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25 January 2008

**TO: DISTRICT SECRETARIES
EXECUTIVE MEMBERS**

CIRCULAR 02/2008

AFFILIATION AND SUBSCRIPTION RETURNS

Attached to this circular are the following documents:

1. Return of General Information
2. Confirmation of Affiliated Clubs
3. Breakdown of Pro-rata Affiliation Fees for 2008

Items 1 and 2 are to be completed and signed by the District Secretary and returned to Bowls South Africa office by fax or email no later than **15 February 2008**. These are statutory documents required for audit purposes and for compilation of the Annual Report.

It is important that any discrepancies between the database figures as at 31 December 2007 and the figures your returns indicate are accompanied by a detailed official explanation for audit purposes. Our auditors may need to verify this information with you.

It is important to note also that affiliations fees are due and payable by **31 January 2008**.

Membership cards based on the database information as at 31 December 2007 are currently being printed and will be distributed to Districts as soon as the office receives same. Thereafter each month's additional numbers will be invoiced to Districts according to the attached schedule. Districts will then invoice their clubs accordingly. It is imperative that everyone strives to make this system work, by maintaining their databases continuously. Entrants in all Bowls South Africa Tournaments will be scrutinized for valid Bowls SA numbers. Non-affiliated members will not be allowed to participate.

**Debbie James
Financial Administrator**

Executive Committee:

President: Piet Breitenbach, *Vice President:* Debra Ferguson

Members: Allan Freeman, Kallie Haupt, Tys Pringle, Isabel Smith