



## Use of the BBF regional subventions

The BBF makes an annual allocation of £250.00 to each region for the purposes listed below. This sum can be supplemented if necessary.

The regional subvention can be used for the following purposes:

- To cover the cost of small gifts, flowers or cards for sick or hospitalised members (of any age) and for members who are elderly and housebound or alone. This can include birthday and Christmas cards and gifts, and are to show that the recipient is not forgotten by the other members in the Region.
- To cover the cost of having the gift delivered.
- Note that the use of the subventions should be limited to elderly/ housebound/ ill members and not for all the region's members.

The Regional Representative and Member Support Advisor are in the best position to determine what gifts would be appropriate. The amount paid out for gifts is at the discretion of the regional officers.

Donations to other charities **are not** permitted in accordance with Charity Commission regulations.

The Regional allocations are topped up annually following the submission of a simple report giving the number of gifts made to the two groups, namely the elderly/housebound and the sick/hospitalised. No names of recipients are required and only the total cost of the expenses needs to be reported.

### ***BBF Regional Top-up Form (appended)***

Three categories of gift are reported:

- The **Floral**, and **Food/drink** categories are obvious; while the '**Other**' category could include items such as crossword and colouring books, magazines, CDs, audio tapes, body creams and cards.
- Postal/ delivery charges should be included in cost of the gift.

To: Mr KC Tan  
 Treasurer  
 BAFUNCS Benevolent Fund  
 Email: oldfreestan@yahoo.com

**BAFUNCS BENEVOLENT FUND Petty Cash Fund Top Up 20xx**

**REGION:** [name]

**Regional Officer:** [name]

**Date:**

**RECEIPTS**

Petty cash surplus brought forward from last submitted return: £.....

Petty cash advance/top up this period: £.....

**EXPENDITURE**

**Elderly/housebound**

Floral gifts	(number)_____ (total cost)	£.....	
Food/drink	(number)_____ (total cost)	£.....	
Other	(number)_____ (total cost)	£.....	

**Sub-total**      £\_\_\_\_\_

**Sick/hospitalised**

Floral gifts	(number)_____ (total cost)	£.....	
Food/drink	(number)_____ (total cost)	£.....	
Other	(number)_____ (total cost)	£.....	

**Sub-total**      £\_\_\_\_\_

**Other expenses (specify)**

**Postage (total cost)**

**Sub-total**      £\_\_\_\_\_

**Postage of Christmas cards to less mobile members**

**Sub-total**      £\_\_\_\_\_

**TOTAL**      £\_\_\_\_\_

**SURPLUS CARRIED FORWARD TO NEXT RETURN**

£\_\_\_\_\_

Amount of top up requested: £..... Our preference is for payment by direct bank transfer.  
 If a cheque is needed, to be made out to: .....

**TERMS AND CONDITIONS:**

1. The Treasurer must receive confirmation of receipt of cash advances in writing within 7 days of receipt.
2. Each annual return must reach the Treasurer by the 15 December each calendar year.
3. If additional funding is required please forward the annual return early. The year-end return will also still be required.