



Payment of Subs

Last revised 01/06/2026

To be reviewed bi-annually

Record of changes

Date	Sections updated	Changes made
01/06/2026	First issue	

Approvals

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1. Introduction

This document outlines the way in which 6th Farnborough Scouts Group manages the payment of subs from parents. It has been written to clarify responsibilities of both 6th Farnborough volunteers, and parents.

This document has been agreed by the Trustee Board, and will be reviewed every two-years.

2. Scope

This policy outlines the payment of Subscription fees to the 6th Farnborough Scout Group. It does not include the payment of events or trips.

3. Definitions

3.1 Capitation and Subs

The Scout Association (TSA) works on many regional levels, and the way Scouting is financed in the UK means each Group is charged “capitation fees” by these regional levels. This capitation charge is levied per youth-member of the Group per year, with the number of members being determined via an annual census, and the amount of fees to be paid by the various regional levels.

Our Group currently pays capitation fees to the following regional levels:

- UK Scouting – The main HQ of the Scout Association
- Hampshire Scouting – The County level, and
- Blackwater Valley scouting – The District level.

These are mandatory fees we have to pay.

As well as capitation fees, 6th Farnborough Scout Group charges a fee per child to help maintain the building (including but not limited to: building maintenance, insurance energy bills, security, equipment for camps etc.) and run activities at meetings.

Capitation fees and the Group fees are collectively known as “Subs”.

3.2 Invested members

Invested members – as defined in [TSA Policy, Organisation and Rules](#) (POR) document – are “A young person in any section who has made the Promise appropriate to the first section they join. They are a member of the Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.”

3.3 Joining fee

A fee that covers the cost of the scarf, woggle, and accompanying starter badges – World badge, 6th Farnborough name tag, and District badge.

3.4 Parent

We used the term Parent as per the definition in the [TSA POR](#) document. “The word parent should be interpreted as parent, guardian or carer (as appropriate for the young person concerned).”

3.5 Section Team Leader

The post title given to the leader of each section in the Scout Group. See the [Team descriptions](#) area of the TSA website for more details of post titles.

3.5 OSM

We use the Online Scout Manager System (OSM) to manage our Scout Group. This is accessible to parents via the Parent Portal interface, and parents can use this to pay subs online as either one-off payments, or set up a direct debit. You can access OSM from the following URL:

<https://www.onlinescoutmanager.co.uk/login.php>.

4. Subs

4.1 Determination of subs amounts

The amount of subs charged by the Group is determined by the Trustee Board, and reviewed annually.

Subs are determined by the level of capitation – which the Trustee Board has no control over - and the running costs of the Group.

The amount of Subs currently charged by the group can be found on the Group website here:

<https://www.6thfarnboroughscouts.org.uk/faqs.htm> (see question 4 on this page).

4.2 Dates for payment of subs

Subs are taken in three payments - once a term - throughout the school year. The Trustee Board will determine the dates subs will be taken before the start of the school year and announce the dates at the annual AGM meeting.

Dates will also be displayed on the website at www.6thfarnboroughscouts.org.uk.

Email reminders of forthcoming payments are sent via email from the OSM system a few days before payment is taken.

5. Commencement/Termination of payment of Subs

5.1 Trial period

Each child is allowed a trial period of up to three weeks to ensure they wish to join the group. During the trial period, no fees will be charged.

5.2 Upon Investiture

Subs are required, and will start from when a child is invested into the Group.

Subs will be applied under the following rules:

1. A child invested BEFORE the half term will be charged the full fees for that term.
2. A child invested AFTER the half term will be charged for half a term's fees, and then full-term fees thereafter.

3. Subs are paid once a term regardless of which section a child is in. If they move between sections within a term, they will not be charged subs again for that term as long as they stay within the 6th Farnborough Scout Group.
4. Parents can request to pay their subs under a different payment schedule (e.g. monthly) – however this must be discussed with the Team Leader in their section and agreed with the Group treasurer. Leaders must update OSM accordingly to ensure the child is placed on the correct payment schedule in OSM.

In addition, a one-off joining fee will be charged to cover the cost of the initial scarf, woggle, and starter badges. The cost of the joining fee is determined by the Trustee Board, and will be advertised on the 6th Farnborough Website and in the welcome pack given to new starters.

5.3 Upon leaving the Group

This section refers to children who leave the Group early (i.e. before 14-years of age, when our current offering ends).

Should an invested child leave the group before the end of a term there will be no refund of fees paid, as we will already have paid their share of the capitation fees, and planned activities for the term based on them being there.

If fees haven't been paid at the start of a term, and a child leaves the group before the end of a term, parents remain liable for the terms subs.

It is the Parent's responsibility to ensure:

- they let the leaders know their child is leaving the group and on which date will be their last session.
- cancellation of the "Payment authority" in OSM. This can be done in the "My children" > Payments > Subscriptions area by clicking the "Cancel payment authority" button in the top right-hand corner.

It is the Group's responsibility to ensure:

- the child is removed from the payment schedule for all terms after the term in which they leave the group, and to let the treasurer and waiting list co-ordinator know the name of the child that has left the group.
- that if the child is leaving to join another scout group which uses the OSM system, then we will transfer the child's OSM record to that group.
- that if the child is leaving scouting altogether, then we will delete the child's OSM record

5.4 Transferring between sections

When a child transfers between sections, they will be invested into the new section. Should a child transfer between sections within a school term, Subs already paid for that term will be deemed to have carried over from the previous section.

5.5 Transferring from another Group

Should a child transfer from another Scouting Group into 6th Farnborough, parents will need to pay fees as per 5.2 above upon investiture of their child into 6th Farnborough Scouts.

Note : fees are not transferable between Scout Groups.

6. Payment of subs

6.1 Methods of paying for subs

Parents can choose to pay their subs in the following ways:

1. **Via OSM / direct debit** – This is the preferred method of paying subs to the Group. Parents can set up a “subscription” in OSM and fees will automatically be taken when due from their bank.
2. **Via OSM / online payments** – You can pay your fees via OSM when they come due but you will need to manually send the payment rather than it being taken automatically. OSM will send you an email when payment is due, and you will need to go in to OSM to create and send the payment.
3. **Via credit card** – The group can accept payment by credit card using our Sum-up machine – please give notice of your wish to pay by this method, as we need to ensure the sum-up machine is set up appropriately.
4. **By cheque** – Cheques should be made out to “6th Farnborough Scout Group” and handed in to the child’s section leader in a sealed envelope with the child’s name, section, and “Subs” written on the front of the envelope.
5. **By Cash** – Cash should be in a sealed envelope with the child’s name, section, and “Subs” written on the front of the envelope and handed into the section leader who will pass it on to the Treasurer or other nominated Trustee Board member who is authorised to pay in money to the Group’s bank account.

6.2 Foreseeable issues with payments

It is the parent’s responsibility to let the Group know of any such change in circumstances that may affect their ability to pay Subs.

The Group does not wish to see a parent in the position of having to remove their child from the Group or an activity for financial reasons. It is the Groups position that the earlier we can work with parents and come to agreement on alternative payment options the better it will be for the child and parent’s mental wellbeing.

6.3 Payment plans

The Trustee Board is a firm believer that money should not be a barrier to Scouting. Where parents require alternative methods of payment, such as payment plans, or monthly/weekly payments which may be more manageable, they should first discuss it with their section Leaders, who will then liaise with the Treasurer to ensure a payment plan is put in place.

For monthly or weekly plans the following calculations will be used to determine the Subs to be paid.

Note – in both cases Subs will need to be paid during school holidays, so this should be taken into account when setting up a payment plan.

$$\text{Monthly} = \frac{\text{Termly fee} \times 3}{12}$$

$$\text{Weekly} = \frac{\text{Termly fee} \times 3}{52}$$

All requests for payment plans are treated in confidence and looked at on a case-by-case basis.

6.3 Keeping track of payments

Parents can keep track of payments for each child in the Group via OSM in the My Children > [your child] > Payments section. You will see two areas – one for Subscriptions and one for Camps and events.

Payment statuses:

- **Received** – payment has been received via OSM from the parents
- **Paid manually** – we have received payment from the parents but not via OSM.
- **Via subscription** – Payment will be taken at the allotted time via direct debit as you have set up a subscription

By placing the mouse cursor over the status of a payment more information can be seen – such as the date of when the Group received a payment.

7. Non-payment of fees

Should the Group not receive payment of Subs the following steps will be taken:

1. A Leader and/or the Lead Volunteer will communicate with you in the first instance to remind you Subs are overdue, and to determine if a payment plan is needed.
2. Our Treasurer will write to you asking for the fees – usually via an email from OSM – parents must ensure that the OSM email address is added to their SPAM filter to ensure such emails are received.
3. If we have still not received payment and/or communication from a parent requesting a payment plan within two-weeks of the Treasurer contacting the parent, the child's section Leader will refuse entry to meetings and the child will not be allowed to return until all outstanding Subs are paid in full OR an agreement has been reached with the Trustee Board on the payment plan, and the first payment has been received.
4. In extreme cases the Group may consider starting a small claims court application to recover the owed money.

7.1 Disagreements

Any disagreement or dispute of the payment of Subs should be addressed in the first instance to your Section Team Leader, who may be able to resolve any issues. Where they are unable to help, they will refer the matter onto the Treasurer. If needed, the Treasurer may consult the Trustee Board for a final decision.