

CIRCULAR



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

CIRCULAR

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PATRON

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

CIRCULAR NO: D/16 FILE NO: JH: LR: 2251/B 21<sup>st</sup> November, 2016

TO: ALL HONORARY SECRETARIES OF YOUTH CLUBS AND PARENT SUB-BRANCHES

**EXPIRY DATE:** 31<sup>st</sup> December 2016

Dear Honorary Secretaries,

**RSL YOUTH CLUB COACHES/INSTRUCTORS**

It has come to the RSL Youth Council's attention that some RSL Youth Clubs, who employ coaches and instructors, are collecting fees from your Youth Club members and paying for them from their own account in order for the members to participate in RSL Youth Club run activities.

At our last RSL Youth Council meeting on the 15<sup>th</sup> November 2016 this issue was raised with the RSL Youth Council Executive to find out why this is the case.

All funds raised by your Youth Club are to be banked in your general sub-Branch account. Any coaches/instructors fees to be paid out of this account are to be a separate entry on your balance sheet.

If in the event of any coaches/instructors having to pay out of pocket expenses (e.g. Competition entry fees) and then claim from the Youth Club as an expense then it is imperative that legitimate receipts to be produced for reimbursement..

This will provide total transparency of all funds.

In accordance with the RSL NSW Youth Club Regulations Chapter 2-5 Section 2.33-2.34 are outlined as follows:

- 1. Youth Club fees for activities are not to be paid by Youth Club coaches/instructors (where possible).**

**RESOLVED:**

1. *"That the report be noted."*

2. *"That all Youth Clubs are to abide by RSL NSW Youth Club Regulations Chapter 2-5 Section 2.33 – 2.34 as depicted below."*

**2.33 Funds of the RSL Youth Club shall be banked in the name of the RSL Youth Club as determined by resolution of the General Meeting. Persons entitled to operate on the RSL Youth**

**Club's Account shall be any two of President, Honorary Secretary or Honorary Treasurer or such other person/s as may from time to time be appointed by RSL Youth Club Management Committee.**

**2.34 Management Committee shall cause proper books of accounts and records to be kept in respect to:-**

- (i) All sums of money received and expended by the RSL Youth Club.**
- (ii) All purchases and disposal of property of any kind by the RSL Youth Club.**
- (iii) Assets and liabilities of the RSL Youth Club.**

The sub-Branch Trustees are required to make sure this happens and by failing to do this is you may jeopardising the charitable status of your sub-Branch.

For further information please contact Mr Lindsay Russell at RSL State Branch on 02 9264-8188 ext 706 or on email [russell@rslnsw.org.au](mailto:russell@rslnsw.org.au).

Yours sincerely,



**JOHN HAINES AM**  
**RSL NSW YOUTH CLUBS CHAIRMAN**