Legion
ONTARIO COMMAND

Poppy Inspection Checklist

The following checklist is designed to assist the Branch Poppy Chairman in preparation for the Branch Status Report and Year End Reporting. This is for the Branch to use only, do not include with your Year End.

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

Is there a separate Poppy Trust Fund 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 (Sept 30th) $________________________

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).

<u>Note:</u> Once the Reports are completed, they will be provided to the Zone Poppy Chairman for their review/action.

<u>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.</u>

June 2021