

REGISTRATION OF GIFTS AND HOSPITALITY FOR STAFF & MEMBERS of WMLB and WMRA

This form should be maintained for each financial year (April to March) by staff and members in receipt of gifts and hospitality and should be submitted on a quarterly basis for new entries and as a complete list for a year by the 30 April.

I declare that I have listed below all gifts and hospitality **received and declined** over £25 in value, in relation to my position as either an employee or member representative of West Midlands LGA or West Midlands Regional Assembly.

I understand that it my responsibility to ensure that this information is kept up to date and this information may be subject to periodic review by the Finance & Audit Committee.

1.	Received / Declined
2.	Received / Declined
3.	Received / Declined
4.	Received / Declined
5.	Received / Declined
6.	Received / Declined
7.	Received / Declined
8.	Received / Declined

Signed: _____

Print Name: _____

Position: _____

Body: _____ WMLB or WMRA (please indicate which)

Date Submitted: _____

Please return this completed form to:
Head of Finance, WMLB Secretariat or WMRA
Regional Partnership Centre, Albert House, Quay Place, Edward Street, Birmingham B1 2RA