

All information contained herein is at 30<sup>th</sup> September 2014

## PREAMBLE

The South Australian Pensioner's' Assoc. Inc. (hereafter called "The Association") was formed in 1932 for the purpose of providing aged and Invalid pensioners with a social environment and a place in society for the protection , interest and wellbeing of its members. In 1932, a "Funeral Fund" was established to enable members to save for their funeral costs. The Constitution specifically lists the objects and Powers of the Association.

The Association is a non-profit organisation and accordingly is bound by the Associations Incorporation Act 1985

## BOARD OF MANAGEMENT

The Association is controlled by the members through an Annual General Meeting whereat Delegates to the AGM elect a Board of Management who then hold office for that forthcoming year, and a State Secretary who holds permanent tenure as a Board Member whilst so employed.

The current Board Members are (as at 08th April 2022):

- |                      |                               |                 |
|----------------------|-------------------------------|-----------------|
| • Mrs Jill Welk      | Pt Augusta SA 5700            | President       |
| • Mrs. Raelene Ronan | Gawler SA 5116                | Vice President  |
| • Mrs. Irene Kampes  | Head Office, Maylands SA 5092 | State Secretary |
| • Mr Graham Welk     | Pt Augusta SA 5700            |                 |
| • Mrs Helen Henbest  | Adelaide SA 5000              |                 |
| • Mrs Judith Parker  | Port Lincoln SA 5606          |                 |
| • Mrs Diana Atkinson | Adelaide SA 5000              |                 |

## THE FUNERAL FUND

The Funeral Fund is bound by the Benefits Association Act 1958.

It is administered by the Board of Management of the Association, and is maintained as an entirely separate and independent accounting function of the Association, as required by the Department of Treasury and Finance under the said Benefits Association Act 1958.

## CONTRIBUTIONS

Contributions can only be made to the Fund by members of the Association which membership must be maintained at all times.

Contributions are made at any time and in any amount except for an initial Contribution of at least \$100. Further contributions can be made at any time up to a limit of \$13,500.

The maximum total of all Contributions receivable is \$13,500 in accordance with the rules of Centrelink, which amount is reviewed at least annually by Centrelink.

All contributions are credited in **full** to the member's account on receipt.

## INVESTMENT POLICY AND PROCEDURES

All Contributions are invested on behalf of the member under the guidelines as determined by the Department of Treasury and Finance. These guidelines include a mix of investment policies whereby 20% of the funds can only be placed in share market environment and the Balance 80% held in guaranteed cash bond and like markets. These percentages may vary from time to time in accordance with rises and falls in the Share Market and are reviewed regularly throughout the financial year to maintain the required mix of investment levels.

All contributions are credited in **full** to the member's account on receipt.

## INVESTMENT POLICY AND PROCEDURES

All Contributions are invested on behalf of the member under the guidelines as determined by the Department of Treasury and Finance. These guidelines include a mix of investment policies whereby 20% of the funds can only be placed in share market environment and the Balance 80% held in guaranteed cash bond and like markets. These percentages may vary from time to time in accordance with rises and falls in the Share Market and are reviewed regularly throughout the financial year to maintain the required mix of investment levels.

## DISTRIBUTION OF NET INCOME

The income earned by the Investments, less administrative operating expenses occurred in maintaining the Fund are distributed annually to the members as a dividend, in proportion to the accumulated balances held per member on a monthly basis, such balances include the sum of the Contributions held on behalf of the member plus the accumulated dividends.

Members are provided with an annual statement of the accrued Benefit held by that member immediately after completion of the Audit of the Accounts.

## ADMINISTRATION COSTS

The administration costs of the Funeral Fund are maintained as a separate accounting entity. These include, inter alia, salaries, telephone, printing and stationery, advertising, rent, and commission payable to branch secretaries, if applicable. Currently, the Fund is operated on a part-time basis of nine (9) hours per week. No

member of The Board of Management receives any payments, emolument or benefit whatsoever in the Administration of the Funeral Fund.

## SOURCE OF FUNDS TO MAINTAIN THE ADMINISTRATION ACCOUNT

The administration of the Funeral Fund is financed from two sources - a 5% deduction from the total amount including dividends accrued upon the death of the member and if required, a further amount up to 2% of the total funds held on behalf of the members.

## PAYMENT OF THE ACCRUED BENEFIT

Repayment of the Accrued benefit consisting of the Contributions made plus the accumulated distribution of annual income is payable on death of the member, less the 5% deducted for the purposes of administering the Funeral Fund

## ASSETS AND LIABILITIES

The assets of the Funeral Fund consist solely of the amounts invested on behalf of the members (\$3,000,000 as at 30<sup>th</sup> September 2021) less a provision for unforeseen circumstances \$18,000.

The Liabilities of the Fund are the amounts held in the names of the Contributors less any such sums deducted in accordance with statutory requirements. These sums constitute membership fees of the member payable to the Association and any amounts (5%) deducted in accordance with deceased members entitlements that may be temporarily held by the Fund prior to payment to the Administration Fund.

Accounts are audited annually and submitted to the South Australian Department of Treasury and Finance.

## OTHER IMPORTANT MATTERS

Members receive a statement annually of the total contributions made to the end of the year under review.

## REDEMPTION OF MEMBER'S BENEFIT

In redeeming the member's benefit on death, the amount can be claimed by any one of the following

- The executor of the estate
- The next of kin
- A person responsible for the costs of the deceased's funeral OR
- The Funeral Director who conducted the Funeral

A claim is made by submitting a Statutory Declaration as to the claimant's right in accordance with the above.

The Association and Funeral Fund have no affiliation with any Funeral Director whatsoever. The Funds held on behalf of a member and cannot be paid to any other claimant other than specified above.

The Benefit paid as prescribed is made irrespective of the cost of a Funeral. i.e. if the funeral cost is less than the Funeral benefit, the full amount of the Benefit less the administration fee of 5%, is paid to the claimant

and should the Benefit be less than the cost of the Funeral, the difference is required to be made up by the claimant or any person responsible for the payment of the Funeral.

## CENTRELINK

To preserve the benefit of Centrelink provisions, once a Contribution is lodged with the Funeral Fund it no longer is deemed to be part of the member's assets and therefore any such contributions together with dividends accrued cannot be withdrawn prior to death of the member.

## MEMBERSHIP

As required under an agreement with the Department of Treasury and Finance, membership of the Association is mandatory at all times, or the total benefit is forfeited. To preserve members' entitlements, any membership fee outstanding may be deducted from the accrued dividends.

## CONFIDENTIALITY

No details of a member's benefit will be provided to any person other than the member or to a person holding a Power of Attorney or the like authority, or to a claimant after death of the member.

## CONTACT INFORMATION

If you have any other queries, please do not hesitate to contact us by phone or via the website.

### Head Office

Phone	(08) 8366 6555
Hours	Mon 9:30am and 12:30pm Wed 9:30am and 12:30pm Fri 9:30am and 12:30pm
Address	Suite 11, 239 Magill Road, Maylands SA 5069
Email	office@sapens.org.au
Website	www.sapens.org.au