



# CHARITABLE COLLECTIONS ACT

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## Certificate of Registration

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No. C.C.24662

*I HEREBY CERTIFY that the* \_\_\_\_\_

\_\_\_\_\_ SLOVENIAN SCHOOLS COMMITTEE OF N.S.W. \_\_\_\_\_

*has been registered under the provisions of the Charitable  
Collections Act, 1934-41.*

*W.P.C.  
10.5*

*Minister for Services*

*Sydney,* \_\_\_\_\_

10 JUL 1980



DEPARTMENT OF SERVICES,  
121 MACQUARIE STREET,  
SYDNEY 12th June, 1980.

Mr. A. Breznik,  
21 Judge St.,  
RANDWICK. 2031.

WHEN REPLYING, PLEASE QUOTE No. C.C. 24662

ADDRESS ALL MAIL TO G.P.O. BOX 30, SYDNEY, N.S.W. 2001  
TELEPHONE: 2 0529 Ext. 263 PB.

Dear Sir,

With reference to previous correspondence, I am directed to inform you that the Minister has approved of the registration of your organisation under the provisions of the Charitable Collections Act, 1934, as amended. The accompanying Certificate of Registration will remain in force unless the organisation be subsequently removed from the Register of Charities or ceases to function, whereupon the Certificate must be returned to the Under Secretary, Department of Services.

It will now be legal for any authorised person to make an appeal for support of your organisation, provided such appeal is sanctioned in the prescribed manner (see the attached pamphlet) and the money is correctly accounted for at the conclusion of the appeal. The term "appeal for support" is given the widest possible meaning by the Act, and includes receipts from members, subscriptions, collections (including it should be specially noted, those in connection with the publication of any book, pamphlet, newspaper, programme, ticket or other publication for the charity), donations, bazaars, sales, entertainments, dances, exhibitions, queen competitions, etc. If games of chance are proposed to be conducted separate application must be made to the Department for a Permit under the Lotteries and Art Unions Act.

The Committee should closely supervise all appeals for support and the operations of persons conducting them. Careful inquiries are made concerning the personnel of committees before registration under the Act is accorded and the greatest care should be exercised by your committee to see that persons who are authorized to make the appeals are of good repute, so that their activities do not bring discredit on the charity. In this regard special attention should be given to any testimonials tendered by persons seeking employment as collectors, etc., and any necessary inquiries instituted before engaging their services. Similarly, the committee should ensure that, at the conclusion of the appeals, there is proper accounting, in respect of their financial operations, by the persons who have been authorized.

Particular attention is drawn to the information in the attached roneo for the guidance of committees where they contemplate giving a sanction to any person to make an appeal for support of a charity and the appeal is made by means of the collections of moneys for the publication of any book, pamphlet, newspaper, programme, ticket or other publication for the charity.

The Act provides that registered charities shall comply with the following conditions:-

1. The charity shall be administered by a responsible committee of not less than three persons;
2. Minutes shall be kept of the meetings of the committee, and the business transacted shall be recorded in the minutes;
3. Proper books of account shall be kept in the prescribed manner, and such accounts shall include the detail of income and the detail of expenditure of any appeal for support held with the approval of the charity;
4. The accounts shall be audited at least once a year by some person or persons holding the prescribed qualifications or by some person or persons approved by the Minister;
5. All moneys received by the charity without deduction for expenses or commission shall be paid into the bank account of the organisation;
6. Any alteration in the constitution of the charity shall be notified to the Minister and shall not be effective until the Minister has signified his approval thereto;
7. On retirement, resignation or expulsion from office, an office bearer shall hand over to his successor all books and records in his possession relating to the charity.

Under the Act the books and accounts of the charity shall be open to inspection at any time by any person duly authorised by the Minister or the Auditor General.

You are invited to study carefully the attached pamphlet, which has been drawn up to assist committees of registered organizations in understanding the requirements of the Charitable Collections Act and the Regulations made thereunder.

The Department, though desirous of assisting bona fide charitable or philanthropic efforts, must insist upon proper records and accounts being kept in or to the effect of the forms contained in the accompanying instructions.

It is important to keep in mind that the Minister, if satisfied that any charity registered under the Act is not being carried on in good faith for charitable purposes, or is not complying with any of the conditions imposed by the Act and Regulations or is not being properly administered or that any person or persons connected with the management or direction of the charity are not fit and proper persons to administer its affairs, or that it would be in the public interest to do so, may remove it from the register. This would have the effect of rendering it illegal for appeals to be made to the public for the support of the particular organization concerned.

In addition, heavy penalties are provided for such offences as the falsification of books, documents and vouchers and the improper conversion of moneys raised for charitable purposes.

The Department looks forward to your co-operation in securing reasonable compliance with the letter and spirit of the Charitable Collection Act, 1934, as amended. The Department administers the Act with the utmost sympathy and officers will be prepared to assist and advise with difficulties which may reasonably be regarded as their responsibility under the Act. At the same time, your organization, now having the status of a charity, is expected to manage its own affairs with a minimum of intervention by the Department whose main interest is to ensure that the requirements and principles laid down by the Charitable Collections Act are strictly observed. The Department does not regard itself as being called upon to arbitrate in what may be regarded as purely internal issues or disputes.

Copies of the Act and the Regulations may be purchased at the office of the Government Printer, Sydney, price 23c and 17c per copy respectively. Mr. Weinberg has been accepted to act as auditor of your organisation.

Yours faithfully,

J.B. HOLLIDAY,

Under Secretary

per

*[Signature]*



## Department of Services

121 Macquarie Street, Sydney

All mail to be addressed to  
Box 30, G.P.O., Sydney 2001  
Telegraphic address "Depserv" Sydney

Our reference: C.C.24662

Your reference:

Mr. Fuller Telephone 20529  
Extension: 264

V. MENART & CO.,  
Solicitors & Auditors,  
DX 5014,  
LIVERPOOL.

20 JUN 1980

12th June, 1980.

Dear Sirs,

Slovenian Schools Committee of N.S.W.

Referring to previous correspondence, I wish to advise that the Minister has approved of the registration of the abovenamed organisation under the provisions of the Charitable Collections Act.

The Certificate of Registration and other relevant literature are herewith for favour of transmission to the Hon. Secretary of the charity.

Yours faithfully,

J.B. Holliday.

Under Secretary.

per: *[Signature]*

# V. MENART & CO.

Solicitors & Attorneys

VLADIMIR MENART, 76-8218

22 HARRIS STREET, FAIRFIELD, N.S.W.

Telephone: 727-7500 (2 Lines)

D.X. 5072 Fairfield

Postal Address:

Box 226, P.O.

FAIRFIELD 2165

YOUR REF.

OUR REF. VM:KL

20 June 1980

The Secretary  
Slovenian Schools Committee  
of New South Wales  
P.O. Box 188  
COOGEE N.S.W. 2034

Dear Sir

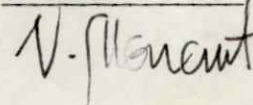
## REGISTRATION UNDER CHARITABLES COLLECTIONS ACT

I am pleased to inform you that the Minister has approved of the registration of the Slovenian Schools Committee of New South Wales under the provisions of the Charitable Collections Act.

We are hereby enclosing the papers received from the Department of Services including the Certificate of Registration and instructions how to manage a Charity.

You will note that Mr. Weinberg has been accepted by the Minister to act as the auditor.

Yours faithfully  
V. MENART & CO.



Enc.

**CHARITABLE COLLECTIONS ACT, 1934, as amended**

C.C. ....

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.  
 POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDS  
 PARTICULARS RELATING TO THE ABOVE AS AT 11<sup>th</sup> AUG. 1981

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

**President or Chairman—**

Name Mrs OLGA LAH  
 Address 104 DENMAN RD., GEORGES HALL  
 Occupation TEACHER Phone No. 726-2161

**Secretary—**

Name MR. ALFRED BREZNIK  
 Address 21 JUDGE ST. PEN COOGEE NSW  
 Occupation COMPANY DIRECTOR Phone No. 212-4815

**Treasurer—**

Name W. VIRGIL FERFOLYA  
 Address 19 MVEE AVE. STRATHFIELD N.S.W.  
 Occupation ACCOUNTANT & TEACHER

Location of charity's office 311 MERRYLANDS RD.,  
MERRYLANDS

Name and address of Bank handling the business of the charity BANK OF  
N.S.W. - POST OFFICE LEICHHARDT.

Name or title of Bank Account(s) SLOVENIAN SCHOOLS  
COMMITTEE OF N.S.W.

Names of persons authorised to operate on account THREE  
 (At least two signatories)

ALFRED BREZNIK, OLGA LAH,  
V. FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
<u>ENERST WEINBERG</u>	<u>2/43 ALBERT PDE.</u> <u>ASHFIELD N.S.W.</u>	<u>ACCOUNTANT</u> <u>SOLICITOR (ROMANIA)</u> <u>L.B. &amp; ADMINISTRATION</u> <u>(ROMANIA) 1972 &amp; 1973</u> <u>INTERNAL AUDITOR-COLGATE PA. PL.</u> Auditor must not be a member or related to a member of the Committee.

## Regulation 8 (g).

C.C. \_\_\_\_\_

SLOVENIAN SCHOOLS COMMITTEE

(Charity) 1981

## INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30 - 6 - 1981

Dr.			INCOME.			Cr.
EXPENDITURE.						
	Amount.	Amount.		Amount.	Amount.	
To Administrative Charges—			By Collections (gross) ...			
Salaries and Wages (administrative) ...			Less direct expenses			
Advertising ...			Entertainments, Functions, etc. (gross) ...			
Printing and Stationery ...	6		Less direct expenses			
Postages ...			Appeals (gross) ...			
Membership ...	15		Less direct expenses			
Gift ...	31		Donations ...			
H.S.C. Annual ...			Government Aid or Subsidies ...			
Function ...	1555	1607	Municipal Aid or Subsidies ...			
Expenditure in furtherance of objects—			Members' Subscriptions			
Salaries and wages (non-administrative) ...			Patients' Fees or Contributions ...			450
			Other Income—			
			Interest ...			36
			H.S.C. Annual			
Special Expenditure—			Function ...			1584
Balance (excess of Income over Expenditure) ...			Balance (excess of Expenditure over Income) ...			
TOTAL.		1607	TOTAL			2070

## BALANCE-SHEET AS AT 30 - 6 - 1981.

LIABILITIES.		Amount.	ASSETS.		Amount.
Sundry Creditors ...		15	Cash on hand ...		1375
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ...			Cash at Bank (as per Bank certificate and Reconciliation attached) ...		
Accrued Expenses ...			Sundry Debtors ...		
Mortgage ...			Invested Funds and Securities ...		
Loans or Advances (secured by ...)			Land and Buildings ...		
Special Funds ...			Plant ...		
Accumulated Funds (Excess of Assets over Liabilities) ...			Furniture and Fittings ...		
(SEE BACK HEREOF)			Prepaid Expenses ...		
Total ...		15	Income accrued due ...		
			Total ...		1375

AUDIT CERTIFICATE.—I/We have examined the books, including Minute books, vouchers, and documents of the SLOVENIAN SCHOOLS COMMITTEE and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith. A separate report <sup>\*has</sup> been furnished by <sup>\*me.</sup> <sub>has not</sub> <sub>us.</sub>

D. WEINBERG

Auditors

Date \_\_\_\_\_, 19

DONATIONS: A detailed list of donations made should be included in this statement.

NOTE.—Where it is customary for printed annual financial statements to be furnished, it is requested that they be also set out along the lines of the above. When completed this form should be forwarded to the Under-Secretary, Department of Services, Box 30, G.P.O., Sydney.

## RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance-sheet	...	...	897	...	
Add.	Excess income for year ended	...	...	463	...	
	<i>or,</i>					
Deduct.	Excess expenditure for the year ended	...	...			1360
						<hr/>
Add.	Capital adjustments (if any)	...	...	...	...	
	(Detail in space below.)					<hr/>
Deduct.	Capital adjustments (if any)	...	...	...	...	
	(Detail in space below.)					<hr/>
	Balance as per Balance-sheet overpage	...	...	...	...	1360
						<hr/>

(Detail Capital adjustments hereunder.)

## CHARITABLE COLLECTIONS ACT, 1934, as amended

C.C. \_\_\_\_\_

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N. S. W.POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDSPARTICULARS RELATING TO THE ABOVE AS AT 29<sup>th</sup> Aug. 1982

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

## President or Chairman—

Name Mr. OLGA LAHAddress 104 DENMAN RD. GEORGE HALLOccupation TEACHERPhone No. 726 2161

## Secretary—

Name JOSEF ZOHARAddress 19A HUME CRESCENT, WERRINGTON 2760Occupation Railway employeePhone No. 6731449

## Treasurer—

Name VIRGIL FERFOLYAAddress 19 MYEE AVE. STRATHFIELD 2135Occupation ACCOUNTANT & TEACHERLocation of charity's office 311 MERRYLANDS RD.,MERRYLANDS N.S.W.Name and address of Bank handling the business of the charity WESTPAC  
LIOT. POST OFFICE BRANCH, LEICHHARDTName or title of Bank Account(s) SLOVENIAN SCHOOLS  
COMMITTEE OF N. S. W.Names of persons authorised to operate on account THREE  
(At least two signatories)OLGA LAH, JOSEF ZOHAR,  
VIRGIL FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
<u>ERNEST WEINBERG</u>	<u>2/43 ALBERT RD</u> <u>ASHFIELD NSW</u>	<u>ACCOUNTANT</u> <u>(SOLICITORS-ROMANIA)</u> <u>1972-1973 INTERNAL AUDITOR</u> <u>COLGATE PALMOLIVE Pty Ltd</u> <small>Auditor must not be a member or related to a member of the Committee.</small>

21/9/1983  
820

VLADIMIR MENART  
22 Harris Street,  
Fairfield  
Solicitor.

SLOVENIAN SCHOOLS COMMITTEE OF N.S.W. (Charity)

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30/6/1982

Dr.		EXPENDITURE.		INCOME.		Cr.
	Amount.	Amount.		Amount.	Amount.	
To Administrative Charges—			By Collections (gross) ...			
Salaries and Wages (administrative) ...			Less direct expenses			
Advertising ...			Entertainments, Functions, etc. (gross) ...			
Printing and Stationery ...	65		Less direct expenses			
Postages ...			Appeals (gross) ...			
MEMBERSHIP ...	15		Less direct expenses			
LECTURES ...	900		Donations ...			
LIBRARY ...	500		Government Aid or Subsidies ...			
FUNCTIONS ...	2644	4184	Municipal Aid or Subsidies ...			
Expenditure in furtherance of objects—			Members' Subscriptions			
Salaries and wages (non-administrative) ...	NIL		Patients' Fees or Contributions ...		600	
			Other Income—			
			NSW. EDUC. GRANT		1400	
			INTEREST		39	
			H.S.C. ANNUAL FUNCTION		2526	
Special Expenditure—						
WIFE-FAMILY		42				
Balance (excess of Income over Expenditure) ...			Balance (excess of Expenditure over Income) ...			
TOTAL.		4166	TOTAL.		4565	

BALANCE-SHEET AS AT 30-6-, 19 82

LIABILITIES.		Amount.	ASSETS.		Amount.
Sundry Creditors ...			Cash on hand ...		1358
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ...			Cash at Bank (as per Bank certificate and Reconciliation attached) ...		
Accrued Expenses ...			Sundry Debtors ...		
Mortgage ...			Invested Funds and Securities ...		
Loans or Advances (secured by ...)			Land and Buildings ...		
Special Funds ...			Plant ...		
Accumulated Funds (Excess of Assets over Liabilities) ...			Furniture and Fittings ...		
(SEE BACK HEREOF)			Prepaid Expenses ...		400
Total ...		NIL	Income accrued due ...		
			Total ...		1758

AUDIT CERTIFICATE.—I/We have examined the books, including Minute books, vouchers, and documents of the SLOVENIAN SCHOOLS COMMITTEE OF N.S.W. and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith. A separate report <sup>has</sup> been furnished by <sup>me.</sup> <sub>us.</sub>

\* Delete unnecessary words.

E. WEINBERG

Auditors.

Date 1st OCT., 19 82

NOTE.—Where it is customary for printed annual financial statements to be furnished, it is requested that they be also set out along the lines of the above. When completed this form should be forwarded to the Under-Secretary, Department of Services, Box 30, G.P.O., Sydney.



## The Treasury, New South Wales

Hon. Secretary,  
Slovenian Schools Committee of NSW,  
311 Merrylands Road,  
MERRYLANDS.N.S.W.2160.

State Office Block      Box 5285 G.P.O.  
Macquarie Street      Sydney 2001  
Sydney, NSW 2000      DX 22 Sydney

Contact

Our reference: CC 24662.

Your reference:

20529

Telephone: ~~20526~~

Extension: 263 or

- 5 AUG 1982

Dear Sir,

Your attention is invited to Regulation 8 (g) under the Charitable Collections Act, 1934, which provides that a certified copy of the \*Income and Expenditure Account and Balance Sheet, together with a copy of the Annual Report of a charity, shall be furnished to the Minister within eight weeks of the conclusion of each financial year. A Bank Certificate (and Bank Reconciliation if appropriate) should be supplied in respect of each bank account of the organisation showing the bank balance on the date of conclusion of the financial year. A list of donations made by the charity should also be supplied.

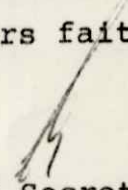
With regard to the Auditor's Certificate, please ensure that it is signed by the Auditor.

The registration under the Act which is granted to Rotary, Lions, Apex, and other Service Clubs covers the whole of the activities of the Club and not the Activities or Project or Special Account only. Clubs must therefore submit an Audited Financial Statement covering each Account for the year.

In the circumstances, it is requested that the attached documents be completed in respect of your organisation and returned to the Office as soon as possible.

Would you please assist our staff by including in all correspondence the reference number which the Department has assigned to your organisation.

Yours faithfully

  
for Secretary  
and Comptroller of Accounts

\*Note - A Statement of Receipts and Payments will not be accepted in lieu of the Income and Expenditure Account and Balance Sheet.

**CHARITABLE COLLECTIONS ACT, 1934, as amended**

C.C. \_\_\_\_\_

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF NSWPOSTAL ADDRESS 311 MERRYLANDS RD, MERRYLANDSPARTICULARS RELATING TO THE ABOVE AS AT 29TH AUGUST 19 82

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

President or Chairman—

Name OLGA LAH  
 Address 104 DENMAN RD, GEORGES HALL  
 Occupation TEACHER Phone No. 726-2161

Secretary—

Name JOSEF ZOHAR  
 Address 19A HUME CRESCENT, WERRINGTON 2760  
 Occupation RAILWAY EMPLOYEE Phone No. 673-1449

Treasurer—

Name VIRGIL FERFOLYA  
 Address 19 MYEE AVE, STRATHFIELD 2135  
 Occupation ACCOUNTANT & TEACHER

Location of charity's office 311 MERRYLANDS RD,  
MERRYLANDS NSW

Name and address of Bank handling the business of the charity WESTPAC LIMITED,  
POST OFFICE BRANCH, LEICHHARDT

Name or title of Bank Account(s) SLOVENIAN SCHOOLS COMMITTEE OF NSW

Names of persons authorised to operate on account THREE  
 (At least two signatories)

OLGA LAH, JOSEF ZOHAR, VIRGIL FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may be drawn for the position.)

Name.	Address.	Occupation.
<u>ERNEST WEINGER</u>	<u>2/43 ALBERT PARADE, ASHFIELD</u>	<u>ACCOUNTANT</u>
		<u>( SOLICITORS-ROMANIA)</u>
		<u>1972-1973 INTERNAL AUDITOR</u>
		<u>COLGATE PALMOLIVE PTY. LIMIT</u>
		<u>Auditor must not be a member</u>
		<u>or related to a member of the</u>
		<u>Committee.</u>

NAME OF CHARITY - ST. JOSEPH'S HOSPITAL CITY OF WASH.

221920A 1A72 22

NOTE: This form should be filed in with BLOCK LETTERING immediately after the annual election of officers, and returned to the district show below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alterations to the constitution or rules, certified by the President or Secretary (if the alterations are made at a meeting at which the resolution was passed, it should be indicated).

[illegible]

**DORS.**

[illegible]

---

(If person submitting return is not Secretary please state office.)

CHARITABLE COLLECTIONS ACT, 1934, as amended.  
Regulation 8 (g).

Form CI.

C.C. \_\_\_\_\_

SLOVENIAN SCHOOLS COMMITTEE OF NSW

(Charity)

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30/6/ 1982

	Amount.	Amount.		Amount.	Amount.
To Administrative Charges—			By Collections (gross) ...		
Salaries and Wages (administrative) ...			Less direct expenses		
Advertising ...			Entertainments, Functions, etc. (gross) ...		
Printing and Stationery ...	65		Less direct expenses		
Postages ...			Appeals (gross) ...		
Membership ...	15		Less direct expenses		
Lectures ...	900		Donations ...		
Library ...	500		Government Aid or Subsidies ...		
Functions ...	2644	4124	Municipal Aid or Subsidies ...		
Expenditure in furtherance of objects—			Members' Subscriptions		
Salaries and wages (non-administrative) ...	NIL		Patients' Fees or Contributions ...		600
			Other Income—		
Special Expenditure—			NSW EDUC GRANT		1400
Ule -Family		42	INTEREST		39
			H.S.C. ANNUAL FUNCTION		2526
Balance (excess of Income over Expenditure) ...			Balance (excess of Expenditure over Income) ...		
TOTAL.		4166	TOTAL.		4565

BALANCE-SHEET AS AT 30TH JUNE, 1982.

LIABILITIES.	Amount.	ASSETS.	Amount.
Sundry Creditors ...		Cash on hand ...	1358
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ...		Cash at Bank (as per Bank certificate and Reconciliation attached) ...	
Accrued Expenses ...		Sundry Debtors ...	
Mortgage ...		Invested Funds and Securities ...	
Loans or Advances (secured by ...)		Land and Buildings ...	
Special Funds ...		Plant ...	
Accumulated Funds (Excess of Assets over Liabilities) ...		Furniture and Fittings ...	400
(SEE BACK HEREOF)		Prepaid Expenses ...	
Total ...	NIL	Income accrued due ...	
		Total ...	1758

AUDIT CERTIFICATE.—I/We have examined the books, including Minute books, vouchers, and documents of the SLOVENIAN SCHOOLS COMMITTEE OF NSW and hereby certify that the above Income and Expenditure

Account and Balance-sheet are in accordance therewith. A separate report <sup>\*has</sup> been furnished by <sup>\*me.</sup> <sub>has not</sub> <sub>us.</sub>

*[Signature]*

L. WEINBERG

Date 1ST OCTOBER, 1982

DONATIONS: A detailed list of donations made should be included in this statement.

NOTE.—Where it is customary for printed annual financial statements to be furnished, it is requested that they be also set out along the lines of the above. When completed this form should be forwarded to the Under-Secretary, Department of Services, Box 30, G.P.O., Sydney.

# The Treasury, New South Wales

Hon. Secretary,  
Slovenian Schools Committee of NSW,  
311 Merrylands Road,  
MERRYLANDS.N.S.W.2160.

State Office Block      Box 5285 G.P.O.  
Macquarie Street      Sydney 2001  
Sydney, NSW 2000      DX 22 Sydney

Contact

Our reference:      CC 24662.

Your reference:

20529

Telephone: ~~2-0576~~

Extension: 263 or 255

- 5 AUG 1982

Dear Sir,

Your attention is invited to Regulation 8 (g) under the Charitable Collections Act, 1934, which provides that a certified copy of the \*Income and Expenditure Account and Balance Sheet, together with a copy of the Annual Report of a charity, shall be furnished to the Minister within eight weeks of the conclusion of each financial year. A Bank Certificate (and Bank Reconciliation if appropriate) should be supplied in respect of each bank account of the organisation showing the bank balance on the date of conclusion of the financial year. A list of donations made by the charity should also be supplied.

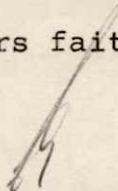
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The registration under the Act which is granted to Rotary, Lions, Apex, and other Service Clubs covers the whole of the activities of the Club and not the Activities or Project or Special Account only. Clubs must therefore submit an Audited Financial Statement covering each Account for the year.

In the circumstances, it is requested that the attached documents be completed in respect of your organisation and returned to this Office as soon as possible.

Would you please assist our staff by including in all correspondence, the reference number which the Department has assigned to your organisation.

Yours faithfully

  
for Secretary  
and Comptroller of Accounts

\*Note - A Statement of Receipts and Payments will not be accepted in lieu of the Income and Expenditure Account and Balance Sheet.

**CHARITABLE COLLECTIONS ACT, 1934, as amended**

C.C. \_\_\_\_\_

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDS N.S.W.PARTICULARS RELATING TO THE ABOVE AS AT 24th Dec. 1983NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

**President or Chairman—**Name OLGA LAHAddress 104 DENMAN RD., GEORGES HALLOccupation TEACHER Phone No. 726 2161**Secretary—**Name VLADIMIR MENARTAddress 22 HARRIS ST., FAIRFIELD N.S.W.Occupation SOLICITOR Phone No. 727 7500**Treasurer—**Name VIRGIL FERFOLTAAddress 19 MYEE AVE., STRATHFIELDOccupation TEACHERLocation of charity's office 311 MERRYLANDS RD.,MERRYLANDS N.S.W.Name and address of Bank handling the business of the charity WEST PAC  
LEICHHARDT CENTRAL - NORION ST. LEICHHARDTName or title of Bank Account(s) SLOVENIAN SCHOOLS  
COMMITTEE OF N.S.W.Names of persons authorised to operate on account THREE  
(At least two signatories)Mrs OLGA LAH, Mr VLADIMIR MENART,  
Mr. VIRGIL FERFOLTA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
<u>ERNEST WEINBERG</u>	<u>2/43 ALBERT PDE</u> <u>FAIRFIELD NSW</u>	<u>ACCOUNTANT</u> <u>(SOLICITOR-ROMANIA)</u>

Auditor must not be a member  
or related to a member of the  
Committee.

## Regulation 8 (g).

C.C. \_\_\_\_\_

SLOVENIAN SCHOOLS COMMITTEE OF NSW

(Charity)

## INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30TH JUNE 1983

Dr.			Cr.		
EXPENDITURE.			INCOME.		
	Amount.	Amount.		Amount.	Amount.
To Administrative Charges—			By Collections (gross) ...		
Salaries and Wages (administrative) ...	25		Less direct expenses		
Advertising ...	98		Entertainments, Functions, etc. (gross) ...		
Printing and Stationery ...	11		Less direct expenses		
Postages ...	15		Appeals (gross) ...		
Membership ...	210		Less direct expenses		
Lectures ...	1	2183	Donations ...		
Travelling ...			Government Aid or Subsidies ...		
Functions ...			Municipal Aid or Subsidies ...		
Expenditure in furtherance of objects—			Members' Subscriptions		
Salaries and wages (non-administrative) ...			Patients' Fees or Contributions ...		600
			Other Income—		
			Education Grant		900
			Interest		76
Special Expenditure—			H.S.C. Annual Function		1326
Balance (excess of Income over Expenditure) ...		2183	Balance (excess of Expenditure over Income) ...		
TOTAL.			TOTAL.		2902

## BALANCE-SHEET AS AT 30TH JUNE 1983.

LIABILITIES.		ASSETS.	
	Amount.		Amount.
Sundry Creditors ...	25	Cash on hand ...	2503
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ...		Cash at Bank (as per Bank certificate and Reconciliation attached) ...	
Accrued Expenses ...		Sundry Debtors ...	
Mortgage ...		Invested Funds and Securities ...	
Loans or Advances (secured by ...)		Land and Buildings ...	
Special Funds ...		Plant ...	
Accumulated Funds (Excess of Assets over Liabilities) ...		Furniture and Fittings ...	
(SEE BACK HEREOF)		Prepaid Expenses ...	
		Income accrued due ...	
Total ...	25	Total ...	2503

AUDIT CERTIFICATE.—I/We have examined the books, including Minute books, vouchers, and documents of the Slovenian Schools Committee of NSW and hereby certify that the above Income and Expenditure

Account and Balance-sheet are in accordance therewith. A separate report <sup>\*has</sup> <sub>has not</sub> been furnished by <sup>\*me.</sup> <sub>us.</sub>

delete  
cessary  
ords.

ERNEST WEINBERG

Auditors.

Date 24TH AUGUST, 1983

DONATIONS: A detailed list of donations made should be included in this statement.

NOTE.—Where it is customary for printed annual financial statements to be furnished, it is requested that they be also set out along the lines of the above. When completed this form should be forwarded to the Under-Secretary, Department of Services, Box 30, G.P.O., Sydney.

## Regulation 8 (g).

C.C. \_\_\_\_\_

SLOVENIAN SCHOOLS COMMITTEE OF NSW

(Charity)

## INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30TH JUNE 1983

Dr. EXPENDITURE.			INCOME. Cr.		
	Amount.	Amount.		Amount.	Amount.
To Administrative Charges—			By Collections (gross) ...		
Salaries and Wages (administrative) ...	25		Less direct expenses		
Advertising ...			Entertainments, Functions, etc. (gross) ...		
Printing and Stationery ...	98		Less direct expenses		
Postages ...	11		Appeals (gross) ...		
Membership ...	15		Less direct expenses		
Lectures ...	210		Donations ...		
Travelling ...			Government Aid or Subsidies ...		
Functions ...	10	2183	Municipal Aid or Subsidies ...		
Expenditure in furtherance of objects—			Members' Subscriptions		
Salaries and wages (non-administrative) ...			Patients' Fees or Contributions ...		600
			Other Income—		
			Education Grant		900
			Interest		76
Special Expenditure—			H.S.C. Annual Function		1326
Balance (excess of Income over Expenditure) ...			Balance (excess of Expenditure over Income) ...		
TOTAL.		2183	TOTAL.		2902

## BALANCE-SHEET AS AT 30TH JUNE 1983.

LIABILITIES.	Amount.	ASSETS.	Amount.
Sundry Creditors ...	25	Cash on hand ...	2503
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ...		Cash at Bank (as per Bank certificate and Reconciliation attached) ...	
Accrued Expenses ...		Sundry Debtors ...	
Mortgage ...		Invested Funds and Securities ...	
Loans or Advances (secured by ...)		Land and Buildings ...	
Special Funds ...		Plant ...	
Accumulated Funds (Excess of Assets over Liabilities) ...		Furniture and Fittings ...	
(SEE BACK HEREOF)		Prepaid Expenses ...	
		Income accrued due ...	
Total ...	25	Total ...	2503

AUDIT CERTIFICATE.—I/We have examined the books, including Minute books, vouchers, and documents of the R. S. C. of N.S.W. and hereby certify that the above Income and Expenditure

Account and Balance-sheet are in accordance therewith. A separate report <sup>\*has</sup> been furnished by <sup>\*me.</sup> <sub>has not</sub> <sub>us.</sub>

\* Delete unnecessary words.

ERNEST WEINBERG

Auditors.

Date 24TH AUGUST, 1983.

DONATIONS: A detailed list of donations made should be included in this statement.

NOTE.—Where it is customary for printed annual financial statements to be furnished, it is requested that they be also set out along the lines of the above. When completed this form should be forwarded to the Under-Secretary, Department of Services, Box 30, G.P.O., Sydney.



# The Treasury, New South Wales

## CHARITIES BRANCH

The Secretary  
Slovenian Schools Committee  
of N.S.W.  
311 Merrylands Rd  
MERRYLANDS 2160 16

121 Macquarie Street    Box 5285 G.P.O.  
Sydney, NSW 2000    Sydney 2001  
DX 22 Sydney

Contact

Our reference: CC    24662

Your reference:

Telephone: 2 0529  
Extension: 263 or 255

Dear Sir,

3rd August, 1983

Your attention is invited to Regulation 8 (g) under the Charitable Collections Act, 1934, which provides that a certified copy of the \*Income and Expenditure Account and Balance Sheet, together with a copy of the Annual Report of a charity, shall be furnished to the Minister within eight weeks of the conclusion of each financial year. A Bank Certificate (and Bank Reconciliation if appropriate) should be supplied in respect of each bank account of the organisation showing the bank balance on the date of conclusion of the financial year. A list of donations made by the charity should also be supplied.


With regard to the Auditor's Certificate, please ensure that it is signed by the Auditor.

The registration under the Act which is granted to Rotary, Lions, Apex, and other Service Clubs covers the whole of the activities of the Club and not the Activities or Project or Special Account only. Clubs must therefore submit an Audited Financial Statement covering each Account for the year.

In the circumstances, it is requested that the attached documents be completed in respect of your organisation and returned to this Office as soon as possible.

Would you please assist our staff by including in all correspondence the reference number which the Department has assigned to your organisation.

Yours faithfully

  
for Secretary  
Department of Finance ~~counts~~

\*Note - A Statement of Receipts and Payments will not be accepted in lieu of the Income and Expenditure Account and Balance Sheet.

# CHARITABLE COLLECTIONS ACT, 1934,

Form No. C 26

C.C.

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.  
 POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDS  
 PARTICULARS RELATING TO THE ABOVE AS AT 15<sup>th</sup> AUGUST 19 84

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

## President or Chairman—

Name OLGA LAH (Mrs)  
 Address 104 DENMAN RD., GEORGES HALL  
 Occupation TEACHER Phone No. 726-2161

## Secretary—

Name ALFRED BREZNIK (Mr.)  
 Address 21 JUDGE ST., RANDWICK 2031  
 Occupation COMPANY DIRECTOR Phone No.

## Treasurer—

Name VIRGIL FERFOLYA (Mr)  
 Address 19 MYEE AVE., STRATHFIELD 2135  
 Occupation ACCOUNTANT

Location of charity's office 311 MERRYLANDS RD.,  
MERRYLANDS N.S.W

Name and address of Bank handling the business of the charity WESTPAC  
BANK - LEICHHARDT CENTRAL-NORTON ST, LEICHHARDT

Name or title of Bank Account(s) SLOVENE SCHOOLS COMMITTEE  
OF N. S.W

Names of persons authorised to operate on account THREE  
 (At least two signatories)

OLGA LAH, ALFRED BREZNIK,  
VIRGIL FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
<u>ERNEST WEINBERG</u>	<u>2/43 ALBERT RD.,</u> <u>ASHFIELD NSW</u>	<u>ACCOUNTANT</u> <u>(SOLICITOR-ROMANIA)</u>

Auditor must not be a member or related to a member of the Committee.

### NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE.

**Do not include office-bearers already furnished overpage.**

NAME.	ADDRESS.

## TRUSTEES.

NAME.	ADDRESS.

### PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

(If person submitting return is not Secretary please state office.)

# CHARITABLE COLLECTIONS ACT, 1934,

Form No. C 26

C.C. ....

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.

POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDS

PARTICULARS RELATING TO THE ABOVE AS AT 15<sup>th</sup> AUGUST 19 84

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

## President or Chairman—

Name OLGA LAH (Mrs)

Address 104 DENMAN RD., GEORGES HALL

Occupation TEACHER Phone No. 726-2161

## Secretary—

Name ALFRED BREZNIK (Mr.)

Address 21 JUDGE ST., RANDWICK 2031

Occupation COMPANY DIRECTOR Phone No. ....

## Treasurer—

Name VIRGIL FERFOLYA (Mr)

Address 19 MYEE AVE., STRATHFIELD 2135

Occupation ACCOUNTANT

Location of charity's office 311 MERRYLANDS RD.,  
MERRYLANDS N.S.W

Name and address of Bank handling the business of the charity WESTPAC  
BANK - LEICHHARDT CENTRAL-NORTON ST., LEICHHARDT

Name or title of Bank Account(s) SLOVENE SCHOOLS COMMITTEE  
OF N. S.W

Names of persons authorised to operate on account THREE  
(At least two signatories)

OLGA LAH, ALFRED BREZNIK,  
VIRGIL FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
ERNEST WEINBERG	2/43 ALBERT RD., ASHFIELD NSW	ACCOUNTANT (SOLICITOR-ROMANIA)

Auditor must not be a member or related to a member of the Committee.

## Form No.

C.C

POSTAL ADDRESS 311 MERRYLANDS RD, MERRYLANDS

19 84

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

President or Chairman—

Phone No 726 2161

Phone No. \_\_\_\_\_

Occupation ACCOUNTANT

Name or title of Bank Account(s) SLOVENE SCHOOLS COMMITTEE OF N.S.W.

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
ERNEST WEINBERG	2/43 ALBERT PDE, ASHFIELD NSW	ACCOUNTANT (SOLICITOR -ROMANIA)
		Auditor must not be a member or related to a member of the Committee.

**NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE.**

**Do not include office-bearers already furnished overpage.**

NAME.	ADDRESS.

**TRUSTEES.**

[illegible]

### PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

(If person submitting return is not Secretary please state office.)

C.C. 24662

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.

POSTAL ADDRESS 311 MERRYLANDS ROAD, MERRYLANDS. 2160

PARTICULARS RELATING TO THE ABOVE AS AT 26th AUGUST 1988

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

**President or Chairman—**

Name ..... MARIZA LICAN .....

Address 29 KURRAGONG AVE., BASS HILL 2197

Occupation TEACHER Phone No.                     

**Secretary—**

Name ..... ALFRED BREZNIK .....

Address 21 JUDGE STREET, RANDWICK 2031

Occupation COMPANY DIRECTOR Phone No.

**Treasurer—**

Name ..... VIRGIL FERFOLYA .....

Address 69 CHELTENHAM ROAD, CROYDON 2132

Occupation COMPANY DIRECTOR

Location of charity's office ..... 311 MERRYLANDS ROAD.

MERRYLANDS. 2160 N.S.W.

Name and address of Bank handling the business of the charity \_\_\_\_\_

WESTPAC LEICHHARDT CENTRAL - NORTON STREET, LEICHHARDT

Name or title of Bank Account(s) .....

SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.

Names of persons authorised to operate on account THREE

(At least two signatories)

MARIZA LICAN, ALFRED BREZNIK, VIRGIL FERFOLYA.

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
JOHN N. PASHLEY	182 NORTON STREET,	CHARTERED ACCOUNTANT
SAM MANCUSO ✓	LEICHHARDT. 2040 ✓	REG. AUTHITOR
		Auditor must not be a member or related to a member of the Committee.

**NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE.**

**Do not include office-bearers already furnished overpage.**

NAME.	ADDRESS.
<p>Plaintiff and address of the other Member of the Management Committee should be furnished on the back hereof in the space provided.</p>	<p>President or Chairman—</p>

**TRUSTEES.**

NAME.	ADDRESS.

### PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

Person submitting return is not Secretary please state office.)

# CHARITABLE COLLECTIONS ACT, 1934,

Form No. C 26

C.C. 24662

NAME OF CHARITY SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.  
 POSTAL ADDRESS 311 MERRYLANDS RD., MERRYLANDS  
 PARTICULARS RELATING TO THE ABOVE AS AT 26<sup>th</sup> AUG. 1988

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

## President or Chairman—

Name MARIZA LICAN  
 Address 29 KURR  
 Occupation TEACHER Phone No. \_\_\_\_\_

## Secretary—

Name ALFRED BREZNIK  
 Address 21 JUDGE ST., RANDWICK  
 Occupation COMPANY DIRECTOR Phone No. \_\_\_\_\_

## Treasurer—

Name VIRGIL FERFOLYA  
 Address 69 CHELTENHAM RD., CROYDON  
 Occupation COMPANY DIRECTOR

Location of charity's office 311 MERRYLANDS RD.,  
MERRYLANDS N. S. W.

Name and address of Bank handling the business of the charity WESTPAC  
LEICHHARDT CENTRAL - NORTON ST., LEICHHARDT

Name or title of Bank Account(s) SLOVENIAN SCHOOLS COMMITTEE  
OF N. S. W.

Names of persons authorised to operate on account THREE  
 (At least two signatories)

MARIZA LICAN, ALFRED BREZNIK  
VIRGIL FERFOLYA

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
<u>JOHN N. PASHLEY</u>	<u>182 NORTON ST., LEICHHARDT</u>	<u>CHARTERED</u> <u>ACCOUNTANT</u>

Auditor must not be a member or related to a member of the Committee.

### NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE.

**Do not include office-bearers already furnished overpage.**

NAME.	ADDRESS.

**TRUSTEES.**

[illegible]

**PARTICULARS RELATING TO COLLECTORS.**

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

(If person submitting return is not Secretary please state office.)

**CHARITABLE COLLECTIONS ACT, 1934,**

C.C. 24662

NAME OF CHARITY SLOVENIAN SCHOOL COMMITTEE OF NSW

POSTAL ADDRESS 311 MERRYLANDS ROAD, MERRYLANDS 2160

PARTICULARS RELATING TO THE ABOVE AS AT 26TH AUGUST 19 89

NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

**President or Chairman—**

Name MARIZA LIČAN  
Address 29 KURRAJONG AVENUE, BASS HILL 2197, NSW  
Occupation TEACHER Phone No. 728 3387

**Secretary— ACTING**

Name STANKO SAMSA  
Address 26 LLOYD ST, BEXLEY 2207, NSW  
Occupation PROF. ENGINEER RETIRED Phone No. 599 1203

**Treasurer—**

Name SR. FRANCKA ŽIŽEK  
Address 311 MERRYLANDS ROAD, MERRYLANDS 2160  
Occupation NUN

Location of charity's office 311 MERRYLANDS ROAD,  
MERRYLANDS 2160

Name and address of Bank handling the business of the charity  
WESTPAC LEICHHARDT CENTRAL - NORTON STREET, LEICHHARDT

Name or title of Bank Account(s) SLOVENIAN SCHOOL COMMITTEE OF NSW

Names of persons authorised to operate on account THREE  
(At least two signatories)

MARIZA LIČAN, STANKO SAMSA, SR. FRANCKA ŽIŽEK

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name.	Address.	Occupation.
SAM MANCUSO	182 NORTON ST, LEICHHARDT	REGISTERED AUDITOR
		Auditor must not be a member or related to a member of the Committee.

### NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE.

Do not include office-bearers already furnished overpage.

NAME.	ADDRESS.

### TRUSTEES.

NAME.	ADDRESS.

### PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

(If person submitting return is not Secretary please state office.)

## CHARITABLE COLLECTIONS ACT, 1934,

C.C. 24662

NAME OF CHARITY SLOVENIAN SCHOOL COMMITTEE OF N.S.W.POSTAL ADDRESS 311 HERRYLANDS ROAD, MERRYLANDS 2160PARTICULARS RELATING TO THE ABOVE AS AT 30<sup>th</sup> AUGUST 1990NOTE.—This form should be filled in with **BLOCK LETTERING** immediately after the annual election of officers, and returned to the address shown below, accompanied by:—

- (1) copy of the annual income and expenditure account and balance sheet,
- (2) copy of auditor's report,
- (3) copy of annual report,
- (4) copy of the text of any alteration made to the constitution or rules, certified by the President or Secretary. (The date of the meeting at which the resolution was passed should be indicated.)

Names and addresses of the other Members of the Management Committee should be furnished on the back hereof in the space provided.

## President or Chairman—

Name MARIZA LIČAN  
 Address 29 KURRATONG AVE, BASS HILL 2197, NSW  
 Occupation TEACHER Phone No. 728 3387

## Secretary—

Name SR. FRANCKA ŽIŽEK  
 Address 311 HERRYLANDS ROAD, MERRYLANDS 2160 NSW  
 Occupation NUN Phone No. 6377147

## Treasurer—

Name PETER KROPE  
 Address 18. ST. KILDA STREET ST. JOHN'S PARK 2176 NSW  
 Occupation TOOLMAKER

Location of charity's office 311 HERRYLANDS ROAD, MERRYLANDS 2160 NSW

Name and address of Bank handling the business of the charity

WESTPAC LEICHHARDT CENTRAL - NORTON STREET, LEICHHARDT

Name or title of Bank Account(s)

SLOVENIAN SCHOOL COMMITTEE OF NSW

Names of persons authorised to operate on account

THREE

(At least two signatories)

MARIZA LIČAN, SR. FRANCKA ŽIŽEK, PETER KROPE

Names and qualifications of auditors. (Note.—If auditors do not hold any accountancy degree, particulars should be furnished stating whether they are in the possession of any special knowledge or experience which may fit them for the position.)

Name	Address	Occupation
<u>SAM MANCUSO</u>	<u>182 NORTON ST. LEICHHARDT</u>	<u>REGISTERED AUDITOR</u>

Auditor must not be a member or related to a member of the Committee.

### NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE

**Do not include office-bearers already furnished overpage.**

NAME.	ADDRESS.
-------	----------

### RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance sheet	...	...	...	...
Add.	Excess Income for year ended	...	...	...	...
	or,				
Deduct.	Excess expenditure for the year ended	...	...	...	...
Add.	Capital adjustments (if any)	...	...	...	...
	(Detail in space below)				

**TRUSTEES.**

**TRUSTEES.**

Deduct. Capital adjustments (If any) ... ..  
(Detail in space below.)  
Balance as per Balance-sheet overpage ... .. ADDRESS.

(Detail Capital adjustments hereunder.)

241 3110

~~FIFTY ONE~~

SIXTY ONE

SIXTY FIVE

St. Raphael Mission.

### PARTICULARS RELATING TO COLLECTORS.

[illegible]

SIGNATURE (Secretary)

(If person submitting return is not Secretary please state office.)

Form C.40.

Chief Secretary's Department,  
Box 30, G.P.O.,  
Sydney, 2000

**CIRCULAR:**

**Charitable Collections Act, 1934–1941, and Lotteries and Art Unions Act, 1901–1944. Information for Committees of Charities.**

For instances which have come under the notice of the Department from time to time, it is clear that there is need to acquaint the Committees of charities with information as to the types of fraud, misrepresentation and malpractice likely to be experienced, so that they may be on the alert to frustrate any attempts to deprive their organisation of moneys contributed by the public and for the safeguarding of which, as trustees, they have a very serious responsibility.

For such purpose, the attached Statement is forwarded for careful perusal and notation by all members of the Committee of your charity. Additional copies will be supplied on request.

*Yours faithfully,*

*J. B. HOLLIDAY*

*Under Secretary*

CHIEF SECRETARY'S DEPARTMENT,  
Box 30, G.P.O.,  
Sydney. 2001

**Charitable Collections Act, 1934-1941, and Lotteries and Art Unions Act, 1901-1944. Information for Committees of Charities in relation to Fraud, Misrepresentation and Malpractice likely to be Experienced in Connection with Charitable Activities.**

**1. Lack of Detailed Supervision:**

An Auditor reported, after taking stock, that a check of badges bearing face values of from 20c to \$1.00 showed that there was a discrepancy of over \$6,000, as between sales which should have taken place and the book record of sales. Owing to the paucity of records, the Auditor could not certify the figures as being accurate. The serious situation which arose was due to the failure by the Committee to carry out its responsibilities under the Charitable Collections Act. Section 5 (1)(a) of the Act provides that a charity shall be administered by a responsible committee or other body; administration envisages constant vigilance and detailed oversight.

Suitable stock records should be maintained by a charity where any goods are obtained for use for sale. The records should show details of receipts and issues. Stock on hand should be checked at regular intervals and particularly in respect of buttons, ticket receipts or other similar items having a monetary face value far in excess of their intrinsic worth. The Treasurer of the charity should make a monthly check and record details of his check in the monthly financial statement. This would ensure an efficient internal check where any surpluses and deficiencies could be investigated without delay and remedial action taken either to write off deficiencies or to take into account surpluses.

**2. Failure to Bank Gross Proceeds:**

Section 5 (1)(d) of the Charitable Collections Act provides that all moneys received by a charity, without deduction for expenses or commission, shall be paid into the charity's Bank Account.

In one instance, during the course of a Departmental inspection, it was found that a collector who had been appointed by an Appeals Organiser, deducted his commission himself instead of paying the whole of the moneys collected into the Society's Bank Account.

Furthermore, the same Appeals Organiser arranged for considerable sums to be deposited to his personal Bank Account. It is obviously a very dangerous practice for any of the charity's funds to be permitted to be deposited to a personal account at any stage. The Appeals Organiser stated that when he received advice of the deposit to his account, he waited until he obtained his weekly pass sheet, verified the deposit and then issued a receipt. If the issue of a receipt were overlooked, there would be no reason why the relative money would ever reach its legitimate destination.

Form C 40

It is essential, therefore, that all moneys collected be paid to the charity's account in the Bank. Claims for payment of expenses, commission, etc., must be made to and considered by the Committee prior to any decision being made and a cheque drawn.

### **3. Failure to Oversight Appeals Expenses:**

In one instance coming under the Department's notice, payment of travelling expenses was left in the hands of the Appeals Officer, there being no record available of car mileage or other indication of actual expenses incurred by the employee whilst engaged in the business of the appeal, nor any direct oversight by the Committee.

The necessity for personal and detailed supervision by the Committee of charities over the operations of those actually making appeals for support cannot be stressed too strongly.

Any claims for expenses by officers of a charity should be supported by sufficient supporting documents to show the Committee that the expenses were actually incurred; for example, an officer's hotel expenses must be supported by an itemised account and receipt from the hotel at which the officer was staying.

Under no circumstances should payment of allowances be made in respect of likely expenses, and which are in effect bonus payments. Allowance should be made in respect of expenditure actually incurred in carrying out the functions of the charity.

The motor vehicles used by officers of charities on official duties of the charities usually should be paid a set rate of mileage.

In support of the claim for mileage the officer concerned should submit a vehicle diary or work ticket which has been prepared daily and checked and approved by the Secretary prior to the submission of any claim.

### **4. Tickets and Receipts:**

Regulation 8 (j) of the Regulations under the Charitable Collections Act, 1934-41, reads as follows:

"All tickets and receipts used by a charity or in connection with any appeal for support of a charity shall be those authorised by the governing body of the charity and shall be consecutively numbered and recorded in the prescribed Registers. Receipts shall have printed thereon the full name of the charity, and shall be bound in book form and kept on the carbon principle.

All invoices in respect of supplies of tickets and receipts shall have clearly shown thereon the commencing and concluding number of such tickets or receipts and such invoices, together with unused tickets and receipts, shall be kept with the records of the charity for purposes of audit."

The Department's experience is that failure by Committees to exercise the closest oversight in connection with this aspect of their responsibilities leaves the way open for misappropriation.

It will be observed that all tickets and receipts used by the charity in connection with any appeal for support shall be authorised by the governing body and shall be consecutively numbered and recorded in the prescribed Registers. Instances have come under notice where there has been complete failure by the Committee to supervise printings of tickets and furthermore, in several cases, duplicate series of tickets have been printed without the Committee's being aware of what was transpiring. This is a most serious laxity and the possibility of misappropriation is abundantly clear.

Commencing and concluding numbers of receipts and tickets printed must be inserted on the invoices by the printer and not by the charity.

As pointed out in 1. regular stock-taking is necessary. Each series of ticket receipts should be alphabetically prefixed to enable them to be identified and to prevent possible duplication; for example, ticket receipts for 10c, 20c and 50c should not all bear the number 1 to say 10,000 but should be prefixed by, e.g., A for 10c, B for 20c and C for 50c, etc.

Committees should give the above aspects careful attention.

#### 5. Collections:

Regulation 13 of the Regulations under the Charitable Collections Act lays down the conditions governing house-to-house collections. (These include collections in shops, flats, etc.) Regulation 14 prescribes the conditions in relation to street collections. These are most important and are quoted in full for the information and guidance of Committees.

##### **"Regulation 13:**

The conditions under which persons may be permitted to make or cause to be made visits from house-to-house for the purpose of making appeals for support for any charity shall be as follows:

- (a) any permission or authority required under the Local Government Act, 1919, as amended, or the Sydney Corporation Act, 1932-1934, shall be obtained;
- (b) the collector shall be in possession of a written authority in the form referred to in Regulation 10 with such additions as may be necessary to comply with the requirements of this paragraph. Every such authority shall clearly indicate thereon that the charity is registered or exempted from registration under the Act, and specify the period it shall remain in force. No authority shall have currency for a period in excess of twelve calendar months. The authority shall be presented by the collector when making an appeal;
- (c) tickets or receipts shall be obtained by the collector from the governing body of the charity and be issued by the collector to

persons giving money to the charity whether by means of contributions or by the sale of articles or otherwise;

- (d) the governing body of the charity shall take such precautions as may be necessary to ensure that all moneys collected shall be properly and promptly accounted for by the collectors;
- (e) the collector shall have attained the age of at least seventeen years;
- (f) no collector shall, in connection with any such appeal, visit any house on a Sunday or a public Holiday, or before 9 a.m. or after 5 p.m. on any other day."

#### **"Regulation 14:**

The conditions under which persons may be permitted to make or cause to be made in any street, road, or public place, collections for any charity shall be as follows:

- (a) the requirements attached to any permission or authority required to be obtained under the Local Government Act, 1919, as amended, or the Sydney Corporation Act, 1932-1934, or the Metropolitan Traffic Act, 1900, as amended, shall be complied with;
- (b) the collector shall have attained the age of at least seventeen years;
- (c) the collector shall display a distinctive armlet or badge issued to him in accordance with Regulation 10 by the governing body of the charity. All such armlets or badges shall be consecutively numbered, and a record of the persons to whom such armlets or badges are issued shall be kept by the charity. Any such armlet or badge shall be used only by the persons to whom it is issued and shall not be transferable;
- (d) where a collecting box be used, such box must comply with requirements set out in Regulation 17;
- (e) where collecting boxes are not used, official tickets or receipts to be obtained from the governing body of the charity shall be issued in respect of all moneys received for the charity except where the moneys are collected from the sale of any particular article, emblem or artificial flower;
- (f) the governing body of the charity shall take all necessary precautions to ensure that the proceeds of the collections shall be properly and promptly accounted for".

The Department has found it necessary from time to time to draw the attention of Committees to collectors who have operated without the required permission having been obtained from the Council or Police and

Council as the case may be. Committees are reminded that the necessary permission should be obtained by the Committees or their responsible officers and not by the Collectors. Collectors are obliged by the Regulations to be in possession of a prescribed and up-to-date written authority signed by a responsible Officer of the charity. These authorities should be issued for a limited period only and reviewed as necessary. It seems scarcely necessary to point out that unless there is stringent and continuous control over the operations of collectors, there is every possibility of charities not receiving the proceeds of all collections.

#### 6. Minute Book:

Inspections of charities reveal instances of unsatisfactory methods of keeping minute books. Accordingly, the following basic requirements should be kept prominently in mind:

- (a) The names of those present at the meeting should be shown in the Minutes in order that it can readily be ascertained whether a quorum was present in the event of the legality of any resolution being questioned.
- (b) In matters of importance, e.g. questions of policy, expenditure of substantial sums, coming before the governing body, a resume of the discussions and reasons for the resolution proposed should precede the actual record of the resolution adopted.
- (c) Where any resolution, particularly at a meeting of the governing body, is not carried unanimously, the names of the dissentients should be shown should they desire such actions to be taken.
- (d) All claims for expenditure must be presented to the governing body for approval (Regulation 8(b) of the Regulations under the Charitable Collections Act prescribes that all items of expenditure shall be approved by the governing body of the charity and the minutes of such approvals shall be included in the Minute Book).
- (e) In approving accounts which have been presented for payment a minute such as "Finance report — accounts received and passed for payment" should be amplified as follows: "as per details contained in the schedule attached in respect of the period ended ..... (date) ..... (so many) accounts totalling ....., or words to that effect.

There is sometimes a tendency for Committees to accept recommendations for expenditure by executive officers too readily. The possibility of malpractice in this direction should not be overlooked. Charitable funds are trust funds and Committees must exercise every care with the actual spending of these funds. All projected estimated expenditure should be carefully considered by the Committee in the light of possible return either momentarily or in furtherance of its charitable objects. All items which will cost money should be approved by the Committee and details of such approvals should be endorsed on the office copy of the official order issued

to cover the purchases or contracts let for goods or services to be supplied. The President and/or Secretary may be authorised generally by resolution of the Committee to incur expenditure up to a certain determined amount, say \$10, in respect of any one item.

# **7. Safeguards in connection with Games of Chance Conducted under Permit (Lotteries and Art Unions Act):**

It is apparent from inspections carried out by this Department that many charities do not comply with the provisions of Regulation 8 (j) of the Charitable Collections Act whereby all tickets and receipts used by a charity shall be recorded in the prescribed register, namely, the Register of Tickets, in accordance with or to the effect of Form "C" appended to the Regulations. All invoices in respect of the supply of tickets and receipts must have clearly shown thereon (by the printer) the commencing and concluding number of tickets, and receipts shall be kept with the records of the charity for the purposes of audit.

Regulation 8 of the Regulations relating to Bazaars and Fancy Fairs under the Lotteries and Art Unions Act prescribes that no forms or receipts or tickets shall be used other than those provided by the institution for whose benefit the function is being conducted and all unused receipt forms and tickets shall be retained and duly accounted for.

Form "C" appended to the Regulations under the Charitable Collections Act lays down the requirements for registers of tickets and is quoted hereunder for the information and guidance of Promoters and Committees:

## **REGISTER OF TICKETS**

### **Form "C"**

Book or roll numbers from ..... to .....

Denomination of tickets .....

Date received	Book or Roll Number		Signature of person to whom issued	Receipt issued	
	Commencing No. of book or roll when issued	No. of last ticket sold		Amount paid in	Remarks particularly as to disposal of unused tickets, etc.
				\$      c	No.      Date

To obviate the possibility of misappropriation, Committees of charities should note carefully the abovementioned requirements and the following instructions:

- (a) The charity (not the promoter) must purchase all tickets for any game of chance (housie, lucky number, chocolate wheels, etc.)
- (b) Such purchases must be made on the order form of the charity.
- (c) Details of the tickets purchased should be entered in the Register of Tickets.
- (d) A signature should be obtained from the Promoter of any game of chance conducted on behalf of the charity when he is issued with tickets.
- (e) Details of unused tickets should be inserted in the Register, together with the amount paid in by the Promoter and particulars of receipts issued.
- (f) Unused tickets should not be destroyed or otherwise disposed of but must be retained for inspection by Departmental Officers and may only be destroyed with the written approval of the Department and under the supervision of the Auditor, and provided that have been held for a minimum period of six months from the end of the month in which the function was held.
- (g) All tickets in a lucky number series should be sold either on the date of the first function or at the next function.

#### 8. Carnivals and Showmen:

The Department's experience is that the Committees of some charities conducting carnivals are prepared to leave the running almost entirely to the showmen.

One set of circumstances which came under notice, following an inspection by the Police will indicate the directions in which possible misappropriation and malpractice are likely to occur. A Permit under the Lotteries and Art Unions Act was issued for the conduct of the particular carnival in question, at which chocolate wheels, raffles, pick-a-box, lucky envelopes and squares were held. The application submitted by the Promoter showed that the games of chance would be hired from the showman at a rental of \$2 per night. The games of skill and riding devices were to be hired on the following basis — games \$2 per night per game; major riding devices \$50 per week; minor riding devices \$25 per week.

The Permit was issued subject to the Regulations under the Lotteries and Art Unions Act and the use of envelopes for lucky envelopes and pick-a-box which complied with Departmental requirements. (The Regulations under the Act prohibit professional showmen handling money at

such functions either from the games of chance or from games of skill, side shows or devices. Cashiers are required to be appointed by the Carnival Committee to control the takings from whatever source. Professional showmen or their associates or representatives are not permitted to act as cashiers for any part of the carnival, their activities being restricted to the maintenance and operation of the equipment.)

The Police report showed that the professional showmen were engaged in the selling of envelopes for the lucky envelopes games and for the pick-a-box. The envelopes did not comply with Departmental requirements as set out on the Permit, being of the "Brown seed" type and not bearing any identification mark or serial number.

The showman acted as cashier simply placing the money received from the sale of the envelopes in his apron or pockets. In the absence of numbers on the envelopes a proper check was obviously impossible.

It was also clear from the Police reports that the showman operated on a percentage basis generally and not on a straightout rental basis as submitted on the application. (The Department will not approve of the engagement of showmen other than on a rental basis for hire of equipment.)

The following Departmental requirements regarding the issue of permits under the Lotteries and Art Unions Act in connection with carnivals with which showmen are associated should be carefully noted by the members of Committees of Charities and by those persons acting under their authority who are delegated to control the carnivals:

1. Responsible persons (other than the showman or any other person or persons associated with him) shall be appointed by the charity to act as cashiers in connection with the carnival or function, that is in respect of each game of chance, game, device, scheme, etc.

Such cashiers shall be in charge of the takings and shall be responsible for the proper conduct of each activity. No owner of any game of chance, game, device, scheme, etc., or person acting on behalf of such owner or employee thereof, shall be permitted to handle any of such takings.

2. A ticket should be given as a receipt for all moneys received in respect of all entertainments, vide Regulation 8 of the Regulations under the Charitable Collections Act.

3. All tickets must be obtained by the charity and handed to the person responsible for each activity each day or night as the case may be.

4. The charity's Treasurer must maintain a record of all moneys taken by each representative who has charge of each activity and should issue a receipt to him as an acquittance for moneys paid in.

5. The Treasurer's records should show the commencing number and the concluding number of the roll tickets actually used during the day or night and the Treasurer should ensure that the money paid in agrees with the value of the tickets sold.
6. Each person responsible for an activity should hand to the Treasurer all moneys received.
7. Those responsible for each activity should sign for all stock received as prizes and stock not used as prizes should be returned to the stockroom each day (or night) and it will then be possible to note what stock was actually used.
8. The services of the showman (or any person associated with him or his employees) from whom the plant is hired, and those of the owner of the plant, may be availed of to maintain the equipment, but these persons should not be permitted to handle any tickets or money.
9. The charity is responsible for the keeping of the Permanent Records of all tickets issued and sold. The charity may be called upon to produce these records for Departmental inspection and to account for tickets and stock at any time.
10. The provisions of Regulation 10 under the Lotteries and Art Unions Act must be adhered to. This Regulation provides that all money taken, without deduction, must be banked not later than noon on the next banking day and that all disbursements shall be made by cheque. This applies particularly to the carnival proprietor from whom the equipment is hired. The hiring charge must not be paid in cash, but should be paid by cheque and must be presented to and approved by the Committee of the Charity.

#### 9. Collection Boxes:

Departmental investigations have revealed that some charities have failed to keep the prescribed Register of Collection Boxes and to supervise their collection box scheme satisfactorily.

The Regulations prescribe that a Register of Collection Boxes in or to the following effect shall be kept:

Form "E"

#### REGISTER OF COLLECTION BOXES

Box No.	Issued to—		Where box located	Date issued	Date returned	Amount of contents	Receipt No.	Remarks
	Name	Address						

Committees will appreciate that it is imperative that a Register of the above type be kept in order to avoid any possibility of misappropriation. Furthermore, some charities have been lax in arranging for regular clearances to be made from boxes at various points, such as shops. Loose methods at this stage are likely to bring the organisation into discredit.

One particular charity has an arrangement with a private company in connection with the sale of an item of food in places of public refreshment, a percentage of the proceeds to go to the company after collection of the gross proceeds on the spot by the officer of the charity. As time went on a practice developed whereby the company itself collected the moneys donated and paid out a percentage to the charity. This instance is given to show that all types of appeals for support or arrangements involving collection of moneys for the purpose of assisting charities require the closest supervision by Committees.

#### **10. Record of Assets:**

The attention of all Committees is drawn to the terms of Regulation 8 (f) concerning records of assets, which reads as follows:

"Where a charity is possessed of assets other than cash in hand or at Bank, and the existence of such assets is not recorded in the books of account, then in every such case a register of assets shall be kept in or to the effect of Schedule 1 to these Regulations."

All office furniture, typewriters and other items of plant and furniture when purchased should be numbered for later identification and the number and description shown in the register of assets. Again this should be the subject of regular stock checks.

Failure to keep a proper record of assets not only represents maladministration and a breach of the Regulations, but can lead to misappropriation, particularly when office-bearers change frequently.

#### **11. Receipt of Moneys Through the Post:**

An inspection of one charity revealed the following procedure to be in operation in connection with the receipt of moneys through the post. Appeals letters were sent out with a printed envelope for the return, the envelope being marked with appropriate symbols to show to which type of appeal their contents related. When the envelopes were received at the organisation's Main Office they were immediately sent to the Appeals Room in another part of the building for opening and recording of the amounts received in a Remittance Book. The Executive Officer signed all letters of acknowledgment, with which was transmitted the printed receipt.

It would have been possible for an unscrupulous employee in the Appeals Room to have received cash transmitted through the post and to destroy the donor's letter. To avoid any possibility of malpractice or fraud,

arrangements were made by the Department for all mail to be opened in the Main Office under the Executive Officer's supervision and immediately recorded in the Remittance Book. This Book, together with all remittances, should be handed to the officer preparing receipts, and the receipt number endorsed against the details shown. It should be checked by the Executive Officer from time to time.

**12. Printing of Programmes, Publications, etc., on behalf of Charities.  
Sale of Advertising Space.**

It has previously been pointed out to Committees by means of the printed pamphlet of instructions, or roneo No. C39 that they should exercise the greatest care with regard to sanctions in connection with collections for the publication of any book, pamphlet, newspaper, programme, ticket or other publication for the charity.

Instances have come under the notice of this Department of attempts being made to impose on the public by persons claiming to be acting on behalf of well-known charities. The method adopted by operators has been to offer to supply printed programmes, pamphlets, etc., without any cost, or at reduced cost, to the organisers of charity appeals and then to approach various business people, inviting them to purchase advertising space which they were led to believe would be for the benefit of the charity concerned. Actually, however, the whole of the money paid for the advertisements, has in some instances been retained by the operator and the only assistance which the charity has received has been the supply of a number of programmes or pamphlets.

The Department has encountered cases where a private company supplying programmes or publications has sent out circulars on paper printed in the same style as the charity's letterhead and has also used account forms and receipt books so printed. This is undesirable, as tending to suggest to the advertiser that his money is going to the charity, and Committees should be especially on the alert to avoid becoming involved in arrangements which include such practices.

**13. Art Unions:**

The Promoter of One Art Union conducted Lucky Envelope games without authority from this Department. The Art Union was not receiving public support and it appeared certain that it would fail to return the statutory minimum percentage profit of 40% of the gross income as required by Section 5 (1A)(a) of the Lotteries and Art Unions Act. The proceeds of these illegal Lucky Envelope competitions were used to purchase tickets in the Art Union in the name of the Promoter and two members of the Art Union Committee.

Fortunately, the irregularities were detected and the drawing docket of the tickets involved were withdrawn prior to the drawing of the Art Union.

In another case the Ticket-seller sold a large number of tickets in an Art Union and diverted the proceeds to his own use. The butts of the tickets

were discovered in a suitcase which was owned by the seller. After certain action had been taken by the Department and the Art Union Committee, the moneys involved were returned to the Charity.

In many instances it has been noted that Art Union Committees have failed to maintain the proper records as prescribed in Schedule 3 of the Regulations under the Act. The cost of these books and forms of account as supplied by the Government Printer is small and would often be less than for those used by some Committees which purchase books, etc., from retail firms.

Art Union Committees are requested to ensure that all books and tickets are accounted for when received from the printer.

The Committees of some Art Unions have failed to secure signatures and names and addresses of ticket-sellers and, as a consequence, difficulties have been experienced in locating the seller and proving that he actually received the books. Proper checks should be made of all books of tickets as returned by sellers.

#### 14. General:

For the information of Committee's, portion of the section of the pamphlet of instructions dealing with appeals for support is repeated:

"The committee of a charity . . . . . should closely supervise all appeals for support and the operations of persons conducting them. Careful inquiries are made concerning the personnel of committees before registration under the Act is accorded and the greatest care should be exercised by your Committee to ensure that persons who are authorised to make appeals are of good repute, so that their activities do not bring discredit on the charity. In this regard special attention should be given to any testimonials tendered by persons seeking employment as collectors, etc., and any necessary inquiries instituted before engaging their services".

Charities are urged to disclose confidentially to the Department their experience of employees or others who have demonstrated that their employment is inimical to the best interests of the Charities.

M 4281

V. C. N. Blight, Government Printer, New South Wales - 1972