



2484 (Bassingbourn) Squadron

IMPORTANT INFORMATION – WE NEED YOU TO ACT

Dear Parents/Guardians,

Subs Guidelines

As a Civilian Committee we have been extensively discussing the Squadron Subs. Since September 2016 cadet subs have stayed at the basic rate of £12 per month, with a discount for siblings. Some of you may pay monthly, some of you quarterly.

To ensure that we are able to continue delivering the right level of training and experience for the cadets, the following was agreed at our recent meeting of the civilian committee:

- It would be necessary to raise the subs to £15 per cadet per month.
- The discount for paying annually would stop.
- The discount for siblings would stop.
- The monthly fee would apply regardless of how many sessions a cadet attends in a calendar month.
- The monthly fee will apply until a cadet informs the OC of their intention to leave.
- To aid administration and cash flow, subs will be payable each month and collected via Go Cardless.
- The level of subs will be reviewed annually.

All about Go Cardless

Some of you may be users of Go Cardless already to pay for other clubs and associations. It is similar to the system used by some local schools. The company are registered with the Financial Conduct Authority and abide by the BACS direct debit guarantee scheme. Your details are held by Go Cardless and not the Air Cadets or the Squadron. Once set up your son or daughters' subs will automatically be paid each month, and when you give permission for them to attend a chargeable event such as a camp, expedition or social we will email you with the required notice to let you know when we will request payment from your bank.

How does it work?

- We need you to provide us with an email address that we can use in relation to finances.
- You need to confirm the names of the cadet or cadets you are responsible for.
- Via the Go Cardless website we will email you a link to set up a direct debit.
- Using the link in that email you will register your details with Go Cardless.
- Go Cardless will then confirm to the Squadron that you are ready to go.
- The Squadron can then request payment for the items you have given permission for.
- As with any direct debit we are obliged to notify you in advance of the sum we are requesting and you are able to instruct us or your bank to cancel any payment you are not happy about.

What do you need to do?

Using the email account that you wish to log for use in all future correspondence regarding finances....

1. Confirm the name of the cadet you are responsible in an email.
2. Send your email to...

Treasurer.2484@aircadets.org

3. Then keep an eye out for the email from GoCardless containing the link to complete the mandate.
4. Once your GoCardless account has been confirmed you can then cancel your existing standing order with 2484.

Leavers

Cadets leaving are expected to pay until the end of the month that they leave.

Eg. A cadet leaving on 1st November would be expected to pay subs in November.

You need to confirm on email to both oc.2484@aircadets.org and Treasurer.2484@aircadets.org that the cadet is leaving. We would then remove you as a customer from the Go Cardless system and no further payments will be taken.

Hardship Cases

We have a policy to ensure that every cadet is offered the same opportunities and experience irrespective of the financial position of the parent/guardian. Parents who are unable to afford the subs should contact the Civilian Committee Chair or OC who will present a case to the Civilian Committee for support on behalf of the parent/cadet.

We are hoping for a smooth transition to this new system, and would like to have everything set up within the next month. If you have any questions then please do contact me on the email above.

Kind Regards

Luci Titchmarsh

Treasurer

2484 (Bassingbourn) Squadron