

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.