

## COMPLETION OF POPPY TRUST FUND STATEMENTS

- Title Line:** For the year = 1 OCT 2016 – 30 SEP 2017  
Branch = Branch number  
Command = Ontario (05)  
Completed = Date you completed the statement (day, month, year)
- Section A** Year = 2016  
Amount = the closing balance from your previous year's report which is also the same as your Poppy account. (Please use this balance otherwise report will be incorrect).
- Section B** Income from campaign and all other sources = the sum of all monies credited to the Poppy account.
- Section C** The total of Boxes A & B.
- Section D** **D1** = Amount of money paid to Command for Poppies and wreaths.  
**D2** = Amount of money paid to Command for promotional material such as church programs, manuals, receipt books, canvassing trays, counter top boxes, etc.  
**D3** = Stamps for campaign.  
**D4** = Advertising in local paper including Campaign Results.  
**D5** = All other local expenses **with a breakdown attached for campaign**. This would include stationery, envelopes, bank charges, coin wrappers, etc.  
**D6** = The total of D1, D2, D3, D4 and D5
- Section E** **E1** = Amount of money paid for the benefit of veterans or dependents. Veterans Comforts, (monies are usually paid to third parties for glasses, dentures, medical devices), Service Officer mileage, advertising of Service Bureau Officer visit, postage (non campaign related), accounting, audits, Poppy & Service Officer Seminar expenses.  
**E2** = Amount of bursaries either paid out directly or via Command's Bursary Fund.  
**E3** = Amount of donations entered here are the "special use" expenditures as authorized in Section 1104 of the General By-Laws and 403 of the Poppy Manual including Hospital Trust, Charitable Foundation, Command Poppy Fund. **The list of donations should be filled in on the Poppy Trust Fund Breakdown Sheet.**  
**E4** = **LEAVE BLANK – NOT APPLICABLE FOR ONTARIO COMMAND.**  
**E5** = Prizes for literary and poster contests for Youth Education.  
**E6** = The total of E1, E2, E3 and E5.
- Section F** **Box F** = The total of box D6 and E6.
- Section G** Year = 2017  
**Box G** Represents the **balance in the Poppy Trust Fund** account as at Sep. 30th, 2017 and is calculated by subtracting the amount in Box F from the amount in Box C.
- Section H** **Box H** Represents the amount of Poppy Trust Fund Investments as at Sept 30<sup>th</sup>, 2017.
- Section I** **Box I** Represents the **FINAL TOTAL BALANCE** of **ALL** Poppy Trust Funds as at Sept 30th,
- Certification** 2017 . The Statement is to be signed by the Poppy Chairman and the Branch President.

**Mail the report to the Zone Poppy Chair as soon as possible after 30 September, 2017. The Statement must be received by the Zone Poppy Chair no later than 31 October, 2017.**

**If you have questions please don't hesitate to call or contact your Zone Poppy Chairman.**