



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 30/2011

CAPITATION PAYMENTS

Introduction

1. The South Australia Branch constitution requires that the (General) funds of the Association shall be derived from annual subscriptions from sub-branches. These are referred to as capitation payments.
2. The AI provides details of the frequency of payments, amounts involved, and documentation required.

Detail

3. All sub-branches are required to pay capitation to the State Branch annually at the rate of \$12 per ordinary member. The State Branch retains \$6 per ordinary member and forwards the remaining \$6 to the National Association.
4. The South Australia Branch membership year is based on the calendar year and membership payments are due each January. The constitution requires that capitation should be paid within one month of receipt of an annual membership payment.
5. When sub-branches are making capitation payments, the membership details of the members directly associated with the payment are to be included. Annex A provides a format suitable for this purpose. Computer generated membership lists are acceptable providing they contain the same information.
6. A copy of the membership list and the capitation payment is to be sent to the State Treasurer. Any second or subsequent payments are also to be accompanied by a membership list but only for those members directly associated with the specified payment.

Authority

State Council Meeting: 20th Feb. 2011

