

	RSLWA	DEPARTMENT: Sub-Branch Committee
<i>Procedure</i>	Poppy Appeal Financial Statement	
<i>Responsibility Of</i>	Treasurer	
<i>Links To</i>	Poppy Appeal	
<i>Document Version</i>	V1-010519	

The Poppy Appeal is held annually, prior to Remembrance Day. The date is advised by RSL WA State Branch.

Funds raised at the Poppy Appeal are divided equally (50/50) between the Sub-Branch (Welfare Account) and the WA Aged Sailors Soldiers and Airmen's Relief Fund Trust (WAASSARFT) through RSLWA.

All Sub-Branches are encouraged to participate in the Poppy Appeal.

Poppy Appeal merchandise (stickers, badges, containers etc) can be purchased from State Branch online store prior to the Appeal.

The cost of these is paid for by the Sub-Branch. Merchandise will need to be paid for at the time of order placement.

The amount collected by the Sub-Branch must be reported back to State Branch via an online Financial Statement form, within 14 days of the Appeal.

State Branch has an obligation to the Department of Mines, Industry Regulation and Safety (DMIRS) to report all money collected and all expenses incurred in the collection of the money in WA, within 30 days of the collection.

Poppy Appeal Financial Statement

- A. Enter the Total Amount collected
- B. Enter the Cost of Merchandise purchased for the Poppy Appeal
- C. The form is set up to automatically calculate the NET collection amount (Income less Expenses)
- D. The form will automatically calculate 50% of C, which is the amount the Sub-Branch keeps and deposits into its Welfare Account
- E. The form will automatically calculate the remaining 50%, which is the amount the Sub-Branch remits to State Branch on behalf of WAASSARF

Select the Payment Method the Sub-Branch will use to pay this amount to the State Branch and make payment. Complete the Certification section.

Submission to State Branch

The completed Financial Statement is submitted electronically to the Accounts team at State Branch.

- The form is automatically emailed to RSL WA after you hit 'Submit'. There is no need to send in the original to State Branch.
- You will automatically receive a copy of the completed form via email after you hit 'Submit' and this should be retained with your Sub-Branch financial records.