

BAFUNCS Benevolent Fund Policy



Use of the BBF regional subventions

Introduction

The BAFUNCS Benevolent Fund (BBF) makes an annual allocation of funds to each region to enable the purchase of small treats for BAFUNCS members who are socially isolated or ill, in order to show that the recipient is not forgotten by the other members in the Region.

The value of the subvention is £250, however additional funds can be requested if needed.

Policy

1. Use of the subvention

The regional subvention **can be** used for the following purposes:

- The purchase, and postage or delivery, of small gifts, flowers or cards for sick or hospitalised members (of any age) and for members who are very elderly, housebound or alone. This can include birthday and Christmas cards and gifts.
- The purchase of a funeral wreath for a deceased member and/or a condolence card for immediate family.
- The cost of a taxi fare to a regional social event, e.g. the Christmas lunch, for a member who would otherwise not be able to attend the event for cost reasons. The maximum reimbursed will be the local cost of a 20-mile round trip.

The regional subvention **cannot be** used for the following:

- Purchase and postage of Christmas cards for regional members in general.
- Donations to other charities.

It is left to the discretion of the regional member support teams to determine who should receive cards/gifts, what gifts would be appropriate, and the cost.

2. Documentation and reimbursement

The regional representative or treasurer, if there is one, is responsible for overseeing the use of the subvention, keeping receipts (or copies) for all purchases, reporting to the BBF Treasurer and requesting the annual top-up of funds. Receipts should be kept for 5 years, as hard copy or in a digital format.

Reporting is by calendar year; therefore, each December, or by mid-January at the latest in the following year, the responsible officer should submit a report of expenditure to the BBF Treasurer, using the appended form. Only summarised information is required, it is not necessary to name the recipients or to provide the receipts. The report should include the amount of top-up funds required.

If the regional subvention is fully spent before the end of the year then additional funds can be requested immediately. A year-end return will still be required.

The responsible officer should confirm receipt of the funds to the BBF Treasurer in writing within seven days.

March 2026

To BBF Treasurer: Mr KC Tan, oldfreestan@yahoo.com

BAFUNCS Benevolent Fund (BBF) subvention top-up request 202x – xxx REGION

Regional officer:

Date:

Receipts from BBF

Balance at start of 202x: £
Top-up sums received during 202x: £
Total 202x receipts: £

Expenditure

Category	Number	Total cost (£)
Elderly/housebound		
Floral gifts		
Food/drink		
Birthday cards		
Purchase & postage of Christmas cards & gifts		
		<i>Subtotal</i>
Sick/hospitalised		
Floral gifts		
Food/drink		
Other (specify):		
		<i>Subtotal</i>
Other (specify)		
		<i>Subtotal</i>
		GRAND TOTAL

Sum carried forward to next return: (total 202x receipts – total 202x expenditure)

Amount of top-up requested: £

Please transfer to the following bank account:

Account name:
Bank name:
Sort code:
Account no.: