



29 September 2022

Dear Honorary Secretary

**RSL NSW SUB-BRANCH BUDGET FOR 2023 – DUE 30 NOVEMBER 2022**

Please find enclosed an Information Sheet that outlines how to complete the Budget Form for your sub-Branch.

In preparation to complete the Form, please download the 2023 Budget Form from the RSL NSW website.

Please email your completed Budget Form to [support@rslnsw.org.au](mailto:support@rslnsw.org.au) on or before 30 November 2022.

If you require any assistance with completing the Budget Form or require any extension to complete it, please contact the Member Support Team on [support@rslnsw.org.au](mailto:support@rslnsw.org.au) or call 1300 679 775.

Yours sincerely,

Jeff O'Brien  
RSL NSW State Secretary

## RSL NSW SUB-BRANCH BUDGET INFORMATION SHEET

Budgeting is the process of preparing a financial plan for future operations with a view of enhancing financial performance, governance and reporting. It is a summary of Income and Expenditure over a specified period – in this case, **the 12 month period from January to December 2023**.

Budgets are to be used as a management tool, allowing sub-Branches to compare actual Income and Expenditure against what they have budgeted or forecasted for at the start of the period.

Note: If you are planning to purchase capital items, the amounts are not to be included in this Budget (refer to your own sub-Branch policy in relation to capital expenditure). Further, the following information may assist when preparing your Budget.

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

### Section [A] – INCOME (Tab 2)

1. List all sources of Income (recurring and one-off) expected for the 2023 year and classify this income into Investments, Members, Appeals, Fundraising, and Other Income.
2. Donations or Financial contributions from your sub-Branch members are not classified as Fundraising under the Charitable Fundraising Act 1991 – this is why they are included as an income item in the Members section of the Budget.

### Section [B] – EXPENSES (Tab 3)

1. List all expenditures forecasted/expected to be incurred for the 2023 year and classify this expenditure as required.

### Section [C] – DONATIONS (Tab 4)

Apply the provisions of RSL NSW SOP 1 to the Net Income BEFORE Donations calculated in Section [D], to determine the Annual Surplus & 2023 charitable purpose Donations and contributions to be made on behalf of the sub-Branch.

Donations to RSL LifeCare Veteran Services, the RSL NSW sub-Branch Support & Assistance Fund, Strategic Plan projects etc should now be made through the Veteran Support Fund. To enable the RSL in NSW to take advantage of its scale, demonstrate commitment to working together to achieve its charitable purpose, and through leveraging its resources, sub-Branches will be able to donate to a 'contribution pool' called the RSL NSW Veteran Support Fund (VSF).

Please click [here](#) for more information on the Veteran Support Fund.

### Section [D] – NET INCOME / (LOSS) BEFORE Donations (Tab 5)

1. Net Income BEFORE Donations – this figure is obtained from [A] Total Income, minus [B] Total Expenses. This tab also summarises the Net Income/(Loss) after donations.

Note: (If you are completing the form in Excel directly, the totals will be calculated for you).