

Approved club Secretary's statement and declaration

Liquor & Gaming NSW


Before you complete this form

What this form is for




This declaration must be signed by the club's Secretary/Manager when claiming donations and expenditure made towards community development and support projects and services as eligible for rebate under the ClubGRANTS Scheme for a specific club gaming tax year.

A club lists the donations and expenditure made towards specific community development and support projects and services as eligible under the ClubGRANTS Scheme for a specific club gaming tax year.

How to lodge this form

-  To be uploaded as part of your ClubGRANTS returns in the Liquor & Gaming NSW ClubGRANTS Portal.

Need more information?

-  liquorandgaming.nsw.gov.au
 assurance.integrity@liquorandgaming.nsw.gov.au
 1300 024 720

Declaration

I,

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

of (street address)

Suburb/town/city

State

Postcode

do solemnly and sincerely declare as follows:

1. I am the approved Secretary of the following club

Name of Club

Premises number

Street address

Suburb/town/city

State

Postcode

2. My contact details are

Daytime phone

Email

3. In the tax year ended 31 August the Club;

- (a) made donations to specific Community Welfare, Community Development, Social Services and Employment Assistance activities as set out on the attached Category 1 listing;
- (b) made donations to other ClubGRANTS activities as set out on the attached Category 2 listings.
- 4. The club holds documents, as tabled at each Board meeting at which the Directors approved donations, which provide satisfactory evidence of the donations made and the category classification to which each belongs.
- 5. Each recipient of a donation has undertaken to provide to the club a written report confirming the purpose or project to which the expenditure was applied.
- 6. The club has not made any donation in this tax year to any previous recipient who/which has failed to provide a report on any previous donation.
- 7. The club agrees to maintain appropriate records relating to the ClubGRANTS scheme in accordance with the audit guidelines issued by the Independent Liquor & Gaming Authority.
- 8. A signed copy of this document will be held by the club for the next five years.
- 9. The club agrees that any of the information submitted may be made publicly available and has made every attempt to publicise the programs, projects or services for which funding has been provided by the club.
- 10. The club agrees that all information submitted is correct and acknowledges that penalties apply for supplying false or misleading information, pursuant to section 36 of the *Gaming and Liquor Administration Act 2007*.

Note: Penalties may be imposed for providing false or misleading information.

Approved Secretary's Statement

Yes, I confirm the Club has governance measures in place to appropriately administer the ClubGRANTS scheme; and confirm the above information is correct and I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900 (NSW)*.

Declared at

in the state of New South Wales on

Date

before me:

Justice of the Peace name

Justice of the Peace number

Signature of Justice of the Peace

Date

Signature of approved Secretary

Date