

## Non-payment Procedure

### 1. Background

Income from membership fees is essential in order to cover the costs of Scouting. These include, but are not restricted to, membership fees paid to the national, District and County Scout organisations; insurance, maintenance and utility bills; equipment and programme (badges etc).

Non-payment of fees will result in membership being forfeited, as is allowed for in the national Policy Organisation and Rules of Scouting (section 3.3).

However, the Group does not wish financial hardship to be a barrier to access to Scouting and has measures in place to cover such an eventuality. These are accessed on confidential request to the Group Scout Leader or Section Leader and typically involve the fee being divided equally between the family.

The following procedure is to be adopted when no request for financial support has been obtained and, therefore, is assumed to be a “won’t pay”, rather than “can’t pay” situation. Following this procedure will ensure that parents are fully informed of the expectations and consequences of failure to pay, whilst giving fair notice.

### 2. Prevention of the problem

- 2.1 The annual membership fees will be decided by the Group Executive Committee every 2 years at Annual General Meetings, taking into account the Group’s financial situation and budget expectations. The fees will take effect from 1<sup>st</sup> January the following year.
- 2.2 The amount may differ between sections, reflecting the different requirements of the age groups.
- 2.3 A member of the Group Executive Committee will communicate the fees to parents by email (through Online Scout Manager). The email will include:
  - The amounts of the fees for the forthcoming financial year, as monthly instalments.
  - That the normal method of payment is by monthly standing order, through the parents bank. Exceptionally, if the parent cannot use this method or does not wish to do so, they must make alternative arrangements with a member of the Group Executive Committee.
  - That payment of the fee is a condition of membership, and that non-payment will lead for forfeit of membership.
  - Contact details for the Group Executive Committee.
- 2.4 Members who join during the year will be given the same information as in 2.3, with the first monthly payment expected within 4 weeks after the young person’s investiture.

### 3. Reminders sent by the Group Executive Committee

- 3.1 If membership fee remains unpaid for one month the Treasurer will send a manually-generated email to the address of the main contact parent/guardian on OSM. The email will include the following:
- A reminder that membership is conditional on payment of the membership fee
  - The total amount due (by this time it will be at least 2 months' subscription)
  - That this can be paid in one of the ways outlined in the annual fee letter
  - That support is available, on request, in cases of financial hardship.

A template for this email is given in Appendix 1. A copy will be sent to the GSL & AGSL.

- 3.2 If the action in 3.1 results in full payment and the standing order has been set up no further action needs to be taken, apart from the normal monitoring.
- 3.3 If the outstanding payments have not been received 2 months after the original due date the Treasurer will inform the Group Scout Leader (GSL) or Assistant Group Scout Leader (AGSL). The GSL or AGSL will be responsible for subsequent action.
- 3.4 The GSL or AGSL will send a final reminder letter to the main contact parent / guardian, enclosing a copy of the email from 3.1 and informing the parent of the current amount due (now at least 3 months' fee) and that if full payment is not received. It will be assumed that the parent wishes to forfeit the young person's membership through non-payment of the membership fee. A template for this letter is given in Appendix 2.
- 3.5 If the action in 3.4 results in full payment of the outstanding amount, and standing order has been set up, the GSL or AGSL will inform the Treasurer accordingly.
- 3.6 If the deadline given in 3.5 passes without receipt of payment the GSL or AGSL will write to the parent/guardian, informing them that it is now assumed that they wish to relinquish membership, that membership has been cancelled and the young person's name has been removed from the register. A template for this letter is given in Appendix 3.
- 3.7 The GSL or AGSL will inform the leader of the appropriate Section Leader and the Treasurer accordingly.
- 3.8 At 6-monthly intervals the GSL or AGSL will report on non-compliance with the payment schedules to the Executive Committee.

## Appendix 1: Template for manually-generated email (section 3.1)



Subject: Overdue Scouting membership fee

Dear (insert parent's name)

You do not appear to have paid the (insert month) membership fee for (insert name of young person) – (insert amount).

You are respectfully reminded that membership of the Group is conditional on payment of the membership fee. Therefore, please could you attend to this as soon as possible.

The easiest way to pay, and to prevent missing a future payment, is to set up a standing order - it only takes a few moments.

If you would prefer to pay in a different method, please contact me immediately.

If you believe that you have paid or have a problem in paying, please contact me immediately. Support is available, on request, in cases of financial hardship.

Further information on the payment process is available on the Group's website:

[westonandwychwoodscouts.org.uk](http://westonandwychwoodscouts.org.uk).

Regards

(insert name of Treasurer)

Group Treasurer  
14<sup>th</sup> SWC Scouts

## Appendix 2: Template for final reminder email (section 3.4)



Subject: Overdue Scouting membership fee Final Reminder

Dear (insert parent's name)

### Final reminder

Further to various emailed reminders to your registered address. I respectfully remind you that you have not paid the £(insert total amount) membership fee for (insert first name of young person) membership for the period (enter dates from and to).

If you wish to continue (enter name of young person)'s membership of Scouting please make this payment immediately by bank transfer/cash/cheque, cheque made payable to "14<sup>th</sup> SWC Scouts".

If I have not received payment, it will be understood that you wish to relinquish membership of our Scout Group and we will terminate (insert name of young person)'s membership accordingly. Consequently, he/she will no longer be insured and will not be permitted to participate in Scouting activities.

As previously advised, if you have difficulty in paying as a consequence of financial hardship please contact me, as there is support available.

If you have decided to end (insert name of young person)'s membership we thank him/her for his/her past contribution and wish him/her well for the future.

Yours sincerely

(enter name of GSL)  
Group Scout Leader

### Appendix 3: Template for ending of membership letter (section 3.6)



Subject: Ending of membership

Dear (insert parent's name)

As you have not responded to my email sent (enter date of previous email), I understand that you have decided to relinquish (enter name of young person)'s membership of 14th SWC Scout Group and that he/she will not be attending any more. Consequently, I have ended his/her membership as from today and instructed the section leader to remove (enter name of young person)'s name from our system.

Since (enter name of young person) is no longer a member of Scouting, nor a prospective member, he/she is not covered by the national Scout insurance policy and cannot take part in Scouting activities.

Whilst the Scout Group will not actively pursue the debt, it will remain on file. Therefore, if (enter name of young person) later decides that he/she would like to re-join 14<sup>th</sup> SWC Scouts he/she would be welcome, subject to the following condition:

1. There being an available space in the section. If there is not he/she will be added to the waiting list.
2. Before restarting, payment of the outstanding amount of (enter total owed to the date of ending of membership), is paid.

The same conditions will apply should another of your children wish to join the Group.

I am sorry that you have decided to end (enter name of young person)'s membership in this way but wish him/her well for the future.

Yours sincerely

(enter name of GSL)  
Group Scout Leader

Version control:

Title of Document: 20200120-Non-payment-procedure

Author: Alex Stubbs, Group Scout Leader

Version number 1.0

Approved by: Group Executive Committee

Date approved: 14<sup>th</sup> January 2021

Review date: January 2022