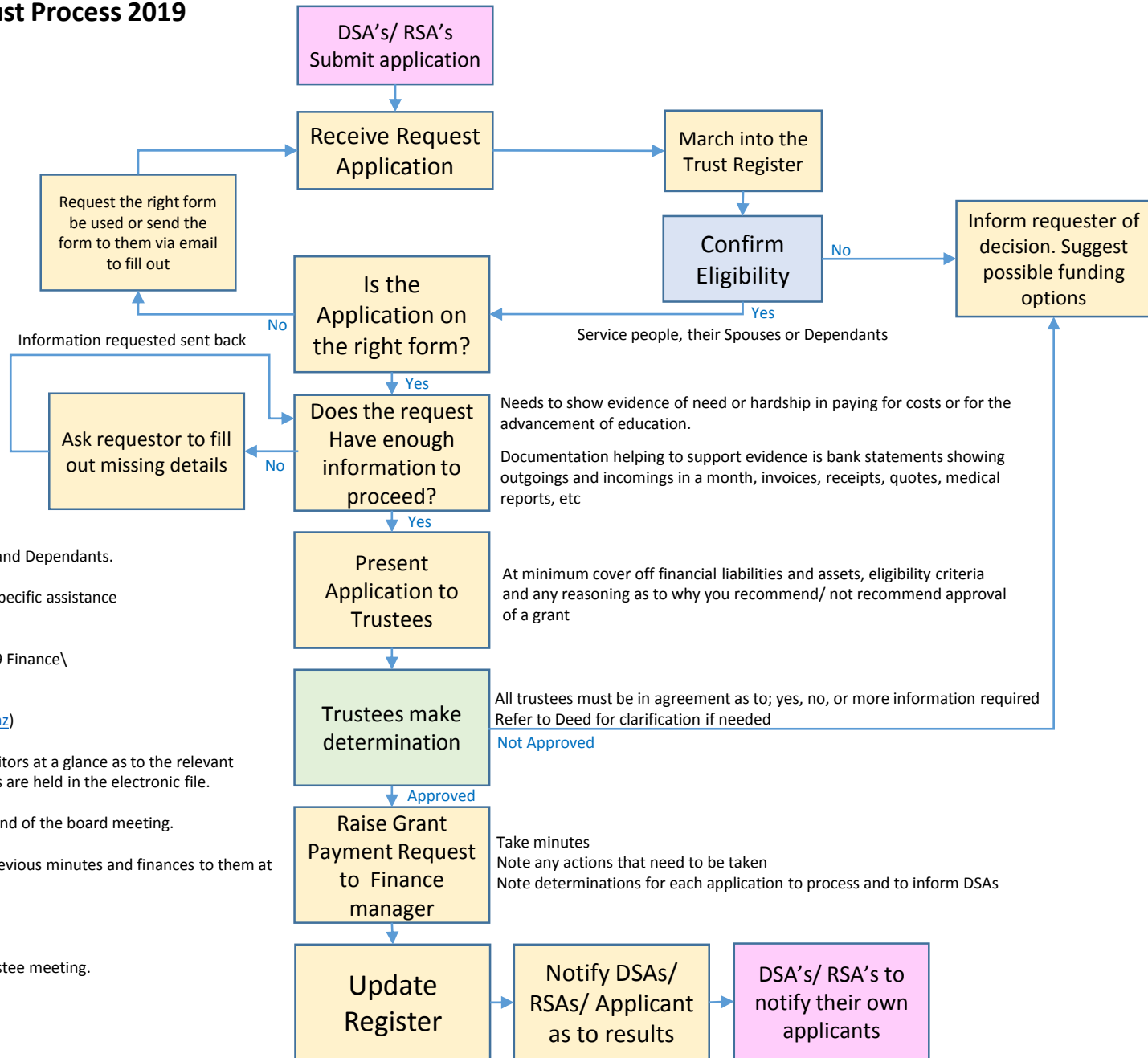


RNZRSA National Poppy Trust Process 2019

LEGEND Responsibilities	
Administrator	
RNZRSA	
Trustees	
Support Advisors	



NOTES

Poppy Trust benefits Service People, their Spouses and Dependants.

It covers Welfare, relief of poverty, education and specific assistance

Electronic file location:

C:\SharePoint\Support Services - Support Services\9 Finance\03.1 RNZRSA National Poppy Trust

Correspondence is via email (poppy.trust@rsa.org.nz)

Summaries are used to inform the trustees and auditors at a glance as to the relevant reason for outcome (positive or negative). Examples are held in the electronic file.

Trustee meeting is to be held once a month at the end of the board meeting.

Copies of applicant summaries, correspondence, previous minutes and finances to them at least three days prior to the meeting.

Take minutes at the meeting.

Notify all DSAs by email about the results of the trustee meeting.