



CIRCULAR

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

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PATRON

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

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DATE: 22nd OCTOBER, 2009

TO: ALL RSL SUB BRANCHES WITH AFFILIATED DAY CLUBS AND RSL DAY CLUB
ADMINISTRATORS

Dear Sir/Madam,

STATEMENT OF INCOME AND EXPENDITURE (REVISED)

As previously advised all RSL Day Clubs are required to submit an annual return, which reports their financial status. At the Annual Coordinators Conference in September 2009 feedback was sought on the form introduced in January and as a result some minor changes were made plus a guide was added to the reverse side.

Attached is the new "Statement of Income and Expenditure" form which is to be completed by all RSL Day Clubs after the close of the calendar year. A completed copy is to be given to the RSL sub-Branch Secretary and also a copy is to be posted to the RSL Day Club State Administrator at ANZAC House.

The form is also available on the RSL Website to be either downloaded or completed electronically before printing.

CHRIS PERRIN
STATE SECRETARY