# ADVANCES TO BRANCHES

## PREAMBLE

The introduction of the new membership system in June 2011 coupled with the transfer of former Amicus Section check-off work to Newcastle has inevitably led to delays at Newcastle in processing check-off reconciliations. This in turn has led to delays in processing Branch Administration payments to former T&G Section Branches (former Amicus Section Branches being on a different system of branch financing up to 1st January 2012). From 1st January 2012, all Branches will receive their financing through the Newcastle process as detailed in the December 2011 letter to Branch Secretaries. In addition, the branch reorganisation process is likely to cause further delays in branches receiving funds, especially composite or geographic branches. Due to all the above, it is recognised that some branches may run short of funds in the next few months until Newcastle catch-up with the processing of check-off and the branch reorganisation process is completed. In order to avoid branches being unable to operate as a consequence, it is necessary to introduce a system of advances administered by the Regions.

## PROCEDURE

1. Any Branch that requires an advance must apply in writing or via email to the Regional Secretary.
2. Any advance agreed should be limited to a figure no greater than 1/6th of the previous year's Branch Administration.
3. The agreed advance should then be transferred/paid by Regional Finance using the 'add' adjustment facility in the Branch Administration payment section of the membership system.
4. A repayment schedule should be agreed in advance with the Branch and documented.
5. Repayments should be made by deduction from future Branch Administration payments.
6. It is the responsibility of the Regional Finance team to ensure that these advances are collected on a timely basis.