

## EDINBURGH, LoTHIANS and BORDERS BRANCH

*(a charity registered in Scotland No: SC009110)*



## BRANCH FUNDRAISING POLICY

### BRANCH DOCUMENTATION

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#### Background

On 25 March 2015, the Branch Chairman circulated a paper which highlighted a concern that although the branch had experienced a number of years of “being comfortably off”; there was a view that due to increased activity the available branch funds were slowly diminishing.

## Conclusions

At the Branch Committee meeting held on 26 March 2015, there was unanimous agreement that the branch should be proud of its record; particularly in relation to the delivery of Welfare, the widely read and appreciated high standard Branch Newsletter and the level of generous donations to other causes over the past few years. However, there was also a general view that the Branch Trustees now need to re-assess the Policy for effective fund management; and thus ensure this level of activity can continue into the future through a viable branch. It should be noted that by doing so, there is no suggestion that the expenditure on welfare, the newsletter or other activities has been anything but reasonable and justified; but more that a review of our policy is overdue. The following policy has now been agreed by the Trustees.

## Policy

1. That the Officers of the Branch and other Trustees will fulfil their responsibilities by continuous monitoring of branch funds and ensuring that all necessary expenditure is to the benefit of the branch, its members/beneficiaries, the RAF Association, its aims and objectives; and the wider RAF Family.
2. All reasonable efforts will be made to support the RAF Association Wings Appeal, fundraise for general branch activities (including branch newsletter, website/Facebook and other relevant activities); and that this will include supplementing the branch welfare fund as and when required; this on the advice of the Branch Honorary Welfare Officer.
3. That on an annual basis (and in preparation for the Branch Annual General Meeting); the branch trustees will consider the current “health” of branch funds; in particular the level of “non-committed” surplus funds “agreed by the Trustees” that “may” be available to be donated towards a relevant and deserving cause that relates to, and supports the aims of the RAF Association.
4. Interim donations/expenditure can be made through the year at the discretion of the Branch Committee/Trustees.
5. The total of such donations in any one year, if any, will be restricted to a maximum 10% of surplus funds identified by the Branch Treasurer; and agreed by the Branch Committee/Trustees. These recommendation/actions will be advised to the AGM, where they can be discussed along with any other proposals from the floor. However, as the administrative and legal responsibility for the running of the Branch as a charity, is vested with the Trustees; and the final decisions will lie with them.

## ANNEX A

DATE	VERSION	AUTHOR
18 May 2018	1.0	Bob Bertram
13 January 2022	1.1	Dave Prior