



Poppy Inspection Checklist

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

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 to be included in the Reports being sent to the Zone Poppy Chairman for review.
- 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, they 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.