Zone Poppy Report Checklist

The following checklist is designed to assist the Branch Poppy Chairman in preparation for the Branch Status Report.

2 Weeks Prior to the Yearend be prepared to respond or provide specifics -

Is there a separate Poppy Trust Account? Yes___No _

Is it **registered** with Revenue Canada? Yes___No _____

Is a monthly Poppy financial statement made available to the Members? Printed [ ] Verbal [ ]

Yes ____ No ___

How are expenditures approved? ____

Is the Poppy Trust Account held in a different **Financial Institution** than the General Account?

Yes__ No _____

Current Poppy Trust Account Balance $______________________

Are Financial Reviews done regularly? _______ Yes ______ No

Records that are mandatory –

- ☐ Ledger/Balance Sheet/September 30th Bank Statement
- ☐ Retention - Records held at Branch -7 years + current year (if Fund is not registered; 10 years + current year (if Fund is registered).

Note: Once the Reports are completed, copies will be provided to the Zone Poppy Chairmen for their review/action.

The District Poppy Chairmen will forward a copy of the Reports to Ontario Command and the District Commander is to be included with yearend Branch Reports.

June 2019