



**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

ANZAC HOUSE, 245 CASTLEREAGH STREET, SYDNEY NSW 2000

Telephone: (02) 9264 8188

Fax No: (02) 9264 8466

Email: admin@rslnsw.org.au

PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: E/16

FILE NO: JB/2299

18th November, 2016

TO: ALL HONORARY SECRETARIES OF RSL DISTRICT COUNCILS AND STATE
COUNCILLORS

EXPIRY DATE: 31st March, 2017

Dear Sir/Madam,

DISTRICT COUNCIL ANNUAL RETURNS – (DC1, DC2 & DC3)

Clause 27.5(a) of the Constitution states:

“Each District Council Secretary must forward to the State Secretary by 31 March each year:

(a) DC 1, DC 2 and DC 3 for the District Council”

To assist the District Council in complying with this requirement a Statement of Comprehensive Income and a Statement of Financial Position (DC1 & DC2) and List of Office Bearers (DC3) to be completed by the District Council are attached.

Secretaries are reminded that ALL required information as detailed on the Form DC3 is to be provided.

**PLEASE ENSURE THAT THE FORMS ARE RETURNED TO
STATE BRANCH BY 31ST MARCH 2017**

The District Council is further reminded of Clause 27.5(b):

“Each District Council Secretary must forward to the State Secretary by 31 March each year:

(b) a list of the sub-Branches in the District which have not paid their affiliation fees to District Council.”

Clearance Certificate and Delegate to Annual State Congress

A Clearance Certificate will be issued to your District Council and your District Council will be entitled to have a delegate at the Annual State Congress when:-

- The District Council has forwarded to State Branch duly audited District Council Statement of Comprehensive Income and Statement of Financial Position (DC1 and DC2);
- The District Council has forwarded to State Branch the List of Office Bearers (DC3);
- The District Council has paid affiliation fee to State Branch of \$38.50; and
- All your sub-Branches within your District have complied with sub-Clause 37.1 of the Constitution.

Thanking you for your co-operation

Yours sincerely,

J. Boyle

JOHN BOYLE
Business Services Manager
RSL NSW