

To	CDSE Local Committee Convenors
From	Diana Withnall, ClubsNSW CDSE Coordinator
Subject	End of CDSE Year Details
Date	5 August 2009

End of CDSE Year

As you would be aware, the end of the CDSE year is the 31 August. Clubs' funding decisions should be finalised and all cheques should be cleared by this date. Local Committee convenors should complete a Certificate of Attendance and forward copies to all participating clubs. A pdf and Word version of the form is available from the ClubsNSW website, www.clubsnsw.com.au, by following the forms and templates link in the CDSE section of the web site or by clicking [here](#).

The forms on the ClubsNSW website are in Word 2003 format. If you have any difficulty accessing these please contact ClubsNSW.

Below is a summary of the upcoming deadlines:

Task	Responsibility	Deadline
Clubs to hand over funds to all recipients	Clubs	31 August
Clubs provided with certificate of attendance by Local Committee	Local Committee Chair / Convenor	31 August
Clubs complete online CDSE return, keeping a signed copy of the Approved Secretary's Declaration and a copy of their certificate of attendance	Clubs	7 September

Clubs Reporting Requirements

At the end of the CDSE year, clubs should provide a written report to their CDSE local committee containing the following:

- a list of funding recipients and amounts of funding for each Category 1 project;
- indication of whether the club's Category 1 allocations were in line with the local community priorities identified by the local committee;
- evidence and/or a written explanation to indicate how their Category 1 projects are aligned with the local community service priorities identified by the local committee; and
- notification of any long-term or pre-existing Category 1 commitments to organisations and information on these commitments.

Clubs should keep all CDSE records on the club premises. Important records include completed application forms, the local committee certificate of attendance and letters of offer sent to recipient organisations. Clubs also need to keep a signed copy of their printed electronic return along with the Approved Secretary's declaration that has been signed by a Justice of the Peace.

DISCLAIMER

This Newsletter contains information and advice to assist CDSE Convenors and Local Committee delegates in the establishment and operation of their Local Committees. Where, and if, advice is interpreted as being inconsistent with the CDSE Guidelines approved by the Minister for Gaming and Racing, the Guidelines shall prevail.

Diana Withnall
CDSE Coordinator
ClubsNSW
02 9268 3057
0417 024 158
dwithnall@clubsnsw.com.au