



RNZRSA NATIONAL POPPY TRUST

STATEMENT OF OPERATING POLICIES

PURPOSE:

The RNZRSA National Poppy Trust (National Poppy Trust or Trust) has been established to consolidate the individual trusts previously administered by RNZRSA into a long term sustainable capital fund to earn sufficient income to, among other things, assist all service and ex-service men and women and/or their families in need.

HOW THE TRUST OPERATES

The Trustees must operate within the objects of the Trust (copy **attached**). While the Trustees cannot limit their discretion, they will generally approach matters along the following lines and with the following considerations.

In order to achieve and maintain a long term sustainable capital fund the total sum available for grants will generally be limited to a sustainable budgeted amount considering the National Poppy Trust's income each year although, in exceptional circumstances of need, the Trustees can exceed that. Exceptional circumstances will generally require circumstances akin to a life-threatening situation where there is no other financial option available.

Trustees are currently aiming to meet once a month after the 15th of each month.

Provided all required information accompanies the application and it is received by the end of the calendar month before the trustee meeting, such applications will be considered at the next meeting of Trustees.

If an application is marked "Urgent" and extraordinary circumstances exist, provided all information accompanies the application, Trustees will endeavour to provide a decision within 5 working days of receipt of the application.

Applications may be made online or by sending the application form to the National Poppy Trust.

Considerations that must be addressed by all applications:

1. Why is the applicant's local RSA seeking funding for this application from the National Poppy Trust instead of fully funding the application itself?

In seeking funding from the National Poppy Trust it will normally be the case that RSAs will state the amount they are prepared to contribute from their own Poppy/Welfare funds. This is important for two reasons. First, it signifies that the claim has been thoroughly assessed by those most familiar with its detail. Second, it can be taken into account as one of the guidelines by the National Poppy Trustees as they consider an appropriate contribution from the National Poppy Trust.



Because (in the absence of exceptional circumstances) the total sum available for grants will be limited by the Trust's income, the Trust has to be prudent to maintain its ability to meet ongoing need. To develop the National Poppy Trust's sustainability, the Trustees consider that wherever possible RSAs should use their own Poppy/Welfare funds to fund applications seeking assistance before seeking funding from the National Poppy Trust.

Therefore, if an application does not include a local funding figure and there are no special reasons for this, it is likely to be returned to the originating RSA for funding reassessment. "Special reasons" would include that the applicant does not have a local RSA, or the local RSA has no Poppy or Welfare funds or has donated such funds to the National Poppy Trust.

In other words, while the Trust will endeavour to help where a local RSA is unable to, it is expected that local assistance will be the first step.

2. Is this application actually for reimbursement of a paid account?

If an applicant has made payment from their own resources, it is generally considered that they don't need help from the National Poppy Trust unless prior payment was a pre-requisite for urgent treatment and the payment made has left the applicant in significant financial difficulty.

3. Is the application to pay a debt?

In general, grants will not be made for the repayment of debt. In the case of applications for payment to creditors such as funeral directors, lawyers, banks, credit cards or the like, the applicant should be referred for discussions with their creditors as a first step. While each case will be assessed on its merits, the National Poppy Trust may be able to assist with arranging third party budgetary advice to help establish a long term sustainable arrangement to recover from the financial difficulty. If following that process a grant or ongoing top ups are considered necessary by the budget advisor and subject to the other criteria, such an application will be considered on its merits.

4. Each applicant needs to provide the full information and supporting material.

*The single biggest cause of delay in processing applications for assistance is the failure to provide information and/or supporting information. The information required as requested in the Application for Grant Form (copy **attached**) is:*

- *Full name of applicant;*
- *Any service or relationship with NZ's armed forces/New Zealand Defence Force*
- *Address*
- *Email address (if any)*
- *Phone number (if any)*
- *Local RSA (if any)*



- *Applicant's financial circumstances, income, expenses, assets and liabilities with supporting bank statement(s)*
- *The reason for the application*
- *The response of the local RSA (if any) to the application*
- *Any other sources of funding sought or received*
- *The invoice to be paid*
- *Any special circumstances or other considerations the applicant wants the Trust to consider*
- *Consent to the Trust and/or RNZRSA contacting the applicant for more information, follow up and reporting on outcomes achieved.*

The Trustees will generally pay the supplier directly where applicants need help or provide funds to the local RSA or other local support services to provide immediate help where necessary. A longer term holistic approach is taken to the extent it is in the Trust's power to reasonably assist.

5. Donations of funds to the National Poppy Trust are not refundable deposits

If the Trust were to accept funds on the basis that they are repayable deposits, the Trust could breach the Financial Markets Conduct Act 2013, The Non-Bank Deposit Takers Act 2013 and other regulatory arrangements. The cost of complying with such legislation is likely to exceed the income of the Trust. Therefore, the Trust can only accept donations. Local RSA trusts should be aware that these limitations on handling donations apply also to them.

PROCESS:

1. An application may be made by an individual or an RSA using the Application for Grant Form;
2. The application and supporting documentation should be sent to RNZRSA;
3. RNZRSA will assess the application for eligibility/check if there is a reason known to RNZRSA why payment shouldn't be made.
4. RNZRSA will then pass the application to the National Poppy Trust for consideration;
5. The National Poppy Trust will contact the applicant if more information is required or there is any supporting material required;
6. The National Poppy Trust will make a decision at the next meeting of Trustees following the end of the month of the Trust receiving all information/supporting material required.

Urgent applications (where extraordinary circumstances exist)

1. An application may be made by an individual or an RSA using the Application for Grant Form;
2. The application and supporting documentation should be sent to RNZRSA clearly marked with a request for urgency;
3. RNZRSA will assess the application for eligibility/check if there is a reason known to RNZRSA why payment shouldn't be made;
4. RNZRSA will then pass the application to the National Poppy Trust for urgent assessment;



5. The National Poppy Trust will contact the applicant if more information is required or there is any additional supporting material required;
6. The National Poppy Trust will endeavour to make a decision within 48 hours of receiving all information/supporting material required.

GENERAL

- a) Funds held in the National Poppy Trust are invested under an investment mandate approved by the Trustees with JB Were as fund manager.
- b) A liquidity account is maintained for the purpose of grant making.
- c) Each year the Trustees will consider the financial capacity of the Trust and establish a grant budget.
- d) The Trustees will publish financial statements of the Trust each year at National Council.
- e) In considering grant requests, the Trustees will take into consideration the difference the grant will make to the applicant's quality of life, the extent to which the sponsoring RSA has supported the application itself and/or the National Poppy Trust with donations, and the financial sustainability of the trust.
- f) The National Poppy Trust will be reviewed by its Auditors annually;
- g) Trustees may vary or update these operating policies from time to time.

Current as at 29 August 2018.