



CIRCULAR

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

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PATRON

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

CIRCULAR NO: F/16

FILE NO: JB/2251/B

15th November, 2016

TO: ALL HONORARY SECRETARIES OF RSL YOUTH CLUBS

EXPIRY DATE: 31st March, 2017

Dear Sir/Madam,

**2016 ANNUAL YOUTH CLUB RETURNS CONSTITUTIONAL REQUIREMENTS
CLAUSE 37.1 AND YOUTH CLUB REGULATION (ITEM 3. 5) YCA1, YCA2, YCA3**

PLEASE READ CAREFULLY – SOME INFORMATION HAS CHANGED

EVERY YOUTH CLUB IS REQUIRED TO COMPLETE ITS RETURNS AND TO LODGE THEM WITH THEIR PARENT SUB-BRANCH TO ALLOW THEM TO BE DEALT WITH AT THE SUB-BRANCH ANNUAL GENERAL MEETING.

It is important to note the contents of sub-Clause 37.1 of The Returned and Services League of Australia (New South Wales Branch) Constitution. In simple terms the sub-Branch elections **DO NOT BECOME EFFECTIVE** until duly audited Statement of Comprehensive Income and Statement of Financial Position of the Youth Club have been adopted by the Annual General Meeting of the sub-Branch.

The YCA1, YCA2 & YCA3 forms can be downloaded/printed off from the RSL Website by simply going to the Youth Club area.

FORM (YCA1) – STATEMENT OF COMPREHENSIVE INCOME DUE BEFORE 31 MARCH 2017.

This form brings together all your income and expenditure for the year, grouped in convenient headings.

FORM (YCA2) – STATEMENT OF FINANCIAL POSITION DUE BEFORE 31 MARCH 2017.

This incorporates a standard Statement of Financial Position and makes provision for your Audit and Trustee Certificate.

FORM (YCA3) – EXECUTIVE OFFICERS DUE BEFORE 31 MARCH 2017.

This form identifies elected Executive Officers and Trustees for the coming year. Errors or omissions could affect the forwarding of correspondence and other material. ***Please include first names and preferred title of President, Secretary and Treasurer (i.e. Mr, Mrs, Ms, etc), address, contact phone numbers and Email address. The form must be signed by sub-Branch Secretary at the bottom of the page.***

This form also identifies a list of sports/activities undertaken by the Youth Club and the number of participants in each.

The following points are submitted for your guidance: -

1. It is the Youth Club's responsibility to lodge audited copies of Youth Club accounts to their parent sub-Branch **prior to the sub-Branch Annual General Meeting.**

NOTE:

Although Clause 37.1 of the Constitution requires the Parent sub-Branch to forward to RSL NSW an audited copy of all its subsidiary organisations, RSL NSW Youth Club Regulation item 2.35 directs ***that the Youth Club Management Committee shall supply to parent sub-Branch three copies of audited annual financial statements as adopted by Annual General Meeting of Youth Club for distribution respectively to sub-Branch records, State Branch and the appropriate Government Department.*** **The parent sub-Branch is responsible for the appropriate returns.** All decisions of the RSL Youth Club Management Committee affecting finance and property shall be referred to the parent sub-Branch Management Committee for sanction.

2. The retiring Officers are responsible for preparing and signing forms YCA1 and YCA2 and ensuring that the new Secretary forwards them complete with the white form YCA3 to parent sub-Branches and to State Branch before 31 March 2017.
3. Youth Clubs are required to include in the Statement of Financial Position items of Real Estate at actual purchase cost - or Valuer General's improved valuation - whichever is the greater.
4. It is further requested that you state on your YCA2 form the name of the Bank with which you transact you're banking arrangements.

i.e. Commonwealth Bank, Parramatta
Westpac Banking Corp, Hurstville

Should you need any guidance or information, please do not hesitate to contact Mr Lindsay Russell at this office.

Yours sincerely,

J. Boyle

JOHN BOYLE
Business Services Manager
RSL NSW