



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

**CIRCULAR**

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GOVERNOR OF NEW SOUTH WALES**

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30<sup>th</sup> October 2009

TO: ALL HONORARY SECRETARIES OF RSL YOUTH CLUBS

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Dear Sir/Madam,

**2009 ANNUAL YOUTH CLUB RETURNS CONSTITUTIONAL REQUIREMENTS**  
**CLAUSE 55.6 AND BY-LAW 37 (ITEM 35) 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 47.1 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) – INCOME STATEMENT DUE *BEFORE* 31 MARCH 2010.**

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

**FORM (YCA2) – BALANCE SHEET DUE *BEFORE* 31 MARCH 2010.**

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

**FORM (YCA3) – EXECUTIVE OFFICERS DUE *BEFORE* 31 MARCH 2010.**

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)***

***Form must be signed by sub-Branch Secretary at the bottom of the page.***

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 55.6 of the Constitution requires the Parent sub-Branch to forward to State Branch an audited copy of all its subsidiary organisations, By-Law 37 item 35 directs ***that the Youth Club 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 and State Branch. The parent sub-Branch is responsible for the appropriate returns.*** All decisions of Management Committee affecting finance and property shall be referred to the parent sub-Branch Management Committee for sanction subject to provisions of Clause 50.21 and 50.23 of the Constitution.

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 2010.
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 Rod Holtham at this office.**

Yours sincerely,



Chris Perrin  
**STATE SECRETARY**