



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 (Ret'd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: G/16

FILE NO: JB

1st December, 2016

TO: ALL HONORARY SECRETARIES OF RSL NSW WOMEN'S AUXILIARIES

EXPIRY DATE: 31st March, 2017

Dear Sir/Madam,

2016 ANNUAL CENTRAL COUNCIL WOMENS AUXILIARY RETURNS CONSTITUTIONAL REQUIREMENTS CLAUSE 37.1 and RSL NSW WOMEN'S AUXILIARIES REGULATION (CHAPTER 4 SECTIONS 4.9 & 4.11) WA1, WA2, WA3

EVERY WOMENS AUXILIARY 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 Parent sub-Branch elections **DO NOT BECOME EFFECTIVE** until the duly audited Statement of Comprehensive Income and Statement of Financial Position of the Womens Auxiliary have been adopted by the Annual General Meeting of the Parent sub-Branch.

The WA1, WA2 & WA3 forms can be downloaded / printed off from the RSL NSW Website, by simply going to the Womens Auxiliary area.

FORM (WA1) – 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 (WA2) – STATEMENT OF FINANCIAL POSITION > DUE BEFORE 31 MARCH 2017.

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

FORM (WA3) – 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 the President, Secretary and Treasurer (i.e. Mrs, Ms, etc), Address, contact Phone numbers and Email address.

The form MUST be signed by the sub-Branch Secretary at the bottom of the page.

The following points are submitted for your guidance and clarity: -

1. Under RSL NSW Women's Auxiliaries Regulation Chapter 2 Section 2.55, it is the individual Womens Auxiliary's responsibility to lodge audited copies of Womens Auxiliary's accounts to their Parent sub-Branch **prior to the sub-Branch's Annual General Meeting.**

NOTE:

Although Clause 37.1 of the Constitution requires the Parent sub-Branch to forward to the RSL NSW an audited copy of all its subsidiary organisations,
RSL NSW Women's Auxiliaries Regulation Chapter 2: Sections 2.53 to 2.55 directs,
that the Women's Auxiliary Management Committee, in relation to the Audited Annual Accounts & Financial Statements including WA1, WA2 and WA3, as adopted at the Annual General Meeting of the Women's Auxiliary, shall produce three (3) copies and be distributed as follows: –

- (i) ***One (1) copy retained for the Womens's Auxiliary records,***
- (ii) ***One (1) copy to their parent sub-Branch, and***
- (iii) ***One (1) copy to RSL NSW State Branch.***

All decisions of the RSL Women's Auxiliary 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 WA1 and WA2 and ensuring that the new Women's Auxiliary Secretary forwards them, complete with the white Form WA3 to the Parent sub-Branch and to **RSL NSW State Branch before 31 March 2017.**
3. Under RSL NSW Women's Auxiliaries Regulation Chapter 4 Section 4.12, it is further requested that you state, on your WA2 Form, the name & details of ALL the Banks or Financial Institutions with which you transact you're banking arrangements.

- i.e. Commonwealth Bank, Parramatta
Westpac Banking Corp, Hurstville
St. George Bank, Hornsby
Bank West, Dural

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

Yours sincerely,

J. Boyle

JOHN BOYLE
Business Services Manager
RSL NSW