



## Registered Clubs Act

### IMPORTANT INFORMATION FOR CLUB MEMBERS

This club is by law required to keep a register containing information that relates to the management and financial administration of the club including:

1. A list of disclosures, declarations and returns made by the governing body and employees of the club.
2. The salary bands of the club's top executives.
3. Details of the overseas travel made by the governing body and employees of the club.
4. Details of loans given by the club to employees.
5. Details of certain contracts executed by the club.
6. Salary details of club employees who are close relatives of a member of the club's governing body or a top executive.
7. Details of the payments made by the club for consultant services.
8. Details of legal settlements made by the club with a member of the governing body or an employee of the club.
9. Details of legal fees paid by the club for a member of the governing body or an employee of the club.
10. The club's annual gaming machine profit.
11. The amount applied by the club to community development and support.

AND

The club must prepare quarterly financial statements for the governing body that incorporate:

1. The club's profit and loss accounts and trading accounts for the quarter, and
2. A balance sheet as at the end of the quarter.

**Members may view the register or the financial statements or receive a copy of the financial statements by written request to the club.**

*Director of Liquor and Gaming*

## Reporting requirements

### Also in this section

- Accountability and Governance Requirements for clubs
- Disposal of Core Property
- Definition of Top Executive
- Legislation Guidelines
- Registered Clubs Amendment Act

### Financial reports

Clubs are now required to compile balance sheets and detailed loss and profit and trading accounts on a quarterly basis, and provide that information to its governing body.

Those statements must also be made available to club members at the club premises, and a notice indicating the availability of the information is to be displayed on a club's noticeboard and a club's website (when a website is maintained) in a [form approved by the Director](#). The statements must also be made available to the Director on request

This requirement will replace existing sections 37, 37A, 38(1) and 40 of the Act, which will be omitted or amended. The current clause 50 of the regulation will also be deleted. The new requirements are found in clause 47H of the regulation.

## Reporting to club members

The reporting requirements in section 41H(1) of the Act have been transferred to clause 47HA of the regulation, but the matters that must be reported are unchanged. So that members can easily access this information, the following requirements apply:

- The information is to be kept in a register in a [form approved by the Director](#).
- The information must be available to club members at the club premises and a copy provided to members in response to a written request.
- The information must be made available to the Director on request.

In addition, a notice indicating the availability of the information at the club or on written request is to be displayed on a club's noticeboard and a club's website (when a website is maintained) in a form approved by the Director.

## Financial reports and information for club members

### Q&As

**Q.** How should a club make the required financial information available to members?

**A.** The required financial reports and other information should be kept on club premises. Arrangement should be made so that there is a location where club members can easily view that information. The information should also be kept in a form that will allow for a club to respond quickly to any written request for a copy of the information.

**Q.** How soon after a club receives a written request for a copy of the financial statements from a club member or the Director must they be provided?

**A.** There are no specific requirements for how soon the information is to be provided, but the information should be provided as soon as possible.

**Q.** How soon after the new reporting requirements commence must a club ensure that it complies fully?

**A.** A club will not be expected to achieve full compliance until the end of the club's first full financial year after the commencement of the new requirements.