

香港聖約翰救傷隊少青團
Hong Kong St. John Ambulance Brigade
Cadet Command



Standing Policy on Command Fund

Revised 26 March 2013

With the formation of the Cadet Command, the original Region President Funds of the previous HKIC and K&NNTC are pooled together to form the Command Fund. This funding in the past was used to support programs, services, activities, parades and competitions expenses, which were either insufficiently funded or not falling into the categories for subsidy.

The main source of fund accumulated over the years has been from the annual subscriptions of our respectful presidents. According to the Brigade General Regulations, the annual subscriptions of our presidents are:

Command President	HK\$70,000.00
Command Vice-Presidents	HK\$60,000.00
Regional Presidents	HK\$40,000.00
Regional Vice-Presidents	HK\$35,000.00
Corps Presidents	HK\$30,000.00
Corps Vice-Presidents	HK\$25,000.00
Divisional Presidents	HK\$22,000.00
Divisional Senior Vice-Presidents	HK\$18,000.00
Divisional Vice-Presidents	HK\$15,000.00

To ensure proper usage of the fund and to standardize the application and reimbursement procedures, this paper explains the policies and procedures involved.

Usage of the Command Fund

The Command Fund is for subsidizing programs, services, activities, parades and competition expenses, which are either insufficiently funded or do not fall into the categories for subsidy from government fund or council allocations. These include:

Command Level

- Fees for annual dinners of the organization;
- Travelling and meal allowances for cadet members;
- Cadet exchange programs and overseas competitions;
- Service projects;
- Refreshments for meetings, activities, parades and competitions;
- Replacement of damaged or worn out equipment;
- Purchase of manuals and training aids;
- New equipment and uniform items;
- New projects or, services; and

- Souvenir, Awards, Donation, Flowers & Wreath.

Regional/Corps/Divisional Level

- Regional and Corps training or social functions;
- Formation ceremony of new divisions;
- Divisional anniversary celebrations;
- Divisional gatherings;
- Divisional training workshop; and
- Divisional overnight training camps.

Control of Fund

According to the “Guidelines on Usage and Control of Annual Contributions from the Brigade Presidents” endorsed by the Council and announced by the Commissioner dated 24 September 1997, the primary object of control is to ensure that *(i) the Presidents’ contributions are used to the best advantage and St. John receives value for money in promoting Brigade services and funding necessary activities, (ii) to promote accountability of the budget holders; and (iii) to enhance credibility in the use of donations.*

To fulfill the object, the Cadet Command would be making appropriate sub-allocations to Regions, Corps/Sections and Divisions according to the guidelines. In principle, the Command Fund would only be granted as a subsidy to activities at regional, corps/sections and divisional level. Individual participants are expected to contribute part of the expenses. Each participant of all activities would be subsidized no more than 80% of the expenses incurred.

Approval Limits

As stated in the Guidelines on Purchasing and Supplies Procedures issued by the St. John Council promulgated in Administrative Circular No.12 dated 31 March 2000, the upper limits of approval by the Assistant Commissioner and Commissioner is HK\$5,000.00 and HK\$50,000.00 respectively. Amount over HK\$50,000.00 should be granted by the Council.

The funding for activities/ programs at regional and corps/section/divisional levels are HK\$5,000.00 and HK\$3,000.00 respectively. Each Regions, Corps and Sections could apply for subsidy no more than twice in a financial year of the Command Fund, i.e. 1 January to 31 December, irrespective of amount approved. Divisions with or without Presidents are allowed to apply for subsidy no more than once in a financial year of Command Fund. Divisions with President(s) can apply for additional subsidy of HK\$2,000.00 per number of President, given that their President(s) have fully subscribed their annual contribution. The remaining balance not used in each application will not be carried forward.

Application Procedure for Divisional/Corps/Regional Level Activities/Programs

Approval of the activity/program must be obtained before seeking for subsidy. Officers at different levels can then make application using the attached form (Appendix I). The completed application forms must reach the Cadet Office at least 30 days before the date of the program/activity. Late application will be considered only after justification and support by the respectively Region-in-charge..

Applicant wishing to apply for advance payment must indicate clearly on the application form the name of the recipient and submit the application at least 45 days before the date of the program/activity. Late submission will not be entertained.

Result of the application will be available within 14 days after submission and collection of the cheque will be within 14 days before the date of the program.

Reimbursement and Bills Submission

Application for reimbursement using the "Financial Report of Activity Subsidized by Command Fund" (Appendix II) and submission of bills must be within 30 days after completion of the program/activity together with a certified copy of the attendance record. Late submission may result in withdrawal of the subsidy and rejection of subsequent request. Original receipts amounted to at least HK\$6,250 (80% for subsidy of HK\$5,000), HK\$3,750 (80% for subsidy of HK\$3,000) and HK\$2,500 (80% for subsidy of HK\$2,000) would need to be submitted for application of Command Fund subsidy.



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Cadet Command
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