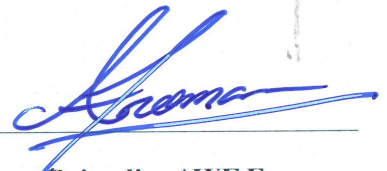

The Corps Instructions of the Royal Australian Electrical and Mechanical Engineers



Corps Instruction Three *“RAEME Corps Fund Charter”*



Brigadier AWF Freeman
Head of Corps
RAEME

14 October 2018

AG7971813**Corps Instruction Number Three – RAEME Corps Fund Charter****Reference:**

- A. Army Standing Instructions (Personnel) Chapter 12 Part 7
- B. LWP G 1-1-9 Non Public Monies Accounting
- C. Defence Insurance Office website

Introduction

- 1. The Corps Committee is to maintain a fund on behalf of members of the Corps IAW Ref A and B.

Aim

- 2. The aim of this instruction is to prescribe the purpose, responsibilities, management and control of the RAEME Corps Fund.

Title

- 3. This fund is to be known as the Royal Australian Electrical and Mechanical Engineers Corps Fund, hereafter known as the Corps Fund.

Purpose

- 4. The Corps Fund is established and maintained for the comfort, recreation, welfare and benefit of members of the Corps of RAEME. The purpose of the Corps Fund is to:
 - a. purchase appropriate items which are not available through service supply channels, for the use by members of the Corps
 - b. provide suitable prizes and trophies for Corps awards for Corps members
 - c. purchase suitable items for presentation or reciprocal presentations to:
 - i. sister corps of other nations
 - ii. kindred or associated organisation in allied or friendly forces
 - iii. ARA schools and cadet or training establishments as appropriate
 - d. sponsor events to raise the Corps profile
 - e. purchase and sell distinctive Corps items not available through service supply channels
 - f. provide financial assistance to the Corps Historical Collection
 - g. Fund other activities as considered appropriate by the Corps Committee for the benefit of all Corps members.

Committee of Management

- 5. The routine operation of the Corps Fund will be managed by the Corps Fund Committee, a committee subordinate to the Corps Committee. The Corps Fund Committee is to meet as required, and is to report directly to the Chairman of the RAEME Corps Committee at each Corps Committee Meeting. The Corps Fund Committee will include the following appointments:

- a. Co-Presidents: DHOC(Gnd), DHOC(Aero)
- b. Secretary: Corps RSM
- c. Treasurer: SO2 Corps Heritage

- d. Property Member: as appointed by DHOC
6. A quorum will constitute no fewer than three members.

Role of the Committee

7. The Corps Fund Committee is responsible for the management of the Corps Fund in accordance with Ref B, the directions of the RAEME Corps Committee and the provisions of this Corps Instruction.

Request for Corps Fund Support

8. The Corps Fund provides the opportunity for RAEME units, individuals or organisations to seek funding support either through an advance (which would be repaid on completion of activity) or grant for approved activities.
9. Applications should normally take the form of an activity/exercise instruction with a covering letter requesting consideration for funding assistance from the Corps Fund. The following information is to be provided:
- a. the period of the activity
 - b. location.
 - c. aim and objective
 - d. cost per participant (both with and without fund assistance).
10. Requests for financial support from Corps Fund will be considered by the Corps Executive / Corps Committee. Requests for support will need to demonstrate where the funds contribute to the benefit and welfare of RAEME members. Key areas to be demonstrated would include (refer Corps Fund Support Matrix):
- a. development of esprit de corps
 - b. technical and professional development
 - c. present the opportunity of physical challenge and teambuilding
 - d. enhance the profile and reputation of the Corps.
11. Financial assistance for social activities would not normally be supported. An advance (to be repaid) for social activities could be considered.
12. Requests for funding support are to be submitted to the Head of Corps Cell, attention: SO2 Corps Heritage, Secretary Corps Committee, HOC Cell – RAEME, Latchford Bks, Bandiana MILPO, Vic, 3694. The Fund Support Request Form, including the Corps Funding Support Matrix, is in Annex B. A completed Support Matrix (Appendix 1 to annex B) is to accompany each request.
- ### **RAEME HOC Welfare Fund**
13. A limited amount of money exists in the RAEME Corps Fund for use as a welfare fund. These funds are approved to be expended as follows:
- a. replacement welfare support items (HOC Coins)
 - b. monetary assistance in the form of grants/ loans to deserving serving members and their immediate family
 - c. purchase of life support items to members and families when considered necessary.

14. Fund expenditure may be initiated as a request by the command group of a serving soldier where other avenues of support have been considered and will not provide assistance. This may include DCO, Veterans Affairs, Legacy, the Army Relief Trust Fund etc.

Fund Revenue

15. Revenue for the Corps Fund will be derived from the following sources:

- a. interest earned by invested fund monies
- b. sale of RAEME related merchandise
- c. volunteer subscriptions by serving and ex-serving Corps members
- d. volunteer subscriptions and/or donations from the general public
- e. donations and contributions from commercial organisations.

Payments

16. Payments to the Corps Fund may be made by:

- a. Bank transfer/direct debit
- b. Cheque
- c. Cash
- d. Credit/bank card.

17. Cash is least preferred payment option to the Corps Fund due to the lack of traceability. The Corps Fund is not to use cash to pay for items. Where creditors will not accept bank transfer from the Corps Fund, a reimbursement to a purchaser is the preferred option.

Investments

18. The corps fund investment account is made up from revenue raised and interest from term deposits. Investments should be consolidated into one term deposit with a maximum interest rate gained by longer term of deposit. If interest rates rise, consideration should be given to renewing the deposit with a higher rate. For further information on the history of the Corps term deposits, see Annex C.

19. The level of funds invested is to be maintained such that the ongoing annual 'housekeeping' expenditure can be sustained from a combination of funds raised and interest received, without eroding the invested funds.

Financial Delegations

20. To enable the Corps Committee to function as directed in para 4, it is necessary that certain appointments be authorised to incur expenditure without reference to the committee. The following personnel hold financial expenditure delegations and can direct the expenditure of Corps Fund money through the bank signatories.

- a. **Head of Corps** may direct expenditure of up to \$5,000 for a single purchase.
- b. **DHOC** may direct up to \$3,000 for a single purchase.
- c. **SO2 Corps Heritage/RSM** may direct expenditure of up to \$1,000.
- d. **Corps Fund Committee** may approve the expenditure of \$25,000 per year for the conduct of HOC business.

- e. **Corps Committee** may approve expenditures greater than \$25,000 for the conduct of HOC business and investment.
21. The signatories to the Corps Fund bank accounts are the:
- a. SO2 Corps Heritage
 - b. Corps RSM
 - c. other personnel as appropriate.

Reporting

22. Those exercising the delegations described above are to report to the Secretary/Treasurer of the Corps Fund, the amount spent or written off, and the items of stock or property affected, on an 'on occurrence' basis.

Annual Budget Forecast

23. The President of the Corps Fund Committee is responsible to ensure the preparation of an annual budget forecast, which is to be presented to the Corps Committee for approval, normally in March of each year. The budget forecast is to include revenue, provision for all identified expenditure, and other forecast activities, projects and commitments.
24. The fund committee is to present the Statement of Financial Affairs at the Annual Corps Committee Meeting.

Annual Regional Disbursement

25. The concept of Annual Regional Corps Fund Disbursements was introduced in 2012. The purpose behind the disbursements included returning regular benefits to Corps Members and promoting Corps Funds and encourage contribution. It also reduced the need for regions to go through the process of requesting funding support for smaller amounts for annually reoccurring events such as RAEME Birthday and Spanner Club activities.
26. An annual disbursement of funds is to be allocated to each of the regions, under the control of the Regional RAEME Representative (RRR). The amount of Annual Regional Disbursement is to be determined as part of the Annual Budget Forecast and is to be calculated at 50% of the annual net profit of the Corps Fund for the period. Regional disbursements are to be apportioned across the regional centres on a per capita basis.
27. RRR are to provide a summary of expenditure back to the HOC cell, detailing the activities supported by the disbursement funds.

Australian Taxation Requirements

28. **Deductible Gift Recipient.** The RAEME Corps Fund has been endorsed by the Australian Taxation Office as a Deductible Gift Recipient.
29. **Australian Business Number.** The Corps Fund is registered on the Australian Business Register. The Corps Fund Australian Business Number (ABN) is 35 872 747 739.
30. **Non-Profit Clause.** The assets and income of the Corps Fund shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

31. **Goods and Services Tax (GST).** The Corps Fund is not registered for GST under Australian Taxation laws.

32. **Dissolution and Revocation Clause.** If the Corps Fund is wound up or if the endorsement of the organisation as a deductible gift recipient is revoked, the following assets remaining after the payment of the funds liabilities shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made:

- a. gifts of money or property for the principal purpose of the fund
- b. contributions made in relation to an eligible fundraising event held for the principal purpose of the fund
- c. money received by the fund because of such gifts and contributions.

Corps Property

33. The Corps Fund Committee is responsible for the management of RAEME Corps property. Corps property is that which has been purchased by the Corps Fund (or its predecessors).

34. The Corps Fund Property Member is to maintain a central property ledger, in which Corps property is to be itemised and location details recorded. The ledger is to serve as the record for valuation purposes, and include details of appreciation/depreciation applied to Corps property in accordance with current instructions.

35. All Corps property is covered through the ADF's Comcover policy. Further Information is available at the Defence Insurance Office website.

36. Corps property is to be the subject of a spot check program which accounts for all property annually. This program is to be completed by 30 Jun each year, and its conduct is the responsibility of units and messes holding Corps Property. Additionally, the Corps Fund Committee Property Member may call for a 100% stock take of Corps Property, should it be deemed necessary. Any deficiencies identified as a result of a spot check program are to be notified to the Corps Fund Property Member as soon as possible. By 30 Jun each year, units and messes holding Corps Property are to confirm in writing the conduct of a spot check program conducted in accordance with the provisions of this Corps Instruction.

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Annexes:

- A. Payment Methods
- B. Corps Fund Subscriptions
- C. Requests for Corps Funds Support
- D. Corps Investment History

PAYMENT METHODS

1. The Corps Fund accepts the following payment methods:
 - a. **Bank transfer/direct debit.** To transfer money into the Corps Fund bank account, payers must use the following details:
 - (i) Bank: Defence Bank
 - (ii) Account Name: RAEME Corps Fund
 - (iii) BSB: 833-205
 - (iv) Account No: 20509705
 - b. Payers are to include their name and/or PmKeys number in the payment reference, and send an email to the HOC Cell (RAEME.HOCCell@defence.gov.au) with the payment details to ensure that bank account reconciliation can be conducted in an accurate and timely manner.
2. **Cheque.** Payments are to be made payable to the “RAEME Corps Fund”. Cheque payments must be accompanied with the name and address of the payer, and the reason for payment.
3. Cheque payments should be posted to the following address:

SO2 Corps Heritage RAEME
Head of Corps Cell - RAEME
Latchford Barracks
BANDIANA MILPO, VIC 3694
4. **Cash.** Payments of cash must be accompanied with the name and address of the payer, and the reason for payment.
5. **Credit/bank card.** Credit card payments will be made through the Square system. Payers may use the insert or tap function on their credit card, or may quote the card details to the HOC Cell. When manually inserting the numbers into the Square application, the details are not to be recorded at any time, and are to be inserted directly from the payer quoting them.
6. **Receipts.** All payers will be given a receipt; either a paper based receipt for bank transfers, cheque or cash, or a Square issued receipt from the Square application. The book keeper is to issue a paper receipt to “Square” when acquitting the funds transferred into the bank account from the Square system. The funds transferred into the bank account will not match the amount paid by the payer – Square deducts a percentage in payment for use of the system.

RAEME CORPS FUND SUBSCRIPTIONS

Membership

1. Membership in the Corps Fund signifies an individual's willingness to support the Corps efforts in building *esprit de corps*. Life memberships are sold to individuals willing to support the Corps. The Life memberships are sold in two styles:
 - c. A lump sum payment equivalent based on rank, or rank at discharge
 - d. Payments in instalments equal to the lump sum at the individual's rank at completion of payment.
2. Personnel holding older annual style memberships may continue to pay in instalments at a rate and amount of their choosing, or may wish to pay out the remaining Life membership amount.
3. Life membership paid in instalments entitles an individual to a bronze St Eligius medallion to signify their support.
4. Life Membership paid in full, either through a lump sum or at the completion of instalments, entitles an individual to a silver St Eligius medallion and a significant memento to signify their support.
5. The significant memento is currently a framed Corps print of "*AFV Repair in the Light Green*" with two RAEME coins mounted within the frame.

Rates

6. **Serving Members.** The life membership subscription rates for RAEME members are as follows:
 - a. **MAJ and above:** \$520
 - b. **WO2 to CAPT:** \$390
 - c. **CFN to SGT:** \$260
7. **Retired Members or members of the public.** The subscription/donation rate for RAEME retired members is at the appropriate rate to that of their rank on retirement or resignation. For members of the general public, the donation rate is at their own discretion.

Payment


8. Fortnightly direct deposits of small amounts are not encouraged due to the effort required to reconcile the account.

Appendix:

1. RAEME Corps Fund Subscription Form

**APPENDIX 1 TO ANNEX B TO
CORPS INSTRUCTION NO 03**

RAEME Corps Subscriptions Form

RAEME CORPS SUBSCRIPTIONS CONTRIBUTIONS		
(Retirement) Rank	Instalment Subscription	Life Subscription
CFN – SGT	# ____ × \$ ____ (per) ____ = \$260	\$260
WO2 – CAPT	# ____ × \$ ____ (per) ____ = \$390	\$390
MAJ+	# ____ × \$ ____ (per) ____ = \$520	\$520
Name:		Initials:
Rank:		
PMKEYS Number:*		
Appointment:*		
Unit:*		
Address:		
Suburb:	State:	Postcode:
Defence Email:		
Civilian Email:		
Period of Payment: (if applicable)		
Method of Payment:		
<p>Forward this form to: SO2 Corps – RAEME Latchford Barracks, BANDIANA, Vic, 3694 Email: raeme.hoccell@defence.gov.au Ph: (02) 6055 4239 or 2274</p>		
		
(*: If Applicable)		
Payment Details:		
Account Name:	RAEME Corps Funds	
BSB:	833-205	
Account Number:	20509705	
Reference:	Last Name, First Name LM eg Smith, John LM	
Cheque:		
Make Cheque payable to “RAEME Corps Fund”		

Requests for RAEME Corps Fund Support

1. The Corps Fund provides the opportunity for RAEME units, individuals or organisations to seek funding support either through an advance (which would be repaid on completion of activity) or grant for approved activities.
2. Requests for financial support from Corps Fund will be considered by the Corps Executive / Corps Committee. Requests for support will need to demonstrate where the funds contribute to the welfare and benefit of RAEME members. Key areas to be demonstrated would include (refer Appendix 2):
 - a. development of esprit de corps
 - b. technical and professional development
 - c. present the opportunity of physical challenge, teambuilding
 - d. enhance the profile and reputation of the corps.
3. Applications should normally take the form of an activity/exercise instruction with a covering letter requesting consideration for funding assistance from the Corps Fund. The following information is to be provided:
 - a. period of the activity
 - b. location
 - c. aim and objectives
 - d. costs per participant (shown both with and without Fund assistance).
4. Financial assistance for social activities would not normally be supported; however, an advance (to be repaid on completion) for social activities could be.
5. Requests for funding support are to be submitted to the Head of Corps Cell, attention: SO2 Corps RAEME, HOC Cell (RAEME) Latchford Barracks VIC 3694 or RAEME.HOCCell@defence.gov.au

Appendices

1. Funding Support Request
2. Corps Funding Support Matrix

RAEME CORPS FUND FUNDING SUPPORT REQUEST

Requesting Unit/Organisation

Nature of Funding Request

☐ Financial Advance (funds to be repaid on completion of activity)

☐ Grant

Funds Requested: \$ _____

Activity Title

Detailed Description of Activity

(to be attached) _____

Number of Participants

Number of Corps Subscribers in unit/activity

Cost breakdown of the activity

(to be attached) _____

Details of other funding streams and funding activities

(to be attached) _____

<<Request to be submitted through Regional RAEME Representative or Col Comdt>>

Request to be sent to:

Secretary of the Corps Committee,
Head of Corps Cell-RAEME
Latchford Barracks
BANDIANA MILPO, Vic, 3694
(02) 6055 4329
RAEME.HOCCell@defence.gov.au

**APPENDIX 2 TO ANNEX C TO
CORPS INSTRUCTION No 03**

CORPS FUNDING SUPPORT MATRIX									
(To be submitted with Funding Request)									
Unit									
Activity									
POC									
Serial	Criteria	Low (1) - High (5)					Remarks		
		1	2	3	4	5			
1	Professional Development - Military								
2	Professional Development - Technical								
3	Development of Esprit de Corps								
4	Team Building								
5	Leadership Training								
6	Physically Challenging								
7	High Positive Public Profile								
8	High Military Profile								
9	Support to Community								
10	Unit RAEME Strength	#							
11	# members Corps Subscribers	#							
12	# Pers supported by funding	#							
13									
<u>Comments:</u>									

CORPS INVESTMENT HISTORY

1. In the past, amounts of \$9,089 and \$3,637 respectively were held in trust for the Brigadier Martins Encouragement Award and the Peter Jennings Award. A monetary prize for the recipient of the Brig Martins award was calculated as being 90% of the annual interest received on the money held in that trust. That trust has since been rolled into and forms part of the main term deposit of the fund. The BRIG Martins Award prize is now aligned with the process of standardised annual prizes of the time. Examples of these would be framed Banner Miniatures or pewter miniature Corps Centrepieces.
2. Prior to 2014 the money held in trust for the Peter Jennings Award was used for the purchase of the Peter Jennings statuettes. From 2014 the ongoing purchase of statuettes is being absorbed as an ongoing cost as for other Corps awards. In the current climate the interest on investment represents the major revenue income stream.
3. The RAEME Corps Committee – Southern Region (RCC-SR) bank accounts were closed due to the collapse of interest at the local level in maintaining a separate entity to the RAEME Corps Fund. The RCC-SR funds of \$5,666.91 were transferred to the RAEME Corps Fund and invested in a term deposit.