

Explorer Scouts

Subscriptions

Information for Parents

Contents

Introduction	3
Getting Started	3
Online Banking	5
Cash & Cheques	5
Late Payments	5
Gift Aid	6
Help & Support	6

Introduction

This short document explains how we manage and collect payments for membership fees (“subs”) and other charged events such as camps and other activities as part of Explorer Scouts.

We use a payment system provided by Online Scout Manager (OSM) which allows parents to set up a Direct Debit so that subscriptions can be paid automatically whenever they become due. This system may already be familiar to you as many Scout groups already use it for their Beaver, Cub, and Scout sections.

Using Direct Debit to collect subscriptions offers some significant advantages over payment using cash and cheque:

- Payments are made automatically whenever they become due.
- No need for your child to carry cash or a cheque to an evening meeting.
- Leaders do not have to handle large amounts of cash.
- Payments are simple to track and leave a detailed audit trail.
- We can easily reclaim the Gift Aid on qualifying payments.

This arrangement with OSM and their payment systems provider, GoCardless, is fully protected by the terms of the Direct Debit Guarantee.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or interval of your Direct Debit GoCardless will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GoCardless to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by GoCardless or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when GoCardless asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

The full terms of the Direct Debit Guarantee can be found at <https://gocardless.com/direct-debit/guarantee/>.

Getting Started

Shortly after your child joins an Explorer Scout Unit, you will receive an email from Online Scout Manager inviting you to join and set up an account with GoCardless, the online payment processor for OSM. If you have not received this email within a few weeks of joining, please contact the District Explorer Scout Administrator.

Your account will allow you to create a Direct Debit agreement with Cabot Scout District so that any fees due are paid automatically.

On first logging in to the system you will be presented with the home screen and your child(ren) listed on the left side of the window. You will need a separate Direct Debit for each child – OSM does not support aggregated payments on the same Direct Debit – and so you will need to repeat this process for each child.

Click on your child’s name, then the Payments option, the Subscriptions link for your child’s Explorer unit, and then the ‘Create Subscription button’, as shown below.

Payments - Spitfire Subscriptions - *Phoenix*, Spitfire ... [Help](#) [Create Subscription](#)

← Back to summary

Spitfire Subscriptions

Please create a subscription by clicking 'Create Subscription' above. You will be notified of new payments and charged automatically. You can cancel the subscription at any time.

“ Regular membership fees for Explorer Scouts ”

Description	Due	Amount
Autumn 2018 ✓ Received	24/09/2018	£47.00
Spring 2019 ✓ Received	21/01/2019	£47.00
Summer 2019 ✓ Received	07/05/2019	£47.00
Autumn 2019 ✓ Received	13/09/2019	£47.00
Spring 2020 ✓ Received	20/01/2020	£47.00

A pop-up window will appear, asking you to add your account details. Click on the blue 'Add Account' button and you will be directed to the GoCardless web site to enter your bank account details for the Direct Debit.

Set up a Direct Debit with Cabot District Explorer Scouts

Online Scout Manager

First name Last name

[Click here to use a company name](#)

Your sort code Your account number

e.g. 10-20-30 e.g. 12345678

[Click here to enter IBAN](#)

Post code

Start typing your post code and choose from the list

[Click here to enter your address manually](#)

Email

More than one person is required to authorise Direct Debits.

[Set up Direct Debit](#)

Complete all the fields and click on the 'Set up Direct Debit' button and the process is complete!

Subs are taken on the date when they become due, usually around two weeks after a new term has started. You will always be emailed before a payment becomes due. The email will specify the reason for the payment, the amount and the date it will be taken, as well as a link to take you into the OSM site to amend or cancel your payment.

Online Banking

If you do not wish to set up a Direct Debit then subscription payments may also be made via online banking. Payments should be made whenever you receive the email notification from us that a subscription instalment is due. You will need our bank sort code, our account number, and a payment reference:

Bank sort code: 30-96-26
Bank account no. 39368068
Account name: Cabot District Explorer Scouts

The payment reference will be unique to each child and should be made up as follows:

[Unit Code] + [Surname] + [Forename Initial]

Where the unit codes are:

Arizona = AZ
Brabazon = BR
Concorde = CN
Peregrines = PG
Phoenix = PN
Pirates = PR
Spaniorum = SN
Spitfire = SF
Steamer = SM
White Tree = WT

For example, for Jane Smith, an Explorer Scout in Pirates ESU, the payment reference would be PRSMITHJ. If you are paying subs for more than one child then you should make separate payments, each with a unique reference. If your surname is too long for the whole reference to be accepted by your bank, truncate your surname to allow the first initial to be added onto the end. This is to ensure that payments can be matched even where siblings are attending the same ESU, because the last letter of the reference will always be the forename initial.

If you have any doubt about the reference to use, please contact the District Explorer Scout Administrator (see Help & Support below) who will be happy to advise you of the correct reference for your child.

Cash & Cheques

We can still take payment by cash or cheque, but this is only as a last resort if, for whatever reason, it is not possible for parents to use OSM. We have opted to use OSM because it lifts so much of the administrative burden off our Explorer Scout Leaders, and handling cash is our least favoured option.

Please ensure that your child's Explorer Scout Leader provides you with a written receipt for any cash payments since that is the only way we can trace your payment in the event of a dispute.

Late Payments

Subscriptions are the lifeblood of Scouting and enable us to do all the exciting things that we do. Late or missed payments reduce the amount of funding we have available for everyone. It is a condition of your child's continued membership of the Scout Association that their subscription payments are up to date.


Cabot Scout District operates as a charity and can consider requests for financial support. In the first instance please speak about this in confidence to your child's Explorer Scout Leader and they will be able to bring that to the attention of the District trustees for consideration.

Gift Aid

If you are a UK taxpayer then we would strongly encourage you to use the OSM system to sign up for Gift Aid. It costs you nothing extra, but it allows us to reclaim back from HMRC 20% of the value of your child's subscription.

giftaid

We will send you a link by email that will allow you to sign up for Gift Aid with just a few mouse clicks. Once you click on the link and log in to OSM, all you need to do is provide your name, your house number/name, your post code, and tick the box. If you have more than one child in Explorer Scouts, then you will need to repeat this process for each child.



The screenshot shows the OSM My Children interface. On the left is a purple sidebar menu with options: Home, Spitfire ESU, Payments, Events, Programme, Badges, Personal Details, Emails, Gift Aid (circled in red), and Access. The main content area is titled 'Gift Aid - Spitfire ESU' and features an 'Update Declaration' button (circled in red). Below the title, there is explanatory text: 'Gift Aid allows charities to claim 25p from the government for every pound donated. Please allow us to claim Gift Aid on your subscriptions as it will increase our income at no cost to you.' A table shows the current status: 'Declaration Status' is 'Declined' with a note 'Gift Aid was declined. Click the button above to consent to Gift Aid if appropriate.', and 'Date Declined' is '05/09/2020'.

We do hope that you will take advantage of this and allow us to maximise the amount we can reclaim from HMRC. Every little bit helps keep our subscriptions as low as possible.

You can sign up for Gift Aid regardless of how you pay for subscriptions. Whether you pay by Direct Debit, online banking, cheque, or cash, if you are a UK taxpayer then we can still reclaim basic rate tax on your subs.

Help & Support

We hope that you found the information in this document clear and helpful. If you need any further assistance or have unanswered questions about anything contained in this document, please email the District Explorer Scout Administrator at desa@cabotscouts.org.uk.