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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 Chairman prior to October 31<sup>st</sup> of each year.

### **Procedure**

The Branch Poppy Chairmen will gather the required information to produce the Branch Poppy Report. The completed Report will be forwarded to the Zone Poppy Chairman promptly and correctly. The Branch Poppy Chairman 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 Chairman shall review all Branch Poppy Reports ensuring they are correct and in good order and then forward the Branch Reports to the District Poppy Chairman.

The District Poppy Chairman 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 Lisa Dinsmore at [ldinsmore@on.legion.ca](mailto:ldinsmore@on.legion.ca) and Kelly Burton at [kburton@on.legion.ca](mailto:kburton@on.legion.ca) or

fax 905-841-9992 or by mail

### **Branch Status Report (BSR), Poppy Breakdown Sheet AND,**

**A reviewed Poppy Year End Financial Report, which will consist of a copy of the up to date Branch Poppy Ledger. Attached to the Financials will be a copy of the Financial Review Certification. Do not include SUF's, we have copies on file at Command.**