

# Payments Policy

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Policy Owner: Group Executive Committee



## Background

51<sup>st</sup> Bath only charges fees to cover the costs of resources, membership fees, insurance, transport, external provider fees and other costs incurred in delivering its mission. It doesn't make a profit on any of its activities and none of its volunteers are remunerated for the time they give to the Group. Any incidental surplus made from activities is retained as reserves by the Group.

Late or non-payment can cause significant issues for 51<sup>st</sup> Bath because external provider and transport fees often have to be paid in advance and are non-refundable.

51<sup>st</sup> Bath has a hardship policy ("Expenses & Hardship Policy", [www.51bathscouts.org.uk/ourpolicies](http://www.51bathscouts.org.uk/ourpolicies)) that is designed to not exclude those who face a financial barrier from participating in its activities.

51<sup>st</sup> Bath uses Online Scout Manager/GoCardless for most of its subscription and event fee payments and Xero/Stripe for most of its ad-hoc payments.

## Membership Subscriptions

The rate of membership subscriptions is set annually by the Group Executive Committee. They are paid by all youth members three times a year, often in January, April and September. We do not charge membership fees for our adult volunteers or Young Leaders volunteering in our sections.

Membership subscriptions become payable when a young person has been a member of our Group for more than four weeks. We will not refund membership fees, on a pro-rata basis or in full, where a young person has been a member within that term and their membership ends within that term.

We define "being a member" as starting when a young person first participates in our activities and ending either: when we receive notice that they will no longer be participating (or when they last participate in any of our activities, whichever is later); or when their membership is terminated by the Group.

## Event Fees

51<sup>st</sup> Bath will often charge an event fee for activities that fall outside a normal section night. The fee will only be used to cover the additional cost of running each event,

including a contingency (which may be retained as unrestricted reserves for the Group, where it is not used).

Event fees must always be paid in advance of the event, unless otherwise agreed with the volunteer-in-charge of the trip. Places may be forfeited should a payment not be received by any due date without prior agreement, with any overdue payment remaining payable.

Any deposit is non-refundable (when there is a single payment for an event, this will be deemed a non-refundable deposit). All other payments are generally considered non-refundable, especially if the payment due date has already passed.

If attendance is cancelled to an event, the full event fee will remain payable. Signing a young person up to an event constitutes an agreement to pay the full event fee. Should there be extenuating circumstances, payments may be waived under the sole discretion of the Group Scout Leader or Group Chair.

### **Non-Payment**

All payments that are set-up, automatically or manually, will generate automatic reminders for payment.

If a payment remains overdue for 21 days, the Group reserves the right to terminate the membership of the young person concerned. Termination of membership does not remove the obligation to settle outstanding payments.