



# Devonport RSA Poppy Day Trust



## Policy and Procedure for Distribution of Trust Funds

### Introduction

The Poppy Day Trust uses the income from donations during the Poppy Week Appeal and on Poppy Day for charitable purposes within New Zealand for the welfare of returned service people and their dependents.

### Purposes for which funds may be applied

While always subject to Trustee decisions at the time, the type of purpose for which personnel may approach the Trust for assistance includes:

- a) Costs of medical, surgical, radiological, audiological, dental and optometrist treatment and services not covered by any health insurance scheme or a war pension entitlement
- b) Costs of funerals, subject to entitlements through a war pension or other assistance available through Work & Income.
- c) Other cases of hardship and privation.

### Procedure for seeking assistance

Personnel seeking assistance should approach the Treasurer who will assist in cataloguing the request and ensure original supporting documents are available;

The Welfare Support Officer is available to advise on alternative avenues of support through Work & Income and Veterans Affairs.

### Reimbursement Policy

The Trustees make refund decisions in the fourth quarter for claims submitted from 1 October 2014 30 September 2015 when the quantum of that year's claims can be assessed against the funds available. However, Trustees will consider urgent cases for assistance at any time. Given that the Trust has limited funds, claims are normally reduced by a scale amount of all claims in a claims year as follows:

- Claims up to \$500 are fully reimbursed
- Claims between \$501 and \$1500 are reimbursed \$500 + 66% of the amount above \$500
- Claims between \$1501 and \$2500 are reimbursed \$1160 + 40% of the amount above \$1500
- Claims between \$2501 and \$5000 are reimbursed \$1560 + 25% of the amount above \$2500
- Claims above \$5000 are reimbursed a flat \$2185

Any questions on this policy should be directed to the Secretary or the Welfare Support Advisor.