



KSWA GUIDANCE AND PROCEDURE

TITLE: KSWA BRANCH FUNDING

NUMBER: KSWA 005

In 2008 the members created the Northern Branch of the KSWA. This guideline determines the way in which all Branches shall be funded.

- Any branch affiliated to the KSWA shall elect as part of its management a Treasurer. This Treasurer will maintain a financial record of Branch finances in keeping with recognized bookkeeping methods.
- These books will be submitted on an annual basis for auditing to the KSWA Treasurer prior to the KSWA AGM
- Any new KSWA authorized branch shall receive funds, nominally \$2000 to support its inception. This sum shall be accounted for in the Branch Treasurer's financial records.
- Any Branch may fundraise and keep the proceeds as long as this activity is authorized by the KSWA Committee
- Any member can by ticking the box on the Membership Form, indicate which branch they wish to be a member of. Where no box is ticked this membership fee will be allocated to the closest branch to their postal address; as the crow flies.
- Geographical regions will be determined by the KSWA Committee for all Branches, this is to ensure two branches in one region do not end up competing against each other for funds and membership
- For additional branch funding (with the exception of the Public Auction) the proceeds of all KSWA Auctions will be divided on a percentage basis; e.g.

KSWA	70%	50%	40%
1 branch	30%		
2 branches		25% each	
3 branches			20% each

- The KSWA Committee may at its discretion allocate additional fund raising activity to any Branch.
- Branches shall not hold any major fund raising activity without the agreement of the KSWA Committee.

AUTHOR	SIGNED OFF BY	DATE	REVISIONS
ATB	BILL PASSEY	4 th June 2009	Rev 01

