

# PROPOSED AREA DEVELOPMENT FUND ("ADF") POLICY

(RECOMMENDED BY AREA DEVELOPMENT COMMITTEE FOR APPROVAL BY ACM)

## 1. Purpose

The Area Development Fund ("ADF") is established for the purpose of supporting the solidarity and developmental activities of the Asia Pacific Area.

## 2. Sources of income

2.1 The present ADF began with a distribution from the Asia Area ADF when Korea Regions exited from Asia Area to form a separate Korea Area.

2.2 The YES Fund shall be merged with the ADF (upon approval by ACM).

2.3 Henceforth, income for ADF shall be derived from the following sources:

1. Donations from members in ASP Area and friends
2. Contributions approved by the Area Council
3. 50% from the Area's annual operating surplus
4. The balance of the YES Contribution amounts for the year after the payouts
5. Surplus from Area Convention (see Area Constitution Guideline 1204, noted below)
6. Income from social enterprise
7. Other fund - raising arrangements organized by the Area and/or the Area Development Committee ("ADC")

## 3. Subsidies and Grants

3.1 ADF may be utilized to provide subsidies or grants on a case-by-case basis for the following activities that fall within the scope of the ADF, namely:

- Extension activities in new territories
- Membership conservation programmes
- Youth development programmes
- Leadership development programmes
- Area Convention
- Area Youth Convocation
- Area social enterprises
- Other activities and programmes that will strengthen the Area

## 4. Application Process

4.1 Applications in writing for subsidies and grants may be made by the Regional Directors and Area Service Directors to the Area President who shall review and recommend to the ADC for consideration and approval.

- 4.2 The applications shall include the budgeted expenditure to be incurred and the amount of subsidy/grant requested with justifications.
- 4.3 Review of the applications shall be made by the ADC via online meetings.
- 4.4 Disbursement of sums not exceeding USD 2,000 may be approved by the Chair of ADC and the AEOs.
- 4.5 Sums exceeding USD 2,000 shall require the approval of ACM.

## **5. Promotion of ADF**

AEOs and ADC shall direct the promotion of the ADF to grow its income in order to achieve the objectives of ADF and ensure stable operations.

## **6. Management of ADF**

The ADF account shall be managed by the Area Treasurer separate from other Area accounts. The Area Treasurer shall present a half-yearly statement of account to the ADC and ACM.

## **7. Amendments**

Any proposed amendment to this policy shall first be reviewed and endorsed by ADC before submission to ACM.

Note:

*1204 The Area Convention Budget shall aim for breakeven and at most, a surplus not exceeding 10% of the revenue. Surplus (before members' donations) arising from the hosting of an Area Convention shall be shared between host Region and the Area on a 70/30 basis.*

Date: 22 Feb 2023

Submitted by Area Development Committee

Approved by AREA COUNCIL MEETING held on \_\_\_\_\_