

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: 30/16

FILE NO: JB/72

18th November, 2016

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: 31st March, 2017

Dear Sir/Madam,

SUB-BRANCH ANNUAL RETURNS

Attached are the sets of forms, which are provided to simplify the sub-Branch's Constitutional Requirement in making its Annual Returns under Clause 37.1 (SBA1, 2 and 3). They have been designed to simplify the preparation of the Statement of Financial Position and Statement of Comprehensive Income. *(Please note that the forms have been changed from previous years, please use the current form.)*

***THE MOST IMPORTANT POINT TO REMEMBER IS THAT ALL SUB-BRANCHES ARE
REQUIRED TO COMPLETE THEIR RETURNS AND TO LODGE THEM AT STATE BRANCH
BY 31ST MARCH, 2017.***

***PLEASE ENSURE FORMS ARE SIGNED BY SUB-BRANCH PRESIDENT, SECRETARY,
TREASURER AND AUDITOR.***

We attach the following forms: -

- * **SBA1** **STATEMENT OF COMPREHENSIVE INCOME– *Three Copies***
This form brings together all your Income and Expenditure for the year, grouped in convenient headings. You are to retain one copy for your own records; the other is to be returned to State Branch by **31ST MARCH, 2017.**

- * **SBA2** **STATEMENT OF FINANCIAL POSITION– *Three Copies***
This form incorporates a standard Statement of Financial Position, and a detailed listing of donations made during the year, investments held at the end of the year and, include your Audit, Trustees and sub-Branch President Declaration Certificates. You are to retain one copy for your own records; the other is to be returned to State Branch by **31ST MARCH, 2017.**

- * **SBA3** **EXECUTIVE OFFICERS – *Three Copies***
This advises State Branch of the Executive Officers and Trustees for the coming year and forms the principle notification that could affect the forwarding of all correspondence and other material where a change of Executive occurs.

Please include first used names of President, Secretary and Treasurer.

You are to retain one copy for your records, one copy is to go to your District Council and the other is to be returned to State Branch by **31ST MARCH, 2017**. *All details must be completed on the form, even if they remain unchanged from the previous year.*

If you wish to download these forms (either in electronic or hardcopy form) from our website, please go to www.rslnsw.org.au, click on "Login" and on "Circulars 2016". If you do not have a login for the website, please contact Ms Claudia Edwards of this Office to apply for a login.

The following points are submitted for your guidance: -

1. It is the Sub-Branch's responsibility to lodge an audited copy of the accounts of all the Subsidiary Organisations – Women's Auxiliary, Youth Clubs, etc. **BY 31ST MARCH EACH YEAR.**
2. The retiring Officers are responsible for preparing and signing forms SBA1 and SBA2 and ensuring that the new Secretary forwards them complete with the white SBA3 together with the Women's Auxiliary (subject to the above note) and Youth Club accounts to State Branch before **31st March, 2017.**

Clearance Certificate and Delegate to Annual State Congress

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

- The sub-Branch has forwarded to State Branch duly audited sub-Branch Statement of Comprehensive Income and Statement of Financial Position (SBA1 and SBA2);
- The sub-Branch has forwarded to State Branch the List of Office Bearers (SBA3);
- The sub-Branch has forwarded their capitation fees for all financial service members and affiliate members to State Branch; and
- The sub-Branch has paid their affiliate fees to their District Council.

Should you need any guidance or information, please do not hesitate to contact the Business Services Division.

Yours sincerely,

J. Boyle

JOHN BOYLE
Business Services Manager
RSL NSW