



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 (Dec 31st) \$ _____

Are Financial Reviews done regularly? _____ Yes _____ No

Records that are mandatory –

- Ledger**/Balance Sheet December 31st 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 Chairman 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.