

# CIRCULAR

No: 14/2023  
Date: 02 July 2023  
To: Districts, Zones & Clubs  
Re: 2023-24 Affiliation fee invoices



Dear Clubs, Zones and Districts,

On Saturday 1 July, affiliation invoices were issued by Bowls NSW for the 2023-24 season.

These invoices were issued via email, and through our accounting platform called 'Xero'. Bowls NSW has changed from using MYOB as an accounting platform and wanted to inform you of this change and to expect these invoices to come from the Xero system.

We would also like to inform you that the Bowls NSW bank account details have recently been updated to a NAB account ending xxx097. This change is outlined in the invoice, and we wanted to ensure this message is received by all.

A few additional points:

- In line with section 4 of the Bowls NSW Regulations, affiliation fees are due within 30 days of being issued. For the avoidance of doubt, this will be the 30<sup>th</sup> of July 2023.
  - o Please refer to our Bowls NSW regulations [here](#).
- Bowls NSW issues one (1) single invoice per club. We do not issue invoices for separate men's or women's clubs under the one club banner.
- We have not and will not provide advice regarding what fee should be charged to internal men's or women's sub-clubs, this is a Club Management decision. Our best practice guidelines would be to divide the total fee, by the total number of men's and women's members at a club and apportion accordingly.
- Bowls NSW continues to charge a "fixed fee" per club. Clubs asking us for membership numbers in relation to how this fee is set, is now irrelevant due to the change from the capitation model to a fixed-fee model.

I understand that change isn't always welcome, and we have had a lot of change over the past 18-24 months. I can assure you that these changes to our accounting system and bank accounts were necessary and actioned with the focus of streamlining our services and driving administrative efficiencies. I and we appreciate your support as we continue to work through the processes of future-proofing our sport.

Kind regards,

A handwritten signature in black ink, appearing to read 'Tim Rowe'.

Tim Rowe  
CEO

Bowls New South Wales Ltd



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