



# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

## VICTORIAN BRANCH (INCORPORATED)

### ADMINISTRATION INSTRUCTION NUMBER 8

#### WELFARE FUNDS

##### Introduction

1. The Victorian Veterans Council regulates and controls the raising, collection and application of trust funds within the ex-service community referred to as 'patriotic funds' under the *Veterans Act 2005*.
2. The Victorian Veterans Council administers the Act and has been assigned the appropriate powers to enforce the legislation. The Council reports to the Director of Consumer Affairs.
3. This AI provides basic information relating to the operation of Welfare Funds and encourages Sub-Branches to refer to detailed information contained in the "Notes for the Guidance of Treasurers of Welfare Funds" available from the State Office.

##### Detail

##### Welfare Funds

4. Welfare Funds are administered by legally appointed trustees and must be kept separate from all other funds. The State Branch is an incorporated body and as such has been accepted by the Victorian Veterans Council as a 'person' for the purposes of the Act. The State Executive was appointed as Trustee of all Welfare Funds within the VVAA Victorian Branch as a result of a 1998 State Council resolution.
5. Consequently, the State Executive has the legal responsibility for administration of all Vietnam Veterans Association of Australia Welfare Funds within Victoria. The State Executive delegates the Public Officer to handle all matters relating to patriotic fund administration.
6. Welfare Funds.  
These are funds for the relief, assistance or support in necessitous circumstances of ex-servicemen who have had military service or duty, or their dependants. These monies can be used for all issues designated as welfare by our Association or for administrative support relating to welfare.

##### 'Building/Furnishing' Welfare Funds.

Traditionally these funds are intended for the purchase, erection, maintenance, alteration, renovation furnishing and equipping of club rooms for the use of ex-servicemen. In the case of this Association, the National Vietnam Veterans Museum has been classified as a building Welfare fund.

### **Welfare Fund Administration**

7. Welfare Funds administration should be performed by the Sub-Branch Treasurer, but may involve other members appointed by the Sub-Branch Committee.
8. In this capacity, they are responsible for-
  - Management and control of the fund,
  - Raising money on behalf of the fund, and
  - Authorising others to raise money on behalf of the fund.
  - Proper expenditure of funds from the account.

### **Expenditure of Funds on Welfare**

9. Welfare Funds legislation requires that Welfare Funds be expended on the provision of welfare services to veterans however, there is no definition of the word "welfare" provided for in any veterans legislation however, the Oxford Concise Dictionary defines welfare as the health, happiness, and fortunes of a person or group action or procedure designed to promote the basic physical and material well-being of people in need of financial support given for this purpose.
10. Because of the broad spectrum of activities that could be termed as welfare, the Sub-Branch Executive Committee will need to consider whether the expenditure falls within the parameters of "welfare" and if appropriate, record the details of the expenditure in the minutes of a Sub-Branch Executive or General Meeting.
11. Fund monies can be donated under certain conditions to another organisation with charitable objectives if the prior written approval of the Consumer Affairs Victoria has been obtained through the State Branch Office.
12. Any enquiries regarding whether Welfare Funds expenditure falls within the parameters of "Welfare" can be directed to the State Treasurer.

### **Conclusion**

13. All Sub-Branches need to comply with the requirements of the *Veterans Act 2005* and as applicable, accept direction from the State Executive regarding any such compliance.