



**RSL**  
**NSW**

15 December 2020

Dear Honorary Secretary,

## **RSL YOUTH CLUB 2020 ANNUAL RETURNS**

Attached are **YCA1**, **YCA2** and **YCA3** forms, (YCAs) which are provided to meet RSL NSW Constitutional requirements for the period from 1st January to 31st December 2020.

The RSL Youth Club Annual Return forms have been designed to comply with:

1. AASB (Australian Accounting Standard Board) 101 Presentation of Financial Statements (the information we receive from these annual returns is used to ensure all sub-Branches adhere to these accounting standards);
2. NSW Charitable Fundraising Act 1991 (NSW) and the NSW Charitable Fundraising Regulation 2015;
3. ACNC (Australian Charities and Not-For-Profits Commission) and financial principles with which charities must comply.

### **Please also note the following:**

1. The information required on Executive Officers in YCA3 is to ensure that State Branch has accurate records and can communicate with Youth Club Executives as required.
2. YCA1, YCA2 and YCA3 are governed by the RSL NSW Constitution.
3. RSL Youth Clubs are independent reporting entities from an Accounting Standards (AASB) perspective; therefore, all RSL Youth Clubs need to ensure their financial statements/returns meet the regulatory requirements set by governing authorities.

Thank you for your assistance.

Kind regards,

Jeff O'Brien  
General Manager Member Services and State Secretary



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### **ADDITIONAL INFORMATION**

1. It is each RSL Youth Club's responsibility to lodge audited copies of their 2020 Annual Returns with their sub-Branch **prior** to the sub-Branch's Annual General Meeting.
2. 2020 Annual Returns are available online via the 'Members' Suite' of the RSL NSW website. Please email [support@rslnsw.org.au](mailto:support@rslnsw.org.au) should you require assistance.
3. Please ensure you download the YCAs Annual Return form from the website **BEFORE** you fill it in.
4. All details must be completed on the forms, even if they remain unchanged from the previous year.
5. 'Notes and Definitions' have been included to assist you with preparing your Annual Return.
6. Please ensure Annual Return forms are signed and pages initialed by the RSL Youth Club President, Secretary, Treasurer and your Auditor as required.
7. Any retiring RSL Youth Club officers are responsible for preparing and signing forms YCA1 and YCA2 and ensuring that the new Secretary forwards them complete with the YCA3 form to your sub-Branch.
8. Please retain one (1) copy for your records and provide two (2) copies to your sub-Branch, one (1) copy will then be forwarded to RSL NSW State Branch on your behalf, **by 31st March 2021**.
9. The RSL Youth Club is **not** required to send a completed and audited Annual Return direct to State Branch.

**Note:** When completing your Annual Returns, all amounts are to be entered in **WHOLE DOLLARS ONLY. (Please do not include cents.)**

Should you need any assistance with completing these forms, please email our Support Unit team [support@rslnsw.org.au](mailto:support@rslnsw.org.au) or call 1300 679 775.