Poppy Inspection Checklist

The following checklist is designed to assist the Branch Poppy Chairman in preparation for the Annual Inspection with the Zone Commander or his/her Representative.

2 Weeks Prior to the ANNUAL INSPECTION:

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? ______________________________________________________________________
Did you examine the ledger for this account? (both deposits and expenditures) Yes ___ No ___
Is the Poppy Trust Account held in a different Financial Institution than the General Account? Yes ___ No ___
Current Poppy Trust Account Balance $________________________

The following will be personally verified by the Zone Commander or his/her Representative -

☐ Ledger entries and Bank Statement entries match. Ledger and Bank Statements will be checked together.
☐ Address on Bank Statements is a Branch Address not a Home Address
☐ Bank Statements are complete. The last page shows cancelled cheques
☐ Cancelled cheques are properly made out

Records mandatory for inspection –

☐ Ledger
☐ Cheque Book(s)/Cheque Stubs/Deposit Books
☐ Veteran Affairs/Branch Service Officer requests for monetary assistance for a Veteran or dependent
☐ Final Expense Report/Invoices from Poppy Chairman, Branch Service Officer, Youth Education Chairman etc.
  when a cheque has been issued in their name (payee)
  ☐ If there was an over-payment, reimbursement cheque was deposited to Poppy Trust Fund Account
☐ Special Use Forms
☐ Minutes of Poppy Trust Fund Committee
  ☐ Minutes signed, with motions properly recorded
☐ Records held at Branch -7 years + current year (if Fund is not registered; 10 years + current year (if Fund is registered).

Note: Once the Inspection is completed, copies will be provided to the District Poppy chairmen for review/action.
The District Poppy Chairmen will forward a copy of the Inspection to Ontario Command and District Commander to be included with yearend Branch Inspection.

June 2019