

COMPLETION OF POPPY TRUST FUND STATUS REPORT

- Title Line:** For the year = 1 JAN 2023 - 31 DEC 2023
Branch = Branch Number
Command = Ontario (05)
Completed = Date you completed the statement (day, month, year)
- Section A** Year= 2023
Amount= the closing balance from your previous year's report which is also the same as your Poppy account. (Please use this balance otherwise report will be incorrect).
- Section B** Income from campaign and all other sources = the sum of all monies credited to the Poppy account.
- Section C** The total of Boxes A & B.
- Section D** **D1** = Amount of money paid to Command for Poppies and wreaths.
D2 = Amount of money paid to Command for promotional material such as church programs, manuals, receipt books, canvassing trays, countertop boxes, etc.
D3 = Stamps related to the campaign.
D4 = Advertising in local paper and Costs associated with the Campaign
D5 = All other local expenses **with the breakdown attached**. This would include stationery, coin wrappers, light lunch for campaign volunteers etc. In effect it is every debit to the Poppy Fund, which is not covered by Boxes D1, D2, D3, D4, E1, E2 & E3
D6 = The total of D1, D2, D3, D4 and D5
- Section E** **E1** = Amount of money paid for the benefit of veterans or dependants. These monies are usually paid to third parties for glasses, dentures, medical devices, heating oil, etc. Also include accounting and yearend costs and Service Officer Expenses. (Breakdown Sheet) Seek assistance from your Provincial Service Officer.
E2 = Amount of bursaries either paid out directly or via Command's Bursary Fund.
E3 = Amount of donations entered here are the "Special Use" expenditures as authorized in the current Poppy Manual. **A list of donations is to be attached to the statement (Breakdown Sheet)**
E4 = **LEAVE BLANK-NOT APPLICABLE FOR ONTARIO COMMAND.**
E5 = Prizes or donations to Youth Ed Programs for Literary and Poster contests only.
E6 = The total of E1, E2, E3 and E5.
- Section F** **Box F** = The total of box D6 and E6.
Year = 2023
- Section G** **Box G** = Represents the **balance in the Poppy Trust Fund account** as at Dec. 31st, 2023 and is calculated by subtracting the amount in Box F from the amount in Box C
- Section H** **Box H** = Represents the amount of Poppy Trust Fund Investments as at Dec. 31st, 2023.
- Section I** **Box I** = Represents the **FINAL TOTAL BALANCE of ALL** Poppy Trust Funds as at Dec. 31st, 2023.
- Certification** The Statement is to be signed by the Poppy Chair and the Branch President.
A copy of the Report must be sent to the Zone Poppy Chair as soon as possible after 31, December, 2023.
- If you have questions, please don't hesitate to call or contact your Zone Poppy Chair.**