

The Price of Liberty is Eternal Vigilance



**CIRCULAR**

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

**ANZAC HOUSE, 245 CASTLEREAGH STREET, SYDNEY NSW 2000**

**Telephone: (02) 9264 8188; Fax No: (02) 9264 8466**

**Email: [admin@rslnsw.org.au](mailto:admin@rslnsw.org.au)**

**PATRON**

**HER EXCELLENCY PROFESSOR MARIE BASHIR AC, CVO  
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: P/11

FILE NO: CP:JB /2251/B

1 October 2011

TO: ALL HONORARY SECRETARIES OF RSL YOUTH CLUBS

EXPIRY DATE: 31 March 2012

Dear Sir/Madam,

**2011 ANNUAL YOUTH CLUB RETURNS CONSTITUTIONAL REQUIREMENTS  
CLAUSE 37.1 AND YOUTH CLUB REGULATION (ITEM 3. 5) YCA1, YCA2, YCA3**

***PLEASE READ CAREFULLY – SOME INFORMATION HAS CHANGED***

**EVERY YOUTH CLUB IS REQUIRED TO COMPLETE ITS RETURNS AND TO LODGE THEM WITH THEIR PARENT SUB-BRANCH TO ALLOW THEM TO BE DEALT WITH AT THE SUB-BRANCH ANNUAL GENERAL MEETING.**

It is important to note the contents of sub-Clause 37.1 of The Returned and Services League of Australia (New South Wales Branch) Constitution. In simple terms the sub-Branch elections **DO NOT BECOME EFFECTIVE** until duly audited Income Statement and Balance Sheet of the Youth Club have been adopted by the Annual General Meeting of the sub-Branch.

The YCA1, YCA2 & YCA3 forms can be downloaded/printed off from the RSL Website by simply going to the Youth Club area.

**FORM (YCA1) – STATEMENT OF COMPREHENSIVE INCOME DUE *BEFORE* 31 MARCH 2012.**

This form brings together all your income and expenditure for the year, grouped in convenient headings.

**FORM (YCA2) – STATEMENT OF FINANCIAL POSITION DUE *BEFORE* 31 MARCH 2012.**

This incorporates a standard Balance Sheet and makes provision for your Audit and Trustee Certificate.

**FORM (YCA3) – EXECUTIVE OFFICERS DUE *BEFORE* 31 MARCH 2012.**

This form identifies elected Executive Officers and Trustees for the coming year. Errors or omissions could affect the forwarding of correspondence and other material. ***Please include first names and preferred title of President, Secretary and Treasurer (i.e. Mr, Mrs, Ms, etc), address, contact phone numbers and Email address. The form must be signed by sub-Branch Secretary at the bottom of the page.***

This form also identifies a list of sports/activities undertaken by the Youth Club and the number of participants in each.

The following points are submitted for your guidance: -

1. It is the Youth Club's responsibility to lodge audited copies of Youth Club accounts to their parent sub-Branch **prior to the sub-Branch Annual General Meeting.**

**NOTE:**

Although Clause 37.1 of the Constitution requires the Parent sub-Branch to forward to RSL NSW an audited copy of all its subsidiary organisations, RSL NSW Youth Club Regulation item 2.35 directs ***that the Youth Club Management Committee shall supply to parent sub-Branch three copies of audited annual financial statements as adopted by Annual General Meeting of Youth Club for distribution respectively to sub-Branch records, State Branch and the appropriate Government Department. The parent sub-Branch is responsible for the appropriate returns.*** All decisions of the RSL Youth Club Management Committee affecting finance and property shall be referred to the parent sub-Branch Management Committee for sanction.

2. The retiring Officers are responsible for preparing and signing forms YCA1 and YCA2 and ensuring that the new Secretary forwards them complete with the white form YCA3 to parent sub-Branches and to State Branch before 31 March 2012.
3. Youth Clubs are required to include in the Balance Sheet items of Real Estate at actual purchase cost - or Valuer General's improved valuation - whichever is the greater.
4. It is further requested that you state on your Balance Sheet the name of the Bank with which you transact you're banking arrangements.

i.e. Commonwealth Savings Bank of Australia, Parramatta  
Westpac Banking Corp, Hurstville

Should you need any guidance or information, please do not hesitate to contact Mr Ross Baker at this office.

Yours sincerely,



Chris Perrin  
STATE SECRETARY