



Subscription Payments Policy

1. **Scope and background**

- 1.1. This policy applies to all parents/carers of children who have been admitted to the 43rd Bristol (St Mary Magdalene Stoke Bishop) Scout Group.
- 1.2. An annual subscription fee is necessary to the running of the Group. The fee covers annual member fees payable to The Scout Association (UK), heating, lighting, insurance and repairs, and allows the Group to generate a small surplus for use in emergencies. The Group does not make a profit.

2. **Amount**

- 2.1. The subscription fee amount will be determined in advance of each year by the Group Executive Committee.

3. **Notice**

- 3.1. Upon the child first joining the Group, and subsequently at the start of each school year, parents/carers will receive written notice of the due subscription fee.

4. **Payment**

- 4.1. The subscription fee must be paid within two weeks of the date of the written notice.
- 4.2. Payment by bank transfer is preferred and details are provided in the written notice.
- 4.3. If any member is having trouble paying their subscription fee for financial reasons they should contact the Group Treasurer at treasurer@43rdbristolscouts.org.uk within two weeks of the date of the written notice.

5. **Non-payment procedure**

- 5.1. If a child's subscription fee is not paid by end of the first term, or contact is not made as per 4.3 above, the Group Trustees reserve the right to exclude the child from the Group for the following term.

6. **Related documents**

- 6.1. Trustee accounts can be viewed at the 43rd Bristol Scout Group website or by visiting the Charity Commission website directly.

Dated: 13 September 2017

Policy owner: The Trustees, 43rd Bristol (St Mary Magdalene Stoke Bishop) Scout Group