

Bequests Committee Terms of Reference

As at May 2001

The Bequests Committee is a standing committee of the UnitingCare NSW.ACT – Ageing & Disability Service Board.

Role

- The role of the Bequests Committee is to allocate and administer the funds which are donated to the Church centrally for the benefit of aged care.
- This Committee has a responsibility to comply with the criteria which are set by the UnitingCare NSW.ACT – Ageing & Disability Service Committee.

Bequests Committee Membership

- The UnitingCare NSW.ACT - Ageing & Disability Service Bequests Committee will have as its members the :-
 - *current Chairperson of this Committee
 - *current Deputy Chairperson of this Committee
 - *Executive Director of UnitingCare NSW.ACT
 - *Executive Director of the UnitingCare.NSW.ACT – Ageing & Disability Service
 - *Two panel members from this Committee
- With regard to the panel members for the Bequests Committee, either one, or all of these members should make themselves available for all meetings as required.
- The terms of office for all members of the Bequests Committee shall be one calendar year from their appointment at the Annual General Meeting of this Committee in February. Where members are appointed at a later date, after the Annual General Meeting of this Committee, they shall serve up until the next Annual General Meeting of this Committee.

Rules relating to the allocation of money from the Bequests Funds

- Moneys would not be available for the normal running costs of the ADS.
- Specific grants for research or investigations into aged care issues would be admissible and would be decided on a case by case basis.
- The Disadvantaged Persons Fund would continue to be used as a repository for general bequests to aged care up to a limit of \$500,000.00.
- This fund would be accessible to grants for specific consulting assignments undertaken to benefit the financially disadvantaged.
- There will be no restriction of the use of the principal of bequests but any proposal to use such principal sums must limit that use to capital purposes.
- At least 50% of bequest monies should be invested with the Trust Association and that the remaining monies should be available for commercial mortgages or loans to our own aged care organizations at competitive rates or to other organisations.

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Delegation powers of the Bequests Committee

- The Bequests Committee has the power to decide on allocations of bequest money up to the level of \$100,000.00.
- For the funding of projects over the amount of \$100,000.00 the Bequests Committee must make recommendations to the ADS Committee.'

Reporting of allocation of funds

- A report on all allocations is to be made to the next meeting of the ADS Committee.

Account details

- Separate accounts are to be kept for the Eves Bequest, the Financially Disadvantaged Persons Fund and any other bequests which are specific in their purpose or have a value in excess of \$500,000.00. The accounts should also indicate the level of committed funds in each bequest which has not yet been drawn down.

Conditions for use of funds

- *Disadvantaged Persons Fund* – can be used to fund projects which will benefit 'people who are disadvantaged'. The definition of 'disadvantaged person' encompasses people who are financially disadvantaged as well as those who are socially disadvantaged or vulnerable because of their special needs.

Since the time of The Synod Aged Care Agency (SACA), practice has been that any bequest for 'Aged Care' without specific intent or of a general nature has been placed in the Disadvantaged Persons Fund to indicate that the Church is committed to supporting people who are disadvantaged.

- *Debus estate* – a separate bequest made specifically for aged care purposes
- *Eves Bequest* – a large bequest made for aged care purposes. At the time of the bequest it was decided that the capital would be maintained and only the interest would be used to fund aged care projects. It was decided at the time that the capital base be \$3 million dollars.

Long term commitments of the Bequests Committee

- *Nursing and other scholarships*

The Bequests Committee has committed to the provision of two Nursing Scholarships at Wollongong University.

- At the May 1999 meeting, the Bequests Committee resolved:
 - a) 'that one Nursing Scholarship be maintained and a Research and Development Scholarship be established at the University of Wollongong; and
 - b) that the UMA explore the possibility of opening up at least one Nursing scholarship to other Universities in NSW.'

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- In summary, only two Nursing Scholarships will be in operation at any one time. As one scholarship recipient completes his/her studies another replacement scholarship will be offered. The value of each Nursing Scholarship is \$10,000.00 per annum for three years.
- The Research and Development Scholarship is \$10,000.00 and may be completed in 12-18 months, depending upon the length of the research project.
- The Selection Criteria, Application Form and Conditions of Award documentation were approved by the UMA Committee at the February 2000 meeting.
- Total annual commitment for scholarships is \$30,000.00 per annum.

Meeting times

- The Bequests Committee meets twice yearly (usually May and December) on the morning of the *UnitingCare* NSW.ACT – Ageing & Disability Service Board meeting wherever possible.

Applications for funding and progress reports

- Applications to the Bequests Committee for funding are received and reviewed by the ADS staff prior to the meeting of the Bequests Committee. Closing dates for funding applications are approximately 6 weeks before the meeting dates.
- The Bequests Committee has approved the development of ‘Guidelines for Submissions to the Bequests Committee’ (attached). This document lists 15 criteria which each application must address. This standard approach provides a clear and consistent basis upon which the Committee can make its decisions.
- Successful applicants must provide the Bequests Committee with 6 monthly progress reports based upon a standard Proforma (attached) and a Final report when the project is completed.
- The Progress Reports and the Final Reports are posted on the ADS Website.