DATE OF INSPECTION:_____

ONTARIO COMMAND

ANNUAL BRANCH INSPECTION REPORT

DISTRICT/ZONE_____**BRANCH NO:** _____**LOCATION/TOWN:** _____

ASSISTANCE REQUIRED? ☐ **YES** ☐ **NO** If yes state reasons in Zone Commander comments

INSPECTION OCCURED AT: ☐ **General Meeting** ☐ **Executive Meeting** ☐ **Other**

BRANCH OPERATION

1. Are Branch Premises ☐ Owned ☐ Leased
2. Are Renovations planned? If yes give details in Zone Commander comments _____
3. **Insurance Company Name: _____Policy# _____

   Expiry Date: _____ (attach copy of schedule of coverages page ONLY)
4. Directors and Officers Liability Insurance - (if separate Policy) Expiry Date: _____
5. Municipal Tax Exemption ☐ Yes ☐ No Expiry Date: _____
6. Education Tax Exemption ☐ Yes ☐ No Expiry Date: _____
7. Liquor Licence ☐ Yes ☐ No Expiry Date: _____
8. Per Capita Tax paid up to date ☐ Yes ☐ No
9. Does Branch receive lease income ☐ Yes ☐ No If yes – monthly amount $_____
10. Does Branch have a Ladies Auxiliary ☐ Yes ☐ No
    If yes is relationship good? ☐ Yes ☐ No Comments: _____
    _____

BRANCH GOVERNANCE

11. Branch Regulations ☐ Yes ☐ No Date last certified: _____
12. Term of Office ☐ 1 year ☐ 2 years

BRANCH # _____

13. Are all Standing Committee Chairmanships filled? ☐ Yes ☐ No. Explain in Zone Commanders' comments

14. Did you examine the Minute Books for General and Executive Meetings ☐ Yes ☐ No
If no explain why not in Zone Commander's comments

15. Are Minutes signed and motions properly recorded ☐ Yes ☐ No

16. Was Meeting conducted according to Legion procedures ☐ Yes ☐ No
If no explain in Zone Commander's Comments:

BRANCH FINANCES

17. **Did you receive copies of the **Reviewed Year-End Financial Statements**
☐ Yes ☐ No

18. **Were financial statements certified by the Financial Review Committee ☐ Yes ☐ No

19. Is a physical inventory done at least monthly ☐ Yes ☐ No If not, explain in Zone Commander's Comments

20. How often does the Branch Financial Review Committee meet? _____

21. General Account Bank Balance as at May 31st Year End $ _____

22. General Account Bank Balance at time of visit: $ _____

23. How often are Bank reconciliations done? _____ By whom? _____

24. **Attach copies of current year-to-date Financial Statements to month end prior to visit
Balance Sheet and Income & Expense (P&L) All Branch accounts except Poppy

25. Is a monthly financial statement made available to members ☐ Yes ☐ No
☐ verbal ☐ printed

26. Are expenditures approved by the membership according to Branch Regulations
☐ Yes ☐ No

27. Does the branch have financial investments? ☐ Yes ☐ No

State investment amount(s) _____

28. Petty Cash Amount $_____ Bar floats amount $ _____

BRANCH # _____

LIABILITIES

29. Total Accounts payable amount at time of visit $_____

30. Monthly mortgage amount if applicable $ _____

31. Active Line of Credit ☐ Yes ☐ No amount owing $ _____

32. Loans payable ☐ Yes ☐ No amount owing $ _____

33. Does the Branch have any long-term debts ☐ Yes ☐ No
If yes state total amount $ _____

34. *HST ☐ WSIB ☐ SOURCE DEDUCTIONS ☐
paid up to date ☐ Yes ☐ No

35. Are all loans approved by Ontario Command ☐ Yes ☐ No

LOTTERIES

36. Does the Branch sell Break Open Tickets (BOT) ☐ Yes ☐ No

37. Does the Branch conduct Raffles ☐ Yes ☐ No

38. Does the Branch hold Bingos ☐ Yes ☐ No

39. Does the Branch take Municipal approved eligible use percentage more than 2%
☐ Yes ☐ No If yes state percentage amount _____ %

40. Is a monthly financial statement made available to members ☐ Yes ☐ No
☐ verbal ☐ printed

41. Are expenditures approved by the membership ☐ Yes ☐ No

42. Current Lottery Trust Account Balance
BOT $_____
RAFFLE $_____
BINGO $_____

EMPLOYEES

43. Does the Branch have paid employees ☐ Yes ☐ No

☐ Full Time ☐ Part Time ☐ Elect to Work ☐ Contracted

BRANCH # _____

44. Are employees represented by a Union ☐ Yes ☐ No if yes - which Union:_____

45. Are employees covered by WSIB ☐ Yes ☐ No Rate per $100 of payroll: _____

46. Does the Branch have written employment policy ☐ Yes ☐ No

47. Are employees given written Job Descriptions ☐ Yes ☐ No

48. Is there a written progressive discipline procedure ☐ Yes ☐ No

49. Is the current Employment Standards Act available to employees & Executive ☐ Yes ☐ No

50. Is the current Human Rights Act available and Ontario Command Policy posted ☐ Yes ☐ No

51. State any current concerns with paid employees_____
_____

ZONE COMMANDER'S COMMENTS

_____

_____

_____

_____

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Print Name: _____Zone_____Signature_____

Date sent to District Commander _____

If Branch requires Advisory Assistance send copy to District Commander and Ontario Command as soon as completed.

BRANCH # _____

DISTRICT COMMANDER'S COMMENTS

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Print Name: _____District_____Signature_____

Date sent to Ontario Command: _____

Send Copy to Branch Secretary after Zone and District Commander comments completed and include reasons for Advisory Assistance recommended if applicable.

*** By signing this report Zone Commanders are verifying they have seen these documents and everything is in order.**

**** attach copies of these documents**

BRANCH # _____