



**RSL**  
**NSW**

18 January 2023

Dear Honorary Secretary,

## **DISTRICT COUNCIL 2022 ANNUAL RETURN**

Attached is the District Council 2022 annual return – which is made up of **DC1**, **DC2** and **DC3** forms. The financial reporting period is from 1st January to 31st December 2022.

The RSL District Council 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 Regulations 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 RSL District Council Executive Officers in DC3 will be applicable to those DC Executive Officers elected in the 2023 year and is to ensure that State Branch has accurate records and can communicate with the District Council Executives.*

Thank you for your assistance.

Kind regards,

Jeff O'Brien  
RSL NSW State Secretary and Company Secretary

## ADDITIONAL INFORMATION

1. It is the RSL District Council's responsibility to lodge the District Council 2022 annual return form – made up of DC1, DC2 and DC3, to State Branch by **31st March 2023** or request an extension to lodge.
2. The District Council 2022 annual return form is available online via RSL NSW website. Please email [support@rslnsw.org.au](mailto:support@rslnsw.org.au) should you require assistance.
3. Ensure you download the District Council 2022 annual return form from the website, **BEFORE** you fill it in and then email back the completed form.
4. All details must be completed on the form, even if they remain unchanged from the previous year.
5. Each District Council Secretary must forward to the RSL NSW State Secretary, a list of sub-Branches in the District which have not paid their District Council affiliation fees.
6. Ensure the District Council President, Secretary and Treasurer have reviewed the contents and understand their obligations, prior to the signing of the annual return.
7. Please ensure the District Council 2022 annual return forms are initialled and signed by your Auditor / Reviewer (if applicable) as required.
8. We prefer to receive the completed District Council 2022 annual return by **email**. You are not required to also send a hard copy by mail.

**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.