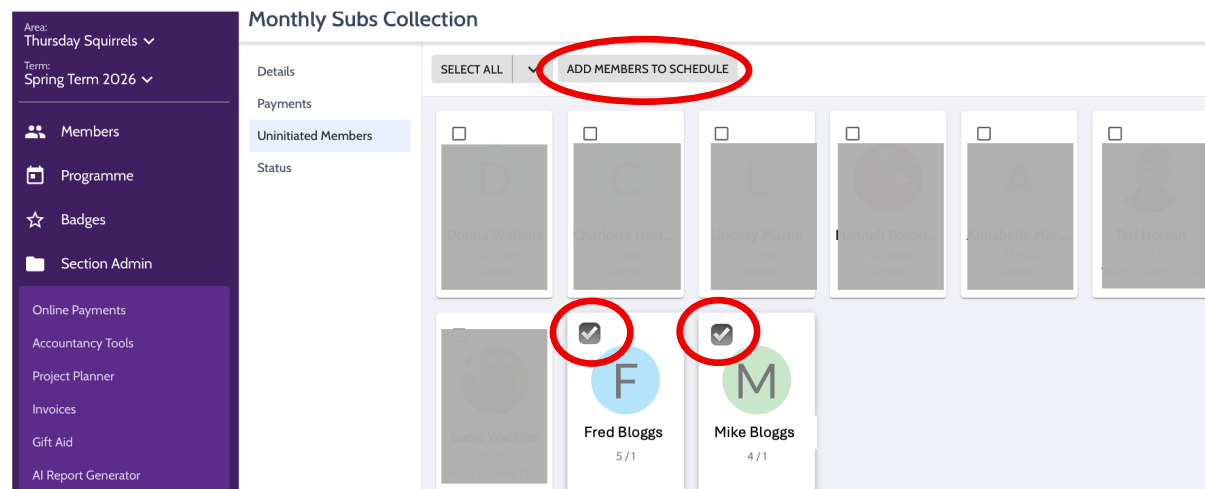
Select the **Online Payments** option and then click on **VIEW** for **Monthly Subs Collection**



Select **Uninitiated Members** – this shows all members of the section not currently set-up for fees



This will show all members not signed up, it will also show the sections volunteers. Tick the members to add and the press the **ADD MEMBERS TO SCHEDULE** button



Updated January 2026.

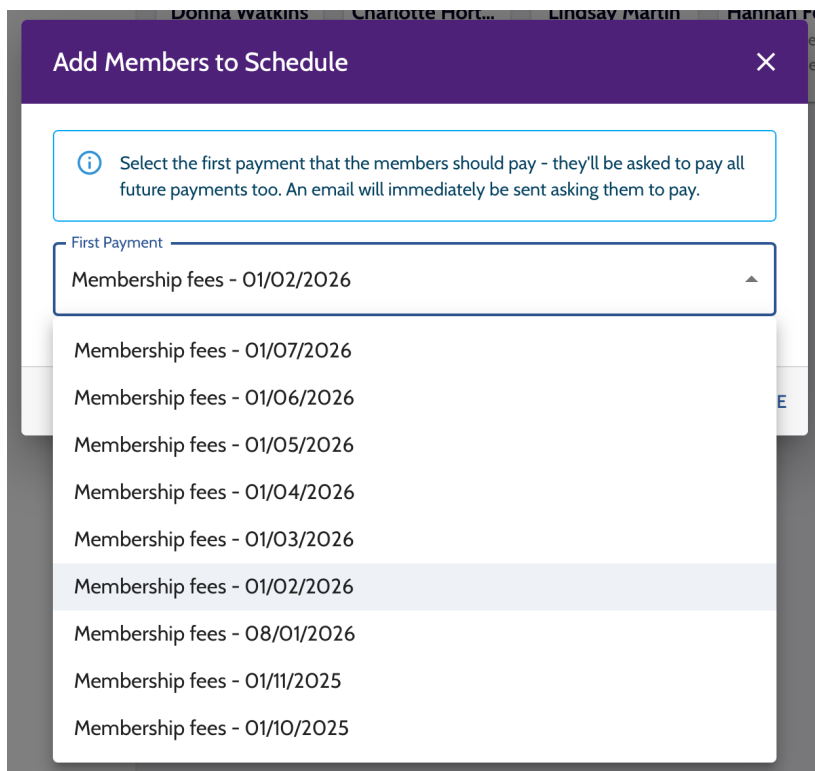
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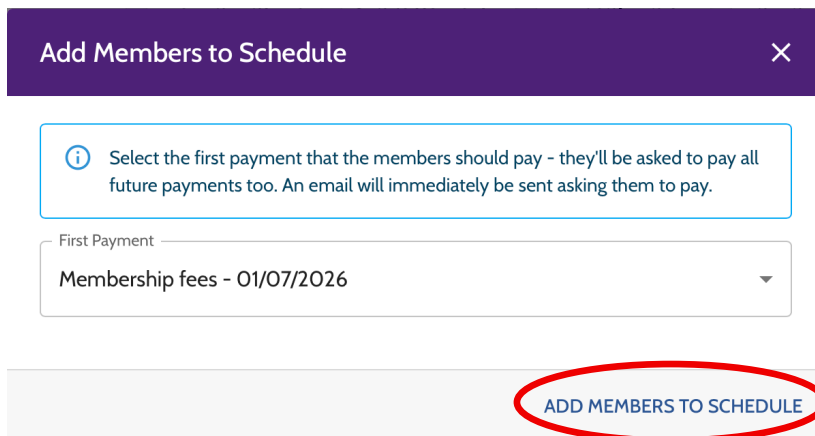
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Then choose the first payment month from the list. If no payments are shown, it may be because there is no payment due within the next two weeks. If none are shown then wait until closer to the payment date and try again.



Click on the **ADD MEMBERS TO SCHEDULE** button on this screen



A request will then be sent to the payment email address that was entered in the membership details.

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