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Each Branch of Ontario Command will prepare and submit a Year End Poppy Trust Report and the required paperwork to the Zone Poppy Chair as soon after December 31<sup>st</sup> as possible.

### **Procedure**

The Branch Poppy Chair will gather the required information to produce the Branch Poppy Report. The completed Report will be forwarded to the Zone Poppy Chair promptly and correctly. The Branch Poppy Chair shall maintain a copy of all information at the Branch, to include BSR, Poppy Breakdown Sheet, the Branch Year End Poppy Report, and any corresponding information.

The Zone Poppy Chair shall review all Branch Poppy Reports ensuring they are correct and in good order and then forward the Branch Reports to the District Poppy Chair.

The District Poppy Chair shall review all Branch Reports then forward the completed Reports to the Provincial Command office.

The documents will be required to be sent to Ontario Command electronically to Kelly Burton at [kburton@on.legion.ca](mailto:kburton@on.legion.ca) or fax 905-841-9992.

Please Include the following documents in your Branch Year End Poppy Trust Report:

- Branch Status Report (BSR)
- Poppy Breakdown Sheet
- A reviewed Branch Poppy Year End Financial Report,
- A copy of the up-to-date Branch Poppy Ledger.
- Financial Review Certification.