Military Brotherhood MMC

Standard Operating Procedure (SOP) 4

National and Sub-Branch Building Funds

General.

1. The National Building Fund (NBF) and the Sub-Branch Building Fund (SBF) are collected from Club members to provide a stipend for the running of the Club at both the national and sub branch level. Collection is from each member of the Sub Branch (excluding Members Partners, Junior Members, Retired Members, and Life Members).

Purpose.

2. The National Building Fund covers the cost of Club Administration.

3. The Sub-Branch Building Fund is used for the following purpose.

a. Any equipment required by the Sub-Branch, and which cannot be obtained by other means;

b. To pay for Items deemed necessary on a Sub-Branch run;

c. To support a member of the Sub-Branch who is in financial difficulties, and which is voted on by 100% of the Service Membership.

4. The SBF is not to be used for the purchase of alcohol, other beverages or food stuffs.

Payments.

5. The NBF is to be set at a figure agreed on by the National Executive Committee (NEC) at the June NEC Meeting for implementation for the start of the financial year. The fee is currently set at $10.00, levied on each Service Member and Sierra Squad Member (excluding Members Partners, Junior Members, Retired Members, and Life Members) of the Sub-Branch.

6. SBF payments by other members (Service Partners, Juniors, Retired, and Life) are usually exempt, however this is at Sub Branch discretion, see Constitution Paragraph 86b.

7. The SBF fee is up to the discretion of each Sub-Branch but at a minimum is funded at $10.00 per month levied on each Service Member and Sierra Squad Member (excluding Members Partners, Junior Members, Retired Members, and Life Members) of the Sub-Branch.

8. The SBF is the responsibility of the Treasurer, to collect, record, and advise its position, and to the Secretary who updates each member's position on the Sub-Branch roll.

9. Duties of the Treasurer and Secretary regarding SBF are as follows.

a. Treasurer-
   i. Collect Monies from all members;
   ii. Record the monies collected;
   iii. To deposit those monies in the Sub-Branch account; and
   iv. to advise the Sub-Branch Executive if a member is far into arrears and is failing to acquit that debt.

b. Secretary.
   i. Update Sub-Branch Roll; and
   ii. Ensure finances are recorded in monthly meeting minutes.

Penalties.

10. Any member who falls into arrears and fails to rectify the situation after being properly advised by the Treasurer shall be called to explain during a general meeting. The Sub-Branch Executive, after deliberation with the Sub-Branch membership, shall advise the member of any action to be taken. Members who become more than 3 months in arrears are considered to be non-financial members

Refund.

11. SBF fees are allocated to cover essential branch expenses, some of which are due before all fees are received. As prepaid funds are used to meet these financial obligations, the SBF fees cannot be refunded.

12. Monies paid into the SBF by any member is non-refundable regardless of circumstances, including resignation from the Sub-Branch, funds paid in advance, or the cost of becoming a member. This includes but is not limited to (no) refunds for Application fees, regalia, Club patches, or costs to affix these items.

13. If a Branch is to close or amalgamate with another, all transfers of funds must be approved by National Executive until such time that the National Executive releases fund distribution decisions back to the new Sub Branch. If a new Sub Branch is not created the NEC will determine the distribution of these funds with preference to other Sub Branches in that State.

14. Pre-distribution of funds and/or assets by the Sub Branch prior to a vote to close or amalgamate, without National Executive approval, will be considered an attempt to circumvent this rule and is strictly prohibited. This distribution must comply with the Incorporated Association guidelines, which specify that surplus funds and assets must be allocated to another association with similar aims and objectives, such as veteran assistance.

Transfer to another Sub-Branch.

15. When a member from one Sub-Branch transfers to another Sub-Branch, any monies paid into the departing Sub-Branch SBF which are in advance (meaning paid into the future) shall be transferred to the new Sub-Branch that that member is transferring to.

16. The Sub-Branch Executive from where the member transferred from shall ensure the 'future monies' already paid by the departing member are to be transferred to the members new Sub-Branch. This is to be executed by the Treasurer of the Sub-Branch from which the departing member belonged.

Grants to Members from the National Building Fund

17. The National Executive Committee (NEC) may approve the granting of a one-off payment or procurement up to $500.00 to a Club Member or spouse of a recently deceased member, utilising National Building Funds if the following criteria is satisfied:

Mandatory Criteria:

a. A written request is sent by the Sub Branch President to the NEC.
b. All NEC members must be in favour (100% yes vote).
c. The National Building Fund (NBF) must be able to maintain financial viability in accordance with the constitution.
d. A member or spouse of a recently deceased member of the Club will only receive one payment from the NBF on request from the President of the Sub Branch
e. Sub Branches may make payments in accordance to their members preferences, however this must be in accordance with Sub Branch financial guidelines and paragraph 3c above.

Other Requests that can be considered for (up to $500.00) NBF Grants (Health and Wellbeing):

18. When a bereavement payment from the Australian Government Department of Veterans' Affairs or other agencies including Centrelink is not applicable for the costs that may follow the death of a member.

19. A contribution toward the headstone or memorial costs requested after the date of the burial or cremation by the spouse of a recently deceased member symbolising the member's affiliation with the Club.

20. When financial support to help improve or maintain the quality of life of a member is not available via the Australian Government Department of Veterans' Affairs or other agencies including Centrelink. This may include personalised access and mobility equipment.

21. When additional financial support is required in the case of financial hardship whilst a member is receiving palliative care.

22. When due to financial hardship a member with life-threatening conditions needs assistance with transport for treatment outside of their immediate local government area.

Further Criteria for NBF expenditure (Club Duties)

23. When a member is required to complete extra ordinary duties or representation on behalf of the club regarding legal matters which would require significant travel to another state or territory.

General (Bereavement, Celebratory and Well Wishes):

24. With permission from the family of the deceased member, a floral be sent to the memorial service in addition to any other flowers sent from their parent sub-branch.

25. A procured item may be sent to a member in addition to any other celebratory gestures or well wishes sent from their parent sub-branch for recognition from a national level.

Payments to the National Building Fund

26. Each sub-branch shall ensure that in the month of July a collective payment (as indicated in paragraph 5 above) for each Service Member and Sierra Squad Member (excluding Members Partners, Junior Members, Retired Members, and Life Members) is deposited into the National Account.

27. Account details for the transfer of National Building Funds

Account Name: Military Brotherhood MMC

BSB: 037-608

Acc Number: 714190

28. The "Sub Branch Payment to the National Building Fund & Nominal Roll" form (sample shown in Annex 1) will be forwarded to each State President by 1st of July each year for distribution to each Sub Branch. This form is to list all members of the Sub Branch and whether they are exempt or not for payment of the NBF fee. It is to be completed and sent directly to the National Treasurer at the same time the NBF payment is made to the National Account.

29. The form also has provision for including the Sub Branch bank details that is to be completed. This information is to aid the National Treasurer when funds may need to be refunded, granted, deposited back to the Sub Branch.

Sub-Branch Payment to the National Building Fund & Nominal Roll

1. IAW **SOP 4** - paragraph 26 - 29 and **Club Constitution** para 86a.
2. A collective payment of $10 for each Service Member and Sierra Squad Member inclusive of probationary SB members.
3. Members Partners, Junior Members, Retired Members, and Life Members do not pay.
4. The nominal role is to be emailed **NLT 31 July** to the National Treasurer and Nat Secretary
5. All payments are to be made **NLT 31 July** to the following bank account;

Name: Military Brotherhood MMC
BSB: 037-608
Acc Number: 714190
Reference: (your Sub Branch name)

Note: This form includes drop down list and automatically calculates totals

Please ensure you fill out all lines in this section

Sub Branch Name :
POC (AKA, position, mobile, email) :
Bank:
Name of Account :
BSB :
Acc Number :
Date and Time funds deposited :

Please ensure you fill out all lines in this section

Serial	Member Name	AKA	Membership Service, Sierra, Junior, etc	Partner/Junior/Retired/Life Yes/No	Amount Due	Amount paid
1						
2						
3						
4						
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7						
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Sample only – a new spreadsheet will be released each

Payments are to be made **NLT 31 July** to the following bank account;

Name: Military Brotherhood MMC
BSB: 037-608
Acc Number: 714190

Please use your Sub Branch name as a reference

TOTAL:	$0.00	$0.00

On completion of this form please forward to National Secretary and National Treasurer

If additional lines are required please use a separate form and number the form eg: form 1, form 2 in the Sub-Branch Name column.

Enquiries: please email - treasurer.tasnorth@yahoo.com and mbmmcnatsec@gmail.com

EXAMPLE SUB BRANCH Bank Account

This chart is an example; each Sub Branch will have their own requirements to support their mission. The example below is based on a Sub Branch that manages their bank accounts as below.

SUB Account ONE
This account can be created to manage Veteran Supported Activities (VSA) or a Sub Branch Supported Activity inclusive of VAC management

Incoming funds:
1. Donation from charities to support Veterans.
Approved grant allocations.

2. Fundraising funds/profit. This can be a percentage (no more than 50%) amount that is voted on and approved by Sub Branch members).

Outgoing funds:
1. Donation to charities supporting Veterans.

2. Donation Veteran Assistance groups.

3. Purchase of equipment or Goods for fundraising.

4. Sub Branch catered events (e.g. catering ANZAC day events or Sub Branch morning teas / Guest speaker events etc.

Primary Account:
Sub Branch Building Fund
This account's main purpose is to manage the running of the Sub Branch

Monthly member's fees are to be allocated to this account

This account is to only be used for the purposes documented in SOP 4 para 3. This account's main purpose is to manage the running of the Sub Branch

NOTE: Under no circumstances is the Building Fund to be used for the purchase of Alcohol, Food or other beverages. Sub Branch catered events are to be funded from a sub account recognised for this purpose of spending

Any additional funds allocated to this account (for example additional members Xmas party contributions) can be transferred to another Sub account for the purpose of Sub Branch activities that do not fall into the categories outlined in SOP 4 para 3. This must be voted on and minuted at a monthly meeting.

SUB Account TWO
This account can be created to manage funds that directly assist Sub Branch members to attend MBMMC Club events and Veteran Community events.

Incoming funds:

1. Funds allocated to this account are generally from Sub Branch fundraising events.

2. The Sub Branch is to vote on a percentage rate (No more than 50%) of fundraising funds to be allocated to the account when the account is created. Any changes to the percentage rate are to be vote on by all SB members.

Outgoing funds:
1. All outgoing funds are to be agreed by all SB members and minuted at SB monthly meetings prior to the funds been released.

2. All funds allocated to assist a member in attending MBMMC events or Veteran Community events is to be supported by a valid receipt. General rule: it is a reimbursement of monies spent not money to spend.

The most important lesson is to ensure all spending of Sub Branch funds regardless of the account is to be voted on by all members with a majority vote and minuted at a Sub Branch monthly meeting prior to any money being expended. In the case where it is an emergency expense the Sub Branch Treasurer at the very minimum is to gain approval from all Sub Branch Executive members prior to allocating the funds.