



Circular 3816

Released February 2024

To: Club Presidents & Directors of Finance
From: Phil Ayres – Chief Operating Officer
Date: 1 February 2024
Pages: 2
Subject: Charitable Fundraising Number (CFN)

Dear Club Presidents & Treasurers,

As you would be aware as Charities in NSW, entities wishing to fundraise must obtain a Charitable Fundraising Number/Authority (CFN) from the NSW Department of Fair Trading. This authority is in addition to a charity being registered with the ACNC.

Since this requirement came into place many years ago, SLSNSW has held the CFN for all Clubs and Branches under the SLSNSW authority, ie listing each Club and Branch as a 'Branch' or 'subsidiary' under the CFN Regulations.

Recently, there has been further refinement of legislation and policy across the country related to Charities and operating responsibilities around charitable activities. These changes would mean additional reporting requirements by clubs to SLSNSW around fundraising activities, expenses and confirmation of activities being undertaken throughout the year. The SLSNSW Board sees this additional reporting would be a significant impost to clubs, who would otherwise be able to report through existing reporting requirements with the ACNC. In reviewing this, the SLSNSW Board has determined it is no longer appropriate for SLSNSW to hold the CFN for all clubs and branches, and instead it is now more appropriate for each entity to apply for and hold its own CFN.

Action Required by all Clubs and Branches:

The SLSNSW CFN falls due for renewal in early May 2024, and at that time we will be reapplying for the state body only. Therefore, between now and **Friday 19th April**, each club and branch will be required to apply for a CFN independently.

The process is very simple, and as an ACNC registered charity, all entities are effectively 'pre-approved' for an CFN by the NSW Department of Fair Trading. There is no charge for a CFN application. As an ACNC registered entity, clubs and Branches will not be required to provide any further compliance information as this is included in your annual AIS lodgement. Registration is for five (5) years, upon which time clubs will be required to renew.

Clubs can either apply on-line where the club has a MyServiceNSW Account/log-in:
<https://www.service.nsw.gov.au/transaction/apply-charitable-fundraising-authority>

or via a paper form:



<https://www.nsw.gov.au/sites/default/files/2022-12/fairtrading-charitable-fundraising-application-form-cf.pdf>

When completing the application form there are some key areas to be aware of:

- Part C - auditors. Please read the note carefully, as in some instances clubs do not require an auditor. Please note this on the form in the auditor experience section.
- Part D – Details of Fundraising Appeal
 - Please also note the question on **Traders**. Most clubs would not be using a Trader to undertake fundraising on their behalf, but where this does occur, the section will need completing (this does not include using club members to sell raffle tickets etc).
 - Please note the question on **Branches, Auxiliaries or Subsidiaries**. Most Clubs will not be required to register branches, auxiliaries or subsidiaries. However, there may be cases where a club does have an auxiliary which is separately incorporated but operates very closely with the club (for example the old ‘Ladies Auxiliary’ structures), or a foundation. If this is the case you will need to complete this section, which effectively ties that entity to the club, thus making the club responsible for any fundraising activities that ‘branch’ undertakes.

Once completed and you receive a confirmation of your club/branch’s CFN, please send this to your Branch Administrator for uploading into your SLSNSW club file.

Branch	Contact	email
Far Nth Coast	Aaron Ryan	aryan@surflifesaving.com.au
Nth Coast	Nicole Slater	nslater@surflifesaving.com.au
Mid North Coast	Leanne Hatherly	lhatherly@surflifesaving.com.au
Lower North Coast	Sara Snart	Ssnart@surflifesaving.com.au
Hunter	Sarah Findlay	sfindlay@surflifesaving.com.au
Central Coast	Julia Skinner	jskinner@surflifesaving.com.au
Sydney Northern Beaches	Jen Huston	Jenny@surflifesaving.net.au
Sydney	Linda Perrin	lperrin@surflifesavingsydney.com.au
Illawarra	Ash Wilkinson	awilkinson@surflifesaving.com.au
South Coast	Steve Jones	ScPresident@southcoastbranch.com.au
Far South Coast	Vikki Marshall	vmarshall@surflifesaving.com.au

Please contact either myself or Jenni Darwin if you have any questions or would like to discuss any aspects of completing the application form.

Yours Sincerely,

Phil Ayres
Chief Operating Officer
Surf Life Saving NSW