

A. PROCESSES

1 Application process

(Refer to Attachment 1: Sub Branch application – Decision tree)

Charitable Objects Fund (COF) applications may be made for direct welfare or to support other Objects of the League which may affect the documentation required. Applications must include all documentation specified to avoid delays or rejection.

Sub Branch commences the process by filling in the Form A: COF Application form attaching:

a. Veterans' welfare related claim

- Form C: COF Hardship checklist form to be retained at Sub Branch office.
- Invoices or quotes from the vendor as applicable.
- Letter (or email) of rejection (LOR) as applicable from ex-service organisations or other external funding avenues (ESO) that were not able to assist the applicant.

b. Commemorative or other related claim

- Sub Branch's most recent bank statement to ensure welfare funds are used appropriately.
- Invoices or quotes from the vendor as applicable.
- Letter (or email) of rejection (LOR) from ex-service organisations (ESO) or other external funding avenues as applicable that were not able to assist the applicant.

c. GST (Goods and Services Tax) component

- (1) Sub Branches **registered** for GST – do not include GST in the application form, because GST is claimable from ATO through BAS lodgements.
- (2) Sub Branches **NOT registered** for GST – include GST in the application form.

d. Seek assistance

If you need assistance in filling out the form, please contact your District office.

ANZAC House, 283 St Pauls Terrace, Fortitude Valley Qld 4006

Phone 07 3634 9444 Email reception@rslqld.org

rslqld.org



RSL
Queensland

e. Submit application and obtain nominee's signatures.

Sub Branches must double check all documentation and applications before submitting to the District office. Once this has been done, the Sub Branch President or Deputy President and one other board member or Sub Branch Secretary MUST sign the form before submitting it to the District office.

f. Review application

The District office will review the COF application for completeness, and:

- If required, obtain additional information,
- Prints out the COF application form, and,
- Submit the application to the District Committee with all relevant documentation.

g. Assess application

The District Board will review the application and assess whether it should be approved and then record and sign the decision in the meeting minutes.

The decision from a District Board or a review by the Sub Branch Board must include:

- the minutes supporting approval of the Board, and
- supporting evidence such as quotes from the applicant.

If there is uncertainty around a particular request for assistance from the Fund, the District Secretary and President may contact RSL Queensland League Support Services for advice.

h. Release funds

If the application is successful, the District Treasurer releases the funds for use for the purposes outlined in the application only.

1 Acquittal process

(Refer to Attachment 2: COF- Acquittal process diagram)

a. Send Acquittals and Supporting Documents

To ensure continuity of funding and budgetary monitoring, District must acquit money provided from the Fund quarterly including:

- (1) Summary worksheet (please ensure GST column is filled).
- (2) Extract from the Minutes of the District meetings (signatures required) where funding was approved.
- (3) Form A: COF Application form.
- (4) Form C: COF Hardship checklist form (if required by District office only).
- (5) If payment was made to Sub Branch: Form B: Sub Branch acquittal report is required within 30 days after the funds is paid to the Sub Branch.

Any underspend by the Sub Branch must be returned to the District. RSL Queensland will reimburse the District for the actual amount spent by Sub Branches based on their proof of payment.

(6) If payment was made directly to Suppliers:

- Invoices showing \$0 balance, or
- Payment receipts showing vendor's banking details, or
- Bank statements showing transactions and vendor's banking details.

Please note: Statutory Declarations are not acceptable to complete the acquittal.

b. Analyse and review acquittals and supporting documents.

League Support Services – Group Commercial Accountant (GCAcc)

- (1) Analyses and reviews the District acquittal information for accuracy and completeness, including proof of expenditure of funds and verifies that the amount was allocated to the correct supplier's bank account.
- (2) Ensures acquittals conform to the funding guidelines and contribute to the Objects of the League.
- (3) Requests further information if required.
- (4) Provides the collated District acquittal information to the Head of League Support Services (HLSS) for review.
- (5) If the GCAcc considers that components of the acquittal do not meet the requirements of this guideline, the acquittal will be returned to the District for rectification.

c. Notify District Office

GCAcc will discuss the result with District office bearers.

If the acquittal meets the requirements, GCAcc will forward a payment request form to the Finance team.

If the District does not agree with LSS, the acquittal documents will be forwarded for consideration by the State Council of District Presidents.