Poppy Inspection Checklist

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

Poppy Trust Account Balance (Dec 31) $____

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 Chair for review.
- ☐ Retention – Records held at Branch for 10 years plus current year if Fund is Registered (if Fund is not registered 7 years plus current year) General Ledger, Financial Statements and Minutes are retained permanently

Note: Once the Reports are complete, they will be provided to the Zone Poppy Chair for their review /action.

The District Poppy Chair will forward a copy of the Reports to Ontario Command and the District Commander is to be included with yearend Branch Reports.

July 2023