



## KDDA UK BEREAVEMENT PAYMENT POLICY

**Written Date: 24<sup>th</sup> October 2015**

**Reviewed and approved Date: 25<sup>th</sup> February 2017**

### **Revision History:**

<b>Version</b>	<b>Status</b>	<b>Date</b>	<b>Consultee</b>	<b>Comments</b>	<b>Action from Comment</b>



## **1. INTRODUCTION**

This document sets out the framework within which Bereavement financial support package plan from Kono District Development Association United Kingdom (KDDA UK) bank account to a member can be applied for. This Funeral/bereavement policy regulations should retrospectively be incorporated into the charity's constitution in (clause 5,) anytime the KDDA UK constitution 2015 is reviewed from the day of 25<sup>th</sup> February 2017 of which this policy was approved unanimously in a general meeting.

## **2. POLICY STATEMENT**

KDDA UK is committed to providing reasonable lump sum for KDDA UK Members, to enable them to meet their commitments for funeral arrangement for their deceased loved one. However, the bereavement payment will be balanced against the type of membership/commitment the deceased member had provided towards the charity. This policy will identify the Bereavement payment requirements for time of participation and financial contributions towards the charity KDDA UK.

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**This policy covers any ACTIVE member who is in good standing dies outside the United Kingdom, but under no circumstances must this organisation's Bereavement payments benefit a non-KDDA UK registered members who died outside the United Kingdom.**

### **3. RATIONALE FOR THE POLICY**

The Kono District Development Association United Kingdom has been in existence for over three decades, but with no consistent success stories when it comes to direct benefit to its registered membership. Thus, in the events of bereavement the organisation is normally faced with a situation where it is paralysed by indecision. Members questioned why should they continue to commit themselves when they or their family get nothing in return, even in the time of loss? Thus, it is against this back ground that a committee was given the

mandate in October 2015 to come up with modalities which should remain as their term of reference when members lose their beloved ones and what should be expected from KDDA UK as a support package. In a well-attended meeting, this Bereavement policy voted and approved by the organisation's members on the 24<sup>th</sup> February 2019.

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## 4 **SCOPE OF THE POLICY**

This Policy will apply to all membership of the Charity, unless stated to the contrary. Like all other organisations, Kono District Development Association UK has different types of membership and thus different expectations in terms of rewards and support. In this respect the KDDA UK membership is defined into three (3) categories, namely:

- 4.1 **Active Member**: This is a person in “good standing”, who is registered (every 2 years) and is up to date with his/her monthly subscriptions and 2-year membership fee (which is also payable on renewal); Membership must be renewed every 2 years with a renewal fee of £10 per person for members. This means the active member has actively participated in majority of the organisation’s functions/activities and they have paid up their monthly subscriptions up to the time of their demise.
- 4.2 **Dormant Member**: This is a registered member but has ceased to pay their monthly membership subscriptions. They usual attend meetings or other functions.
- 4.3 **Associate Member**: This person is Not registered but claim membership because he/she comes from Kono District or they are descendant of Kono District or have some connections from Kono District. Such person usually participates in functions such as annual outings and dance.



## 5 **Eligibility**

You may be able to get a Bereavement Payment if your husband, wife or civil partner or child under the age of 18-year-old has died in UK or overseas. This is a lump-sum payment per family from the KDDA UK Charity Bank Account.

You may be able to get Bereavement Payment if when you, your husband, wife or civil partner or child under the age of 18years died, were either you or your husband, wife or civil partner was an ACTIVE member of KDDA UK.

This include:

- 5.1 Providing financial contributions to the family of a deceased member in good standing within the last six months when the member was alive.
- 5.2 Providing financial contributions when the member's child under the age of 18 years old dies.
- 5.3 KDDA UK Publicising and encouraging other members to make generous financial contributions or otherwise.
- 5.4 An active member who encounters financial hardship or illness and within 6 months, he /she dies; under this circumstances the member will be considered to be an ACTIVE member provided the organisation was prior informed of this circumstance before his/her death.



## **6 KDDA UKS' RESPONSIBILITIES:**

- To authorise either paid or unpaid Bereavement payment in accordance with the Policy and ensure this is applied fairly and consistently.
- To respond to requests as soon as possible within one week
- To intensively publicise about the bereavement in all social media about the death with collaboration with the deceased family.
- To maintain a full and up-to-date record of membership payment taken as guided by the charity's constitution
- To arrange for appropriate home visit, where necessary.
- To determine the arrangements/procedures for visiting and support the deceased family.
- To ensure member are fully aware of the Policy and procedure for bereavement payment
- To enter the relevant leave details on the turnaround document.
- To monitor the bereavement of Members.

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## **7 MEMBER'S' RESPONSIBILITIES**

- To ensure that sickness/illness is reported to the organisation following the appropriate procedure and documented in trustees or general meetings
- To ensure that the current trustee members are kept informed regarding the risk of potential death of a member.
- To ensure that the current trustee members are kept informed regarding the death of a member.
- To provide the appropriate consent for the organisation members/trustees to visit and pay respect to the family.

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This policy was reviewed at a meeting of the KDDA UK Trustees held ..... 2017

Signed:

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Print:

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Title: Charity Chairperson for the KDDA UK  
on behalf of the KDDA UK

Date: \_\_\_\_\_

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